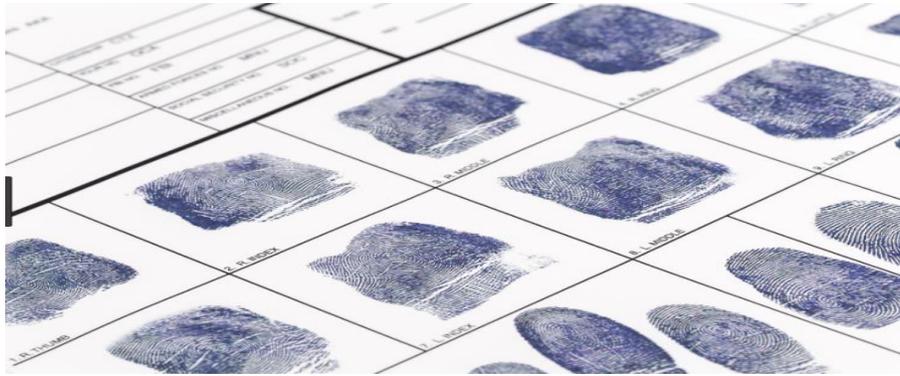


REQUESTING AN FBI ONLY BACKGROUND CHECK

NO AUTHORIZATION NUMBER OR ORI NUMBER REQUIRED
(PERSONAL USE ONLY – MAIL IN OPTION)



- Get your fingerprints taken on a standard FD258 fingerprint card.
- Go to the FBI website to input your personal information and to submit a request for the background check.
- Pay the fee online for the FBI background check (\$18.00)
- Mail the confirmation email and fingerprint card to the FBI for processing.
- Receive the FBI background check by email.
- Give the background check to the requesting agency or person.

1A Fingerprinting cannot help with this process, we can only supply the information that is publicly available on the FBI website. Please direct any questions with this process to the FBI CJIS division directly at 304-625-5590 or email your questions to identity@fbi.gov.

DIRECTIONS FOR COMPLETING THE ONLINE SECTION FOR THE FBI BACKGROUND CHECK

TO RECEIVE YOUR FBI CRIMINAL BACKGROUND CHECK, CONTINUE WITH THE DIRECTIONS BELOW AFTER GETTING YOUR FINGERPRINTS TAKEN ON THE FD258 FINGERPRINT CARD.

1. Go to the FBI Website at **WWW.EDO.CJIS.GOV/#**.
2. Under the section on “**How to Submit a Request**” enter your email address on the right side and click “**Submit**”
“You must enter your personal, individual email address. Do not enter an email address of another person or organization. The results must be sent to the applicant directly and the applicant can give the results to the requesting agency”.
3. Review the statement and Click “**Yes**” to agree and continue.
4. You will receive an email in your personal email from **Criminal Justice Information Services** with a link and a PIN # to complete your request. *If you do not see it, check your spam folder.*
5. In the email you received, you will see the sentence “Click here to access your request.” Click on the link “**here**” to continue to the next part.
6. After reading the statement, if you agree, click “**Continue**” to proceed.
7. Enter the PIN Number from your email and click on the “**Login**” button.
8. Read the privacy statement, check the “**I Accept**” box, and click “**Continue**” at the bottom.
9. Enter all your personal information and then click “**Next**”
10. Enter your physical address and phone number and then click “**Next**”
11. Enter your Preferences and then click “**Next**”
12. Choose “**MAIL**” for how you would like to submit the fingerprint card. *It will show you an address where to mail the fingerprint card along with other instructions which might apply.*
13. Click the “**Next**” button at bottom to continue
14. Click the “**Proceed to Payment**” button at the bottom.
15. Click “**Yes**” to confirm your information is correct.
16. It will process your request and then say you will be redirected to **pay.gov**, at this time click on the “**OK**” button.
17. Choose whether to pay with a Paypal account or Debit/Credit card and click “**Continue**”.
18. Enter your payment information and then click “**Continue**”.
19. After reviewing the payment information, If correct and you agree to be charged, check the authorize a charge button and then click “**Continue**”.
20. You will see a “payment was successfully processed” statement, click “**OK**”.
21. Check your personal email for the confirmation email. Print this email out and send with one (1) of the fingerprint cards you received to the address on the confirmation.
Do not fold the fingerprint cards, use a larger manilla envelope. Keep one (1) fingerprint card for your records or in case the previous one is lost in the mail.
22. After being processed, the FBI background check will be emailed to your personal email.