National Background Check, Incorporated

FBI CHANNELING SUBMISSION INSTRUCTIONS

Please follow the FBI Channeling Submission Instructions provided within this document to ensure that your results are processed in a timely fashion. Please complete all of the steps below, and fill in all of the information on the FBI Criminal Report Request form and the fingerprint cards. Failure to provide the necessary information will delay processing time. Please find below…
A) Instructions on the process, B) Costs, and C) Additional information.

A) Instructions

1) Send in two completed Fingerprint Cards (FD–258)
   a. Ensure all information is completed on the cards in black ink, and that they have been signed by you and the individual taking the fingerprints
2) Complete the FBI Criminal Report Request
   a. Ensure all notated fields are completed
3) Include payment information
4) Mail the fingerprint cards, request form, and method of payment to:
   National Background Check
   4140 Executive Parkway, Suite 119, Westerville, OH 43081 **Attn: FBI Channeling**

B) Costs – Total cost will include **processing** fee plus **shipping** fee and any **additional services**

(Acceptable forms of payment include check, money order, and credit card (except Discover)

1) Processing Fee - **$50 per Background Check request, per person**

2) Shipping Fee – **select only 1 option**. (If you would like both a printed copy and an emailed copy, please select the shipping method for the printed copy, and check the email option from #5-Additional Services.)

Shipping (results sent via)	Shipping Fee
Email (**US cell phone number** and email address must be provided)	No Charge
Regular US Mail (printed results only)^	$5.00
UPS 2nd Day - end of day (printed results only)	$35.00
UPS Next Day - end of day (printed results only)	$75.00

^NBCI **will not be held responsible for packages requested to be sent out via Regular Mail**. A transaction number will be provided, however a refund will not be processed. FBI background check results are deleted from NBCI's system 24 hours after they are printed and mailed. If there is a need to have your background check re-processed, there will be a $35 charge, which will include ground UPS shipping. NBCI will not send a second copy of the FBI background check via regular mail.

3)

Additional Services	Fee
Extra printed copy	$20
Emailed copy (in addition to printed results)	$10
Same Day Service	$50 (plus processing fee)

C) Additional Information

- Under DO-556-73, an individual may obtain a copy of his/her FBI criminal identification record, upon request, for the following reasons
  - Review and correction purposes
  - To challenge the information on record
  - To satisfy certain legal requirements, such as a requirement for adopting a child
  - To satisfy a requirement to live, work or travel in a foreign country
  - And/or other court-related matters

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- **Results via Email – (If you do not received your email within 21 days, please contact our office)**
  - Applicants **must include a United States cell phone number** on their application (Effective as of 12/28/15. Also, in order to be able to receive a pin number to open the document, a generic phone number provided by a mobile app or secondary line **cannot** be used.)
  - Applicants submitting an incorrect cell phone, or home number will be unable to receive the necessary pin to access their document and the process will need to be restarted, with a new application and $35 fee.
  - Cell phone numbers cannot be changed if given incorrectly. The process will need to be restarted, with a new application and $35 fee.
  - *Email responses not received must be reported to our office within 21 days, or the process will need to be restarted with new documents and a $50 fee.*
  - NBCI will not be responsible for charges incurred if text message rates apply (check with your carrier)
  - **INTERNET EXPLORER** must be used. This service will not work with Chrome, Firefox, or any other browser. If necessary, the FBI link can be copied into Internet explorer.
  - Once results are emailed, you will have **30 days** to open the link (which contains your FBI report) included in the email. **If you wait more than 30 days to open it, the link will no longer be active, and it will also be deleted from our system, per FBI regulations**. Once you click on the link and **submit your password**, prompting a pin number to be sent to your phone, your results will be deleted **24 hours after**. You will need to either print or save it to your computer.

- **Same Day Service for Out-Of-State Residents** – The cost of Same Day Service is $50. Shipping fees still apply. Here is the process…

  - ***Mail your application to NBCI via a trackable method, Attn: FBI Channeling, SAME DAY SERVICE***
  - Track your package so that **you** are aware when it has arrived
  - Please then call 877-932-2435 and ask for the "Channeling Same Day Department" to let them know that your package has arrived, and that you would like same day service
  - The CSDD Rep will take all of your information and call back within 30 mins to confirm that the application is received, and to let you know if the application is approved for Channeling
  - If approved, your fingerprints and the application will be input into our system the very same day, and transmitted to the FBI. Proof of transmittal will be emailed to you**
  - Once we have given your application priority over other applications, and submitted it to the FBI on the same day, there will be **NO REFUNDS PROCESSED**
  - Your FBI Background Check results will be mailed to you as soon as the FBI responds
  - Same day service is available every Mon-Fri 8am-2pm. Same day service requests will not be honored after 2pm
  - This service only applies to customers who are selecting email and/or UPS as their method of shipping. **SAME DAY SERVICE IS NOT AVAILABLE WITH THE SELECTION OF REGULAR MAIL.**

- **Processing time** – *Applications are processed* ***5-7 business days*** (excluding: Saturday, Sunday, & major holidays) **after receipt of documentation.** The first business day is the day **after** we receive your documents. If, however, the application is not filled out correctly, or if the credit card is declined, or if the fingerprints are rejected by the FBI, this may result in a delayed processing time of up to 14 business days, **and NBCI having to contact you for additional information before your application can be processed.** Our 5-7 day turnaround is **not a guarantee**, but an approximation of our usual processing time**.** We will not be held responsible in cases where the FBI is experiencing a slower than usual response time.

- **Rejections** - The FBI may reject the fingerprint card for poor quality. If this is the case, NBCI will **process your second card for free**. If we do not have a second card, we will notify you that we need one. **If the second card is also rejected, and you choose to continue the process with NBCI, you will need to send NBCI additional fingerprint cards, with an additional $50 payment**. ***Refunds will not be processed for rejections***. ***If the applicant is missing more than one finger on either hand, they will need to submit their prints directly to the FBI (304-625-5590).***

- **An FBI Approved Channeler…**
  - **May only process requests for a U.S. person (an individual who is a citizen of the U.S. or a lawful permanent resident of the U.S.)**
  - That receives a response with the FBI Seal and Section Chief signature via a pdf attachment, ***is receiving an authenticated FBI response***. (**National Background Check, Inc. does receive the authenticated PDF results which can then be Apostilled or Authenticated by the US State Department)
  - Cannot apostille fingerprint search results. If an applicant needs an apostille, they can either apply directly with the FBI for a background check, or **the applicant** can send the **printed** authenticated document, returned from National Background Check, to the State Department for further action ***(emailed copies are not guaranteed to be apostilled by the U.S. Department of State)***. The website to the State Department for additional info is http://travel.state.gov/content/travel/english/legal-considerations/judicial/authentication-of-documents/office-of-authentications.html
  - **Cannot process a request for employment and/or licensing purposes for jobs within the United States.** That type of request should be coordinated and processed via the appropriate state agency (or state police)

- **Results returned via Regular Mail (Standard Mail)**
  - Can only be sent back to the applicant making the request
  - Cannot be sent to a third party. ***If the response is being sent to the applicant's attorney, the request must be submitted on the attorney's letterhead with both the individual and the attorney signatures, and must contain a release statement indicating the applicant is aware of and consents to having the results returned to the attorney.*** This is the only situation for which an application can be returned c/o someone else.
  - **NBCI will not be held responsible for results sent out via regular/standard mail which are lost by the US Postal Service**. An FBI transaction number will be provided to the customer, but a refund will not be processed.

- **Disputing information on the Background check -** The research for results are completed by the Federal Bureau of Investigation (FBI). Should there be any questions about the information contained in the report, please send a written challenge request to the FBI's CJIS Division at the following address: FBI CJIS Division, Attention: Criminal History Analysis Team 1, 1000 Custer Hollow Road, Clarksburg, WV 26306.

National Background Check, Incorporated

FBI Criminal Report Request

PRIVACY ACT STATEMENT

The FBI's acquisition, retention, and sharing of information submitted on this form is generally authorized under 28 USC 534 and 28 CFR 16.30-16.34. The purpose for requesting this information from you is to provide the FBI with a minimum of identifying data to permit an accurate and timely search of criminal history identification records. Providing this information (including your Social Security Account Number) is voluntary; however, failure to provide the **correct** information may affect the completion of your request. You may request a copy of your own identification record to review it or obtain a change, correction, or an update to the record. The information reported on this form may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent pursuant to the Privacy Act of 1974 and all applicable routine uses. **If you are not a US Citizen or a permanent resident, you must make your request directly to the FBI**. If an apostille is needed, NBCI receives authenticated FBI PDF results, **with the FBI Seal and Section Chief signature**, which the applicant can then send to The State Department to be apostilled^.

1) Applicant Information* *Denotes Required Fields* *(all information below must match information on fingerprint card fd258)*

*Last Name		*First Name	*Middle Name
*Height:	*Weight:	*Hair Color	*Eye Color
*Date of Birth	*SS#	*Place of Birth	*Country of Citizenship
*Country of Residence		*U.S. Citizen/Legal Permanent Resident Yes☐ No☐	**(if no, you must go directly through the FBI)**

2) Reason for Request^

Please select the reason for your request:

☐ Work Visa/ Student Visa ☐ Foreign Residency/ Travel ☐ To adopt a child

☐ Personal ☐ To review or challenge information on your own record

☐ Other – Please explain_____

3) FBI Background Check processing fee

Fee $___50____

4) Shipping^ (*Please Select Only One)*

Please indicate preferred method of receiving your FBI report:

☐ Option 1 – E-mail only–no charge ☐ Option 3 – UPS 2nd Day (end of day) –$35

☐ Option 2 – Regular US mail–$5 ☐ Option 4 – UPS Next Day (end of day) –$75 **Fee $ _____**

5) Additional Services^

☐ # of extra printed copies _____–*($20 per extra copy)* ☐ Same day service–$50

☐ E-mailed copy (*in addition to printed results*) –$10 **Fee $_____**

^See FBI channeling submission instructions for more information

6) Applicant U.S. address – (must be filled out)

*Applicant Name (only):		
*Address		
*City	*State	*Zip
*U.S. Cell Phone#:	*E-mail address-*please print clearly* _____	

*** Payment Enclosed** *(please check appropriate box)* **Total fee enclosed $_____**

☐ CHECK #_____ ☐ MONEY ORDER (*Please make checks/money orders payable to NBCI)*

☐ CREDIT CARD (VISA, MC, AMEX): _____ CREDIT CARD #:_____

EXP. DATE: _____/_____CVV CODE: _____ NAME AS IT APPEARS ON CARD: _____

*** APPLICANT SIGNATURE** _____ DATE_____

By signing this form you hereby warrant that all the above information is correct and that you have read and understand the privacy act statement located at the top of this form.

Send this completed form along with your payment and 2 different fingerprint cards (FD-258) to the address below:

National Background Check, Inc., Attn: FBI Channeling, 4140 Executive Parkway, Suite 119, Westerville, OH 43081
Ph.877-932-2435 - fax 614-457-8930

website: www.nationalbackgroundcheck.com email: contactus@nationalbackgroundcheck.com

APPLICANT

* See Privacy Act Notice on Back

FD-258 (REV.12-10-07)

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

LAST NAME NAM FIRST NAME MIDDLE NAME

FBI LEAVE BLANK

SIGNATURE OF PERSON FINGERPRINTED

ALIASES AKA

ORI

RESIDENCE OF PERSON FINGERPRINTED

DATE OF BIRTH DOB
Month Day Year

CITIZENSHIP CTZ

SEX	RACE	HGT.	WGT.	EYES	HAIR

PLACE OF BIRTH POB

DATE

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

YOUR NO. OCA

LEAVE BLANK

EMPLOYER AND ADDRESS

FBI NO. FBI

CLASS

ARMED FORCES NO. MNU

REF.

REASON FINGERPRINTED

SOCIAL SECURITY NO. SOC

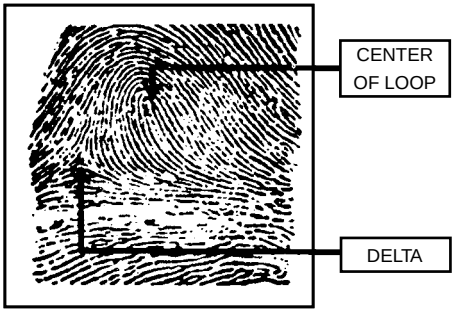
MISCELLANEOUS NO. MNU

1. R. THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE
6. L. THUMB	7. L. INDEX	8. L. MIDDLE	9. L. RING	10. L. LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY	L. THUMB	R. THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

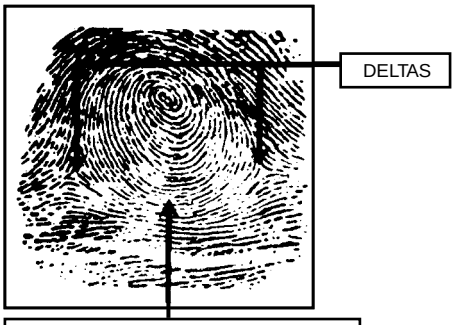
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
CJIS DIVISION/CLARKSBURG, WV 26306

1. LOOP



THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

2. WHORL



THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

3. ARCH

ARCHES HAVE NO DELTAS

FD-258 (REV. 12-10-07)

APPLICANT

THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STSTES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.*
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.**
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

Please review this helpful information to aid in the successful processing of hard copy criminal and civil fingerprint submissions in order to prevent delays or rejections. Hard copy fingerprint submissions must meet specific criteria for processing by the Federal Bureau of Investigation.

Ensure all information is typed or legibly printed using blue or black ink.
Enter data within the boundaries of the designated field or block.
Complete all required fields. (If a required field is left blank, the fingerprint card may be immediately rejected without further processing.)

- The required fields for hard copy fingerprint cards are: originating agency identifier number - date of birth - place of birth - name - sex fingerprint impressions - any applicable state stamp - Other (race, height, weight, eye color, hair color)

* criminal fingerprint cards also require an arrest charge and date of arrest.
* civil fingerprint cards also require a reason fingerprinted and date fingerprinted

Do not use highlighters on fingerprint cards.
Do not enter data or labels within 'Leave Blank' areas.
Ensure the 'Reply Desired' field is checked when applicable (criminal only**).**
Ensure fingerprint impressions are rolled completely from nail to nail.
Ensure fingerprint impressions are in the correct sequence.
Ensure notations are made for any missing fingerprint impression (i.e. amputation).
Do not use more than two retabs per fingerprint impression block.
Ensure no stray marks are within the fingerprint impression blocks.

Training aids can be ordered online via the Internet by accessing the FBI's website at: fbi.gov, click on 'Fingerprints', then click on 'Ordering Fingerprint Cards & Training Aids'. Direct questions to the Identification and Investigative Services Section's Customer Service Group at (304) 625-5590 or by e-mail at <liaison@leo.gov>.

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of information requested by this form is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include numerous Federal statutes, hundreds of State statutes pursuant to Pub.L. 92-544, Presidential executive orders, regulations and/or orders of the Attorney General of the United States, or other authorized authorities. Examples include, but are not limited to: 5 U.S.C. 9101; Pub.L. 94-29; Pub.L. 101-604; and Executive Orders 10450 and 12968. Providing the requested information is voluntary; however, failure to furnish the information may affect timely completion or approval of your application.

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, security, licensing, and adoption, may be predicated on fingerprint-based checks. Your fingerprints and other information contained on (and along with) this form may be submitted to the requesting agency, the agency conducting the application investigation, and/or FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. During the processing of this application, and for as long hereafter as may be relevant to the activity for which this application is being submitted, the FBI may disclose any potentially pertinent information to the requesting agency and/or to the agency conducting the investigation. The FBI may also retain the submitted information in the FBI's permanent collection of fingerprints and related information, where it will be subject to comparisons against other submissions received by the FBI. Depending on the nature of your application, the requesting agency and/or the agency conducting the application investigation may also retain the fingerprints and other submitted information for other authorized purposes of such agency(ies).

Routine Uses: The fingerprints and information reported on this form may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(b)) and all applicable routine uses as may be published at any time in the Federal Register, including the routine uses for the FBI Fingerprint Identification Records System (Justice/FBI-009) and the FBI's Blanket Routine Uses (Justice/FBI-BRU). Routine uses include, but are not limited to, disclosures to: appropriate governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities for application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoption checks; and as otherwise authorized by law, treaty, executive order, regulation, or other lawful authority. If other agencies are involved in processing this application, they may have additional routine uses.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

INSTRUCTIONS:

* 1. PRINTS MUST GENERALLY BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.

2. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.

3. FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.

** MISCELLANEOUS NO. - RECORD: OTHER ARMED FORCES NO. PASSPORT NO. [FP], ALIEN REGISTRATION NO. (AR), PORT SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS) VETERANS' ADMINISTRATION CLAIM NO. (VA).