**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 note: This process can only be used by U.S. citizens, or legal permanent residents of the U.S. Otherwise, please go directly to the FBI)*. Please complete all the steps below, and fill in all of the information on the FBI Criminal Report Request form. Failure to provide all necessary information will delay processing time.

**A. Instructions**

1) If you live in or near the following cities, please have your fingerprints captured electronically:

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<tr>
<th>City</th>
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<tbody>
<tr>
<td>Washington, DC</td>
<td>All major cities in Ohio</td>
<td>Dallas, Irving, Houston, TX</td>
</tr>
<tr>
<td>New York, NY</td>
<td>All major cities in Florida</td>
<td>Newark, DE</td>
</tr>
<tr>
<td>San Francisco, CA</td>
<td>Charlotte, NC</td>
<td>Erlanger, KY</td>
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<tr>
<td>Knoxville, Memphis, TN</td>
<td>Abilene, TX</td>
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*Please click the following link for addresses and hours of operations: [http://www.nationalbackgroundcheck.com/background-check-locations.htm](http://www.nationalbackgroundcheck.com/background-check-locations.htm)

1a) Complete the FBI Criminal Report Request, and either email or fax it to us.

**OR, if you don’t live near those cities,**

2) Send in two completed Fingerprint Cards*(FD-258)*
   a. Ensure all information is completed on the cards, and that they have been signed by you and the individual taking the fingerprints.

3) Complete the FBI Criminal Report Request
   a. Ensure all notated fields are completed

4) Include payment information

5) 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**
   (*additional fees will apply to obtain fingerprint cards or fingerprint capture)*

**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 electronic option from #5-Additional Services.)*

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<tr>
<th>Shipping (results sent via)</th>
<th>Shipping Fee</th>
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<tbody>
<tr>
<td>Electronic Copy <em>(US cell phone number and email address must be provided)</em></td>
<td>No Charge</td>
</tr>
<tr>
<td>Regular US Mail <em>(printed results only)</em></td>
<td>$5.00</td>
</tr>
<tr>
<td>UPS 2nd Day - end of day <em>(printed results only)</em></td>
<td>$35.00</td>
</tr>
<tr>
<td>UPS Next Day - end of day <em>(printed results only)</em></td>
<td>$75.00</td>
</tr>
</tbody>
</table>

**NB** never 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 Service Fees**

<table>
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<tr>
<th>Additional Services</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Extra printed copy</td>
<td>$20</td>
</tr>
<tr>
<td>Electronic copy (in addition to printed results)</td>
<td>$10</td>
</tr>
<tr>
<td>Same Day Service</td>
<td>$50 (plus processing fee)</td>
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</table>
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

- **Electronic (via web portal) – (If you do not receive an electronic notification within 21 days, please contact our office)**
  - Applicants must include a United States cell phone number on their application that can receive text messages...(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.
  - Electronic responses not received within 21 days must be reported to our office, 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 if you are using a **Windows** computer. **MAC** users, use **Google Chrome**, and **Adobe Acrobat** as your default reader. Learn more: [https://startlit.artic.edu/kb/software/adobe/acro_reader_default.html](https://startlit.artic.edu/kb/software/adobe/acro_reader_default.html)
  - Once you receive your electronic web portal link, you will have 30 days to open the link (which contains your FBI report). **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 later. You will need to either print it or save it to your computer.

- **Same Day Service** – The cost of Same Day Service is $50. Shipping fees still apply. **All information must be received by NBCI no later than 2:00pm EST.** Here is the process...
  - Visit a FastFingerprints Fingerprint Capture location (see instructions above).
    - Then fax/email us your application, and call 877-932-2435. Ask for the “Channeling Same Day Department” to let them know that you have just completed Fingerprint Capture at a FastFingerprints location, and that you would like Same Day Service.
  - OR
  - 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

APPLIES TO BOTH PROCESSES – FINGERPRINT CAPTURE and MAIL-IN SERVICE:

- Your application will be located, and reviewed. If approved, your fingerprints and the application will be inputted into our system the very same day, and
transmitted to the FBI
- 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 EST. Same day service requests will not be honored after 2pm EST.
- This service only applies to customers who are selecting electronic and/or UPS as their method of shipping. SAME DAY SERVICE IS NOT AVAILABLE WITH THE SELECTION OF REGULAR MAIL.

- **Normal Processing time** - Applications are processed 2-3 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 2-3 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 fingerprints for poor quality. If this is the case, NBCI will contact you to return to the Fingerprint Capture location for a second capture (free of charge). Or, if you mailed cards in, 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 Fingerprint Capture or the second card is also rejected, and you choose to continue the process with NBCI, you will need to either pay for a 3rd capture and/or 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 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 or electronic authenticated document, returned from National Background Check, to the State Department for further action. 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](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.
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 identity 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. 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. You may request a copy of your own Identity History Summary to review it or obtain a change, correction, or an update to the summary. 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:
☐ Foreign Residency/Travel (country________________) ☐ Work Visa/Student Visa (country________________)
☐ To adopt a child ☐ To review or challenge information on your own record or necessary for court
☐ Personal ☐ 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 – Electronic (via web portal).-$0
☐ Option 2 – Regular US Mail-$5
☐ Option 3 – UPS 2nd Day (end of day)-$35
☐ Option 4 – UPS Next Day (end of day)-$75

5) Additional Services^

☐ # of extra printed copies______($20 per extra copy)
☐ Same day service-$50
☐ Electronic (via web portal)-in addition to printed results-$10

^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#: ☐ Personal E-mail address-please print clearly

(By your signature below, you verify that the above email is your personal email and not that of a third party)

* Payment Enclosed (please check appropriate box)

☐ 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 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
**Signature of Person Fingerprinted**

**Residence of Person Fingerprinted**

**Date**

**Signature of Official Taking Fingerprints**

**Employer and Address**

**Reason Fingerprinted**

**Citizenship**

**Your No.**

**FBI No.**

**Armed Forces No.**

**Social Security No.**

**Miscellaneous No.**

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* See Privacy Act Notice on Back
THESE LINES RUNNING BETWEEN LOOP AND DELTA MUST SHOW

2. WHORL

DELTA

3. ARCH

ARCHES HAVE NO DELTAS

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