

***To use our FBI Channeling service the following must apply:***

***You must be a US citizen/legal permanent resident (otherwise, you must go directly to the FBI)***

***Request must be for one of the following reasons:***

- Work Visa/Student Visa
- Foreign Residency/travel
- Personal Reasons
- International Adoption
- Court Related Matters

***Cannot process a request for employment and/or licensing purposes for jobs within the United States***

***Results are returned electronically (via web portal) and/or hardcopy (via USPS standard shipping or UPS expedited shipping)***

**Electronic (via web portal) results:**

Applicants must include a United States cell phone number (used to obtain the security pin needed to access results) on their application that can receive text messages.

Cannot use a mobile app or secondary line

Applicants cannot use a 3<sup>rd</sup> party's email address to receive link to web portal

Electronic responses not received within 10 days must be reported to our office to avoid restarting with new documents and fees

***See [FAQs](#) for additional information***

### Hardcopy (mailed) results:

Results must be mailed to a US residential address only and cannot be addressed to a 3rd party – Results cannot be mailed overseas

Results can be mailed to an attorney if the applicant provides permission on the attorney's letterhead with both the attorney's and applicant's signature on the same form

Applicants requesting their mail to be sent to a PO Box must select USPS standard mail shipping – UPS does not deliver to PO Boxes

Mailed responses not received within 10 days must be reported to our office to avoid restarting with new documents and fees

**See [FAQs](#) for additional information**

### Fees

#### Processing Fees

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

Processing Time	Fees
2-3 Business Days	\$50.00*
Same Day Service/24-hour turnaround	\$100.00*

#### Shipping and Additional Service Fees

Results sent via	Fees in addition to processing fee
Electronic Only	No additional fee
USPS Standard Mail	\$5.00*
UPS 2 <sup>nd</sup> Day	\$35.00*
UPS Next Day	\$75.00*

Additional Services	Fees in addition to processing and shipping fees
Extra Printed Hardcopies	\$20.00* Each
Electronic Copy in Addition to Hardcopy	\$10.00*

**\*Payments will be processed upon receipt of application – [See FAQs for cancellation/refund policy](#)**



### **Fingerprint Submission Instructions**

***If you are near a FastFingerprints location ([click here](#) for list of locations) please follow the instructions below:***

#### **Fingerprint Capture Instructions:**

**Step 1:** Go to a FastFingerprints capture location to have your fingerprints captured - *Tech will charge \$20 for their service.*

**Step 2:** Complete the FBI Criminal Report Request form - **Click here** to download form - *Please be sure to complete the form in full to avoid delayed processing time.*

**Step 3:** Email or fax the completed FBI Criminal Report Request form to the email or fax number listed at the bottom of the form.

**Step 4:** Call our office at (877) 932-2435 **within** 24 hours to confirm receipt of your **faxed** form. For emailed forms, call **after** 24 hours if you have not received a confirmation email of receipt.

***If you are NOT near a FastFingerprints location, please follow the instructions below:***

#### **Fingerprint Cards Instructions:**

**Step 1:** Go to a local law enforcement office to have your fingerprints printed on fingerprint cards (2 original sets of cards are recommended) - **Click here** if you need a template of the FD-258 fingerprint card.

**Step 2:** Complete the FBI Criminal Report Request form - **Click here** to download form - *Please be sure to complete the form in full to avoid delayed processing time*

**Step 3:** Mail both the completed FBI Criminal Report Request form and the fingerprint cards to the address listed at the bottom of the form (mail to address is also below).

Attn: FBI Channeling - 4140 Executive Parkway, Suite 119, Westerville, OH 43081

*Our processing time is 2-3 business days starting the day after receipt of your documents - **Same day service is also available for an additional fee.***