



## 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)*

*First Name	*Middle Name	*Last Name
*SS#	*Date of Birth	*Eye Color
*Hair Color	*Place of Birth (State, or Country if outside of US)	*Height
*Country of Residence	*Country of Citizenship	*Weight
*U.S. Citizen/Legal Permanent Resident Yes <input type="checkbox"/> No <input type="checkbox"/>		<i>(if no, you must go directly through the FBI)</i>

### 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 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  
 Electronic (via web portal)-*in addition to printed results*-\$10

**Fee \$**

*^See FBI channeling submission instructions for more information*

### 6) Applicant U.S. Residential Address – (must be filled out)

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

*(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)*

**Total fee enclosed \$**

CHECK # \_\_\_\_\_     
  MONEY ORDER *(Please make checks/money orders payable to NBCI)*  
 CREDIT CARD (VISA, MC, AMEX): \_\_\_\_\_ CREDIT CARD #: \_\_\_\_\_ DISCOUNT CODE: \_\_\_\_\_  
 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