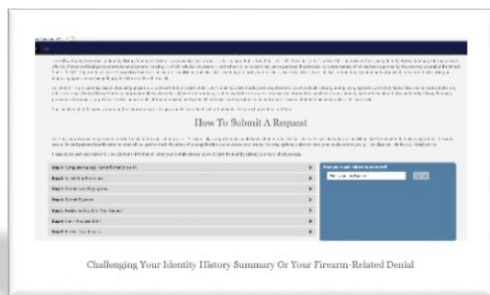


FBI Background Check Process

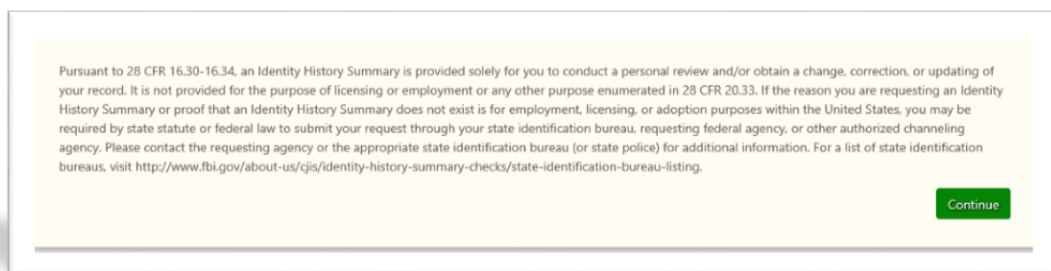
Log on to www.edo.cjis.gov



- Scroll down to the heading **How to Submit a Request** to enter your email address and begin the process. A notification will appear to prompt you to your email for further instructions.

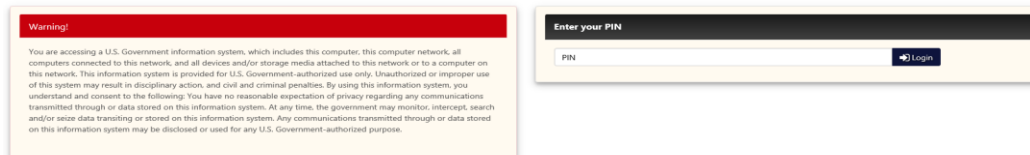


- A personal PIN will be sent to the email address you provided.
- Once the email with the personal pin is received, the following link will appear along with **Click here** to access your request.
 - Select click **here** to proceed.
 - You will be returned to the FBI site.
 - A message about security will appear and require you to click on **CONTINUE**.

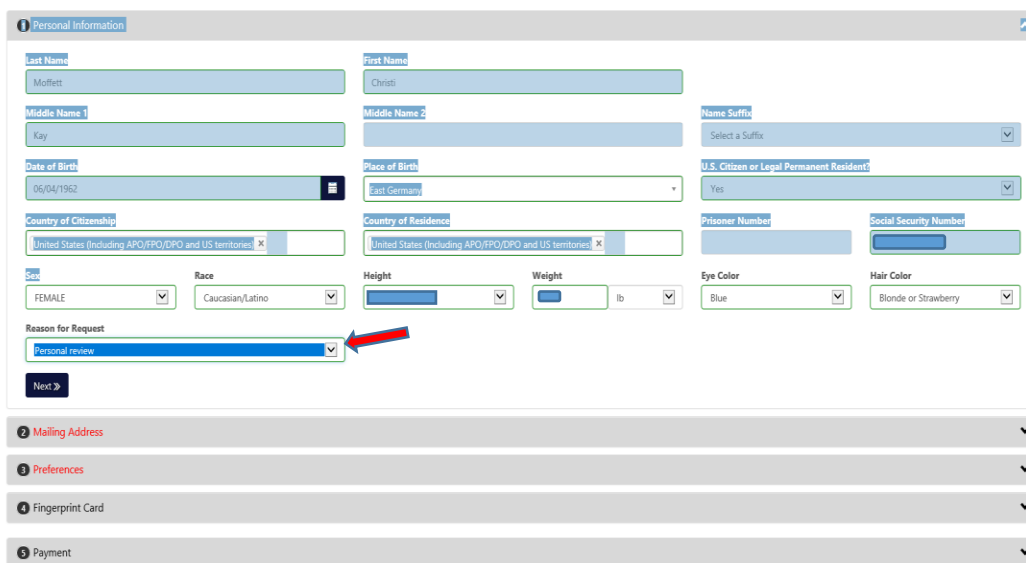


FBI Background Check Process

- A warning will appear and you will be prompted to enter your **PIN**.



- Enter your personal information.
- When asked for **Reason for Request** select **PERSONAL REVIEW**.

The image shows a "Personal Information" form with various fields. The "Reason for Request" dropdown menu is highlighted in blue and has a red arrow pointing to it. The form includes fields for Last Name (Moffett), First Name (Christi), Middle Name 1 (Key), Middle Name 2, Name Suffix, Date of Birth (06/04/1952), Place of Birth (East Germany), U.S. Citizen or Legal Permanent Resident? (Yes), Country of Citizenship (United States), Country of Residence (United States), Prisoner Number, Social Security Number, Sex (FEMALE), Race (Caucasian/Latino), Height, Weight (lb), Eye Color (Blue), and Hair Color (Blonde or Strawberry). Below the form are five steps: 1. Personal Information, 2. Mailing Address, 3. Preferences, 4. Fingerprint Card, and 5. Payment.

- Under **Step 3 Preferences** answer:
 - **YES** to date of birth on report;
 - **YES** to receive status notification via email;
 - **YES** you want a hard-copy mailed to you;
 - Click **NEXT**.

FBI Background Check Process

1 Personal Information

2 Mailing Address

3 Preferences

Would you like your date of birth included on the response?
Yes

Would you like to receive status notifications?
Yes via E-mail E-mail Address:

Would you like to have a hard-copy response mailed to you?
Yes

4 Fingerprint Card

5 Payment

- Information regarding fingerprint cards will appear; click **NEXT**.

Please send your completed fingerprint card along with a copy of your confirmation e-mail to:

FBI CJIS Division
ATTN: ELECTRONIC SUMMARY REQUEST
1000 CUSTER HOLLOW ROAD
CLARKSBURG, WEST VIRGINIA 26306

- The FBI will process your request upon receipt of your completed fingerprint card in the date order it was received.
- Your fingerprints should be placed on a standard fingerprint form (FD-258), commonly used for applicant or law enforcement purposes. The FBI will accept FD-258 fingerprint cards on standard white paper stock.
- You must provide a current fingerprint card. Previously processed cards or copies will not be accepted.
- Your name and date of birth must be provided on the fingerprint card.
- You must include rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken at the same time (these are sometimes referred to as plain or flat impressions). If possible, have your fingerprints taken by a fingerprinting technician. This service may be available at a law enforcement agency.
- Fingerprints taken with ink or via live scan are acceptable. If your fingerprints are taken via a live scan device, a hard-copy must be generated so the fingerprint card can be mailed to the FBI.
- To ensure the most legible prints possible, refer to the Recording Legible Fingerprints page. If fingerprints are not legible, the fingerprint card will be rejected. This could cause delays in processing and could also result in additional fees.
- The name on your response letter will match the name that you entered on your electronic DO request.
- If the last four digits of your Social Security number are needed on your response letter, then please ensure the full nine-digit or last four digits of your Social Security number is on the fingerprint card when submitting your request.

4 Fingerprint Card

5 Payment

- You will be prompted to **Pay.gov** to complete payment process of \$18.00.

We strongly recommend you obtain your fingerprints from local law enforcement agencies (police station, sheriff office, etc.).

Submit fingerprints to:

FBI CJIS Division
ATTN: ELECTRONIC SUMMARY REQUEST
1000 Custer Hollow Road
Clarksburg, WV 26306

The report will be mailed to directly to the address you provide.

The original hard copy **MUST** accompany your KREC license application.

This process can typically be completed within a week.