



## 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 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.

### Applicant Information \* Denotes Required Fields

* Last Name
* First Name
Middle Name 1
Middle Name 2
* Date of Birth
Last Four Digits of Social Security Number

### Applicant Home Address

* Address
* City * State
* Postal (zip) code
* Country
* U.S. Citizen or Legal Permanent Resident <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, you must make your request directly with the FBI)
Country of Citizenship Country of Residence
* Phone Number
* Email Address

### Mail Results to This Address (Attorney Only)

C/O	ATTN
Address	
City	State
Postal (zip) code	Country
Phone Number (if different from above)	

* <b>FBI Criminal Report</b> Includes one copy	\$ _____	* <b>Shipping Options</b> Please check one box
* <b>Shipping</b> Select one Shipping Option	\$ _____	<input type="checkbox"/> USPS First Class Mail – <b>No charge</b>
* <b>Additional Copies</b> _____ @ Quantity	\$ _____	<input type="checkbox"/> USPS Priority Mail (2-3 Day Delivery)
* <b>Total Payment Enclosed</b>	\$ _____	<input type="checkbox"/> FedEx (Overnight Delivery)

* <b>Payment Type</b>	Payee is <b>National Credit Reporting</b>	Please check one box
<input type="checkbox"/> Cashier's Check	<input type="checkbox"/> Money Order	<input type="checkbox"/> Credit Card (Include Credit Card Authorization form)
* <b>Reason for my request</b>	<input type="checkbox"/> Personal Review/Correction	<input type="checkbox"/> Work Visa/Student Visa
Please check one box	<input type="checkbox"/> Adoption	<input type="checkbox"/> Foreign Residency/Travel
	<input type="checkbox"/> Attorney Request	<input type="checkbox"/> Other (please specify) _____

\* **APPLICANT SIGNATURE** \_\_\_\_\_ \* **DATE** \_\_\_\_\_

\* **Signed Mailing Checklist must be included with order. You may request a copy of your own identification record to review it or obtain a change, correction, or an update to the record.**



**My FBI  
Report**



**NATIONAL CREDIT REPORTING**

## **MAILING CHECKLIST**

**FBI Criminal Report Request  
Criminal Background Check Request**

Promo Code

I declare under penalty of perjury under the laws of the United States of America that the enclosed fingerprint impression is that of the person completing this form, and that all of the information submitted on the **FBI Criminal Report Request** form is true and correct.

Applicant acknowledges that information sent through electronic mail, United States Mail, and courier service is not secure. Applicant further acknowledges that NCR may not alter any of the information contained in the FBI report, even if there are obvious errors. Applicant waives, disclaims, and holds NCR harmless from and against any inadvertent disclosure of Applicant's FBI report and from any inaccuracies contained within said FBI report, provided that nothing herein affects any intentional, wrongful disclosure of Applicant's FBI report or the contents thereof.

Applicant's Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### **Required Checklist for FBI Criminal Report Requests**

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- I have included the **FBI Criminal Report Request** form with all required fields completed
- I have included **fingerprint card(s)**, completed by a trained technician
- I have included **payment:** Cashier's Check or Money Order payable to **National Credit Reporting**  
Visa or MasterCard – **Credit Card Authorization** form is required
- For attorney requests, I have included a signed **Attorney Release** form printed on my attorney's letterhead
- I am including this signed **Mailing Checklist**
- I have read and understand the **Frequently Asked Questions (FAQ)** document

**MAIL TO: National Credit Reporting  
ATTN: FBI Consumer Report Request  
6830 Via Del Oro, Suite 105  
San Jose, CA 95119**