



TOP TEN TIPS TO HELP EXPEDITE YOUR FBI REPORT

- 1. Include your complete US home mailing address - Reports cannot be shipped internationally**
- 2. Complete all request forms legibly and be sure to sign your name, with the date**
- 3. Provide your phone number and email address, if available**
- 4. When using a Credit Card, please ensure all card information is correct**
- 5. Do not send self-addressed stamped envelope or any other pre-paid Priority Mail, FedEx, UPS, etc. - These are not accepted and will not be returned**
- 6. Please fill out the forms accurately. Double check your date of birth, address information, and all other personal identifiable information**
- 7. Please add the total payment amount correctly and provide the correct payment method - Personal/Business check or cash will not be accepted**
- 8. Please send the correct request forms - Only forms provided by National Background Information or National Credit Reporting will be accepted**
- 9. Fingerprint card(s) submitted must be dated within the last 18 months. Remember to include Fingerprint card(s) when sending in your request**
- 10. If your last 4 digits of your Social Security Number (SSN) are needed on your report, then you'll need to ensure the full nine-digits of your SSN are on the fingerprint card when submitting your request**

For more information, please refer to the FAQ section of our website at www.nbinformation.com/faq.php