



TOP TEN TIPS TO HELP EXPEDITE YOUR FBI REPORT

- 1. Remember to select a “Reason for my Request” on the FBI Criminal Request form**
- 2. Please clarify your reason for *Other* (please specify) _____ when requesting an FBI Report on the FBI Criminal Request form (*we cannot process for employment or licensing within the U.S.*)**
- 3. Remember to include the Mailing Checklist when sending your request**
- 4. When using a Credit Card, please make sure information is correct**
- 5. Please write legibly and remember to sign your name, with the date**
- 6. Please fill out the forms accurately. Please double check your date of birth and address information**
- 7. Please add the total payment amount correctly and send the correct payment method (e.g. personal check is not valid)**
- 8. Please send the correct forms (we do not accept the FBI’s request forms, only NBI/NCR forms)**
- 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. Please verify the “Reason Fingerprinted” on the Fingerprint card matches the “Reason for my Request” on the FBI Criminal Request form**