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