

FORM D: National Background Check (FBI)

The application for the National Background Check, conducted by the FBI, may be submitted online or by mail. According to the FBI website, current processing time is about 3-5 days for online requests (after fingerprint card is received by mail) and about 2-4 weeks for requests by mail.

Online Requests: The online request form and instructions are available at:

<https://www.edo.cjis.gov/#/>

Requests by Mail: Use enclosed Identity History Summary Request Form. Detailed instructions for completing and submitting the request form and fingerprint cards by mail are available at:

<https://www.fbi.gov/how-we-can-help-you/need-an-fbi-service-or-more-information/identity-history-summary-checks#Mail>

**** When completing the background check request form (online requests and requests by mail), include the following information:**

- Mailing Address
 - **In Care Of (C/O):** AMCC
 - **ATTN:** Background Check
 - **Address:** P.O. Box 309585
 - **City:** Montgomery
 - **State:** Alabama
 - **Postal (Zip) Code:** 36130

- Preferences (online request form)
 - **Would you like your date of birth included on the response?** YES
 - **Would you like to have a hard-copy response mailed to you?** YES

IDENTITY HISTORY SUMMARY REQUEST FORM**Information** * *Denotes Required Fields*

*Last Name	*First Name
Middle Name 1	Middle Name 2

*Date of Birth:	*Place of Birth:	*U.S. Citizen or Legal Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No
*Country of Citizenship:	Country of Residence:	Prisoner Number (if applicable):
*Last Four Digits of Social Security Number:		

*Race (please check appropriate box): <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Caucasian <input type="checkbox"/> Native American <input type="checkbox"/> Unknown
*Sex (please check appropriate box): <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other

Address

C/O	ATTN
*Address	
*City	*State
*Postal (Zip) Code	*Country
Phone Number	E-Mail

Payment Enclosed: (please check appropriate box)

CERTIFIED CHECK MONEY ORDER CREDIT CARD FORM

You may request a copy of your own Identity History Summary to review it or obtain a change, correction, or an update to the summary. This is not a national background check and may not include information from state repositories which would be included on an employment background check. If you are requesting a background check for employment or licensing within the U.S., you may be required by state statute or federal law to submit your request through your state identification bureau, the requesting federal agency, or another authorized channeling agency.

*** REQUESTOR SIGNATURE** _____ **DATE** _____

Mail the signed requestor information form, fingerprint card, and payment of \$18 U.S. dollars to the following address:

**FBI CJIS Division – Summary Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306**

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 FBI 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.

PAPERWORK REDUCTION ACT STATEMENT:

Under the Paperwork Reduction Act, you are not required to complete this form unless it contains a valid OMB control number. The form takes approximately 3 minutes to complete.