

TO OBTAIN A COPY OF YOUR FBI RECORD

1. Submit written request with **name, date of birth, and place of birth** along with **inked fingerprints** to the FBI:

FBI – CJIS DIVISION
ATTN: SCU
MODULE D2
1000 CUSTER HOLLOW RD
CLARKSBURG, WV 26306

2. The “reason fingerprinted” section must not state that it is for employment purposes, otherwise it will be returned unprocessed.
3. The required fee is \$18.00 and must be payable to the Treasury of the US. Only certified checks or postal money orders are accepted. Any other forms of payment will be returned unprocessed.
4. Be sure to include your return address.
5. Turn around time is currently 8 to 10 weeks.

For more info, call (304) 625-2000