

# FBI BACKGROUND CHECK REPORT – INSTRUCTIONS

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Follow the steps below to get your FBI Background Check report. You will need to have your fingerprints taken and we will handle the rest!

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## STEP 1 - GET YOUR FINGERPRINTS TAKEN

The first step is to have your fingerprints taken on the **FD-258 card**. You will need to visit a police station near you or use an accredited fingerprinting service. Bring your DL or passport as proof of identity. **Two sets of original fingerprints are required.** There is a sample included in this kit for your reference only, you will be provided with original FD-258 cards at the fingerprinting station.

## STEP 2 - SEND YOUR SCANNED DOCUMENTS TO START YOUR CVSC ORDER

Send us a scanned copy of the following documents via secure encrypted upload to get started: <https://mychinavisa.com/upload-forms?service=legalizations>. Once your order request is received, a specialist will contact you for next steps and clarify any questions you may have.

- FD-258 cards with your fingerprints
- Completed CVSC Order Form found on this kit
- Completed FBI Application Form found on this kit

## STEP 3 - APPLICATION FORM COMPLETION

Upon receipt of your documents, we will complete your FBI Background Check online Application Form and send it to you securely. You will receive your completed application, proof of payment for the FBI fee and a **pre-paid** shipping label **addressed to the FBI Headquarters**.

## STEP 4 - MAIL YOUR DOCUMENTS TO THE FBI HEADQUARTERS

Mail the documents below to the FBI headquarters using the pre-paid FedEx shipping label provided by us:

- ▶ Two Sets of Original Fingerprints on FD-258
- ▶ FBI Clearance Applicant Information Form – Provided by your specialist on Step 3
- ▶ Proof of Payment – Provided by your specialist on Step 3

FBI Headquarters Mailing Address

FBI CJIS DIVISION, ELECTRONIC SUMMARY REQUEST  
1000 Custer Hollow Rd, Clarksburg, WV 26306

## STEP 5 - RECEIVE YOUR FBI CLEARANCE SECURELY

Once your FBI Background Check Report is completed, we will send it to you securely and password protected for your safety.

## PROCESSING TIME

FBI Background Check requests are usually processed within 3-5 business days. It may take longer if a criminal background is found, or for other reasons such as government agency backlog. If you also request a hardcopy, the FBI will mail it directly to you within 12 weeks, and it will not affect the processing time for issuance of electronic version that is equally accepted.

If you are applying for an FBI Clearance report as part of a Document Authentication process for Work Visas or other purposes, additional steps may apply. Please contact our Legalizations team at [info@mychinavisa.com](mailto:info@mychinavisa.com) for further information or place your Document Authentication order here.



| Account Code:

# FBI BACKGROUND CHECK REPORT ORDER FORM

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## GENERAL INFORMATION

COMPANY NAME if any  COMPANY ADDRESS  if any

ORDER CONTACT NAME  TELEPHONE  E-MAIL

DATE OF REQUEST  DATE DOCUMENTS MUST BE RETURNED

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## PAYMENT DETAILS

CVSC does not accept payment by check or cash

NAME ON CARD  CARD NUMBER  EXPIRY DATE  MM/YYYY

SIGNATURE  By signing below, you agree to abide by our Terms and Conditions as outlined at <https://mychinavisa.com/terms/>.

# FBI BACKGROUND CHECK APPLICATION FORM

## 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 criminal history 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.

## APPLICANT INFORMATION

FIRST NAME	MIDDLE NAME	LAST NAME	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
GENDER	RACE	HEIGHT	WEIGHT
<input type="radio"/> Male <input type="radio"/> Female	<input type="text"/>	<input type="text"/>	<input type="text"/>
EYE COLOR	HAIR COLOR	DATE OF BIRTH	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
PLACE OF BIRTH	PHONE NUMBER		
<input type="text"/>	<input type="text"/>		
FULL ADDRESS <span style="float: right;">Street, City, State and Zip</span>			
<input type="text"/>			
DO YOU HAVE US CITIZENSHIP OR LEGAL PERMANENT RESIDENCE	COUNTRY OF CITIZENSHIP	<i>if not US citizen</i>	LAST FOUR DIGITS OF SOCIAL SECURITY
<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>
SELECT A REASON FOR REQUEST	PLEASE SPECIFY		
<input type="radio"/> Personal Records <input type="radio"/> Work/Study Abroad <input type="radio"/> Foreign Residency/Travel <input type="radio"/> Adoption <input type="radio"/> Attorney Request <input type="radio"/> Other	<input type="text"/>		

## SERVICE DETAILS

PLEASE SELECT ONE

I am requesting an FBI Background Check only  I will need additional document authentication services. Please specify:

## SPECIAL INSTRUCTIONS

## MAILING INFORMATION (IF APPLICABLE)

The FBI Background Check will be sent electronically via secure and encrypted email. You can also request the FBI to send you a hard copy, please provide an address if you wish to receive it. Please note that the hard copy is an exact copy of the electronic version and equally accepted. Hard copy is mailed within 12 weeks, while the electronic version will be sent as soon as completed, usually within 5 business days from submission.

NAME	TELEPHONE
<input type="text"/>	<input type="text"/>
STREET UNIT	CITY, STATE AND ZIP CODE
<input type="text"/>	<input type="text"/>

# APPLICANT

\* See Privacy Act Notice on Back

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

FBI LEAVE BLANK

LAST NAME NAM FIRST NAME MIDDLE NAME

FD-258 (Rev. 5-15-17) 1110-0046

SIGNATURE OF PERSON FINGERPRINTED

ALIASES AKA

O  
R  
I

RESIDENCE OF PERSON FINGERPRINTED

DATE OF BIRTH DOB  
Month Day Year

CITIZENSHIP CTZ

SEX RACE HGT. WGT. EYES HAIR PLACE OF BIRTH POB

DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

YOUR NO. OCA

LEAVE BLANK

EMPLOYER AND ADDRESS

UNIVERSAL CONTROL NO. UCN

CLASS

ARMED FORCES NO. MNU

REF.

REASON FINGERPRINTED

SOCIAL SECURITY NO. SOC

MISCELLANEOUS NO. MNU

1. R. THUMB

2. R. INDEX

3. R. MIDDLE

4. R. RING

5. R. LITTLE

6. L. THUMB

7. L. INDEX

8. L. MIDDLE

9. L. RING

10. L. LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB

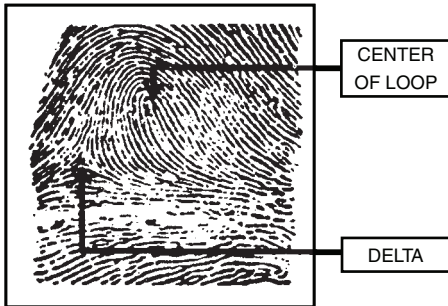
R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
CJIS DIVISION/CLARKSBURG, WV 26306

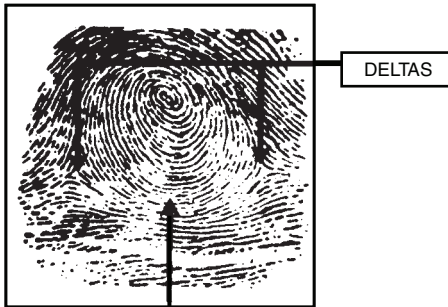
1110-0046

1. LOOP



THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

2. WHORL



THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

3. ARCH



ARCHES HAVE NO DELTAS

FD-258 (REV. 5-15-17)

# APPLICANT

## THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.\*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.\*
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.\*\*
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

Please review this helpful information to aid in the successful processing of hard copy civil fingerprint submissions in order to prevent delays or rejections. Hard copy fingerprint submissions must meet specific criteria for processing by the Federal Bureau of Investigation. **Ensure all information is typed or legibly printed using blue or black ink.**

**Enter data within the boundaries of the designated field or block.**

**Complete all required fields.** (If a required field is left blank, the fingerprint card may be immediately rejected without further processing.)

- \* The required fields for hard copy civil fingerprint cards are: ORI, Date of Birth, Place of Birth, NAM, Sex, Date fingerprinted, Reason Fingerprinted, and proper completion of fingerprint impression boxes.

**Do not use highlighters on fingerprint cards.**

**Do not enter data or labels within 'Leave Blank' areas.**

**Ensure fingerprint impressions are rolled completely from nail to nail.**

**Ensure fingerprint impressions are in the correct sequence.**

**Ensure notations are made for any missing fingerprint impression (i.e. amputation).**

**Do not use more than two retabs per fingerprint impression block.**

**Ensure no stray marks are within the fingerprint impression blocks.**

Training aids can be ordered online via the Internet by accessing the FBI's website at: [fbi.gov](http://fbi.gov), click on 'Fingerprints', then click on 'Ordering Fingerprint Cards & Training Aids'. Direct questions to the Biometric Services Section's Customer Service Group at (304) 625-5590 or by e-mail at <identity@fbi.gov>.

**Social Security Account Number (SSAN):** Pursuant to the Privacy Act of 1974, any Federal, state, or local government agency that requests an individual to disclose his or her SSAN, is responsible for informing the person whether disclosure is mandatory or voluntary, by what statutory or other authority the SSAN is solicited, and what uses will be made of it. In this instance, the SSAN is solicited pursuant to 28 U.S.C 534 and will be used as a unique identifier to confirm your identity because many people have the same name and date of birth. Disclosure of your SSAN is voluntary; however, failure to disclose your SSAN may affect completion or approval of your application.

## PRIVACY ACT STATEMENT

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub.L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprints repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

## PAPERWORK REDUCTION ACT NOTICE

According to the Paperwork Reduction Act of 1995, no persons are required to provide the information requested unless a valid OMB control number is displayed. The valid OMB control number for this information collected is 1110-0046. The time required to complete this information collected is estimated to be 10 minutes, including time reviewing instructions, gathering, completing, reviewing and submitting the information collection. If you have any comments concerning the accuracy of this time estimate or suggestions for reducing this burden, please send to: Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Washington, DC 20530.

## INSTRUCTIONS:

- \* 1. PRINTS MUST GENERALLY BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.
2. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI. UNIVERSAL CONTROL NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.
- \*\* 3. MISCELLANEOUS NO. - RECORD: OTHER ARMED FORCES NO. PASSPORT NO. (FP), ALIEN REGISTRATION NO. (AR), PORT SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS) VETERANS' ADMINISTRATION CLAIM NO. (VA).