

AAA Partners In Adoption
Instructions For FBI Fingerprint Cards

By phone - FBI# 304-625-5590

By direct download – *If you are reading this now via the internet, the three forms that you'll need are available here (PDF format)* [1. Cover letter](#) [2. Fingerprint form FD-258](#) [3. Credit card payment form](#)

By website - FBI Homepage: www.fbi.gov ... (complete instructions are here)

1. On the top right corner click on "Site Map"
2. Scroll down to the bottom and click on "How do I"
3. Under the heading "Most Requested Forms and Services, click on "Criminal Background Checks"
4. The next page will be titled "FBI Identification Record Request" scroll down to the section titled **How to Request a Copy of Record.** (You will need to print the cards on card stock - This link will give you instructions on what you need to do and where you need to send the fingerprints to).

1. Complete a cover letter.

- If for a couple, family, etc., ALL persons in the home 18 or older must the sign [cover letter](#).
- Include your complete mailing address (**list your address as the address to mail the cards back to.** When the FBI returns your cards, you will give them to your Adoption Consultant).
- If you have a deadline (e.g. an adoption deadline), please include the deadline in your [cover letter and on the outside of the envelope.](#) (e.g. "FOR ADOPTION – DEADLINE OF 2 WEEKS")

2. Obtain proof of identity, which consists of a set of your fingerprints (original card, no copies), with your name, date of birth and place of birth. Fingerprints should be placed on a [standard fingerprint form \(FD-258\)](#) commonly used for applicant or law enforcement purposes. A fingerprint card must be submitted for all persons in the household 18 or older.

- Include rolled impressions of all ten fingerprints and impressions of all ten fingerprints taken simultaneously (these are sometimes referred to as plain or flat impressions.)
- If possible have your fingerprints taken by a fingerprinting technician (this service may be available at a Law Enforcement Agency.)
- Previously processed fingerprint cards will not be accepted.

3. Include \$ 18 - U.S. dollars (for each person) in the form of a money order, certified check made payable to the "Treasury of The United States", or you may pay by [credit card](#).

- Be sure to sign where required
- No personal checks or cash
- Must be exact amount
- If for a couple, family, etc., include \$18 for each person
- If paying by credit card you must include the completed [credit card](#) payment form
- Credit cards will not be used for expedited mail services

4. Your mailing to the FBI.

- **List No More Than 2 WEEKS as your deadline** for cards to be returned.
- Make sure that "FOR ADOPTION" is clearly seen on the front & back of the envelope.
- Mail the completed items #1, #2, #3 (listed above) to the following address:

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

Please note: If any of the above listed items are missing or incomplete the request will be returned. Please follow directions as the FBI site guides you.

What You Will Receive

1. No Record Response – Consists of the original fingerprint card stamped "No Record."
Or
2. FBI Identification Record