

NDI Instructions
FBI BACKGROUND CHECK

for full time professional corps volunteer healthcare providers

Full instructions from the FBI can be obtained by calling (304) 625-2000 or visiting online instructions at <http://www.fbi.gov/hq/cjisd/fprequest.htm>. Once you get your fingerprints from your local police station the process can take 10 weeks (but up to 3 months) so please get started as soon as you can.

Send fingerprints (available at your local police station) with a written request that included your full legal name (see sample letter below), date of birth and place of birth, a return address, and a \$18.00 certified check to made out to *Treasury of the United States*.

Send to:

FBI-CJIS Division
ATTN: SCU
Module D2
1000 Custer Hollow Rd.
Clarksburg, WV 26306

Sample letter:

Date
Re: FBI Record Request

Dear FBI – CJIS Division:

This is a request for a copy of the FBI record for John Doe born on November 16, 1972 in Inglewood, California.

Please send the report to:
John Doe
Address
City, State
Zip

The fee of \$18.00 is included by certified check along with the inked fingerprints of John Doe.

Sincerely,
Dr. John Doe