LOUISIANA DEPARTMENT OF EDUCATION

Certification and Background Credentialing

Educator Fingerprinting Packet

Criminal Background Check for Certification

Effective January 1, 2025, Louisiana law (R.S. 17:8.9) requires criminal background checks (CBCs) for certification.

Fingerprint-based CBCs run under LDOE's Certification & Background Credentialing service code are required before a certificate can be issued, renewed, advanced, verified, or modified if LDOE doesn't already have a clear CBC on file.

Once an applicant is fingerprinted for certification, an outward-facing, verifiable "Clear Credential" (CC) is issued and does not expire. The "Clear Credential" signals the public that LDOE has reviewed a CBC for certification, found no disqualifying convictions, and will receive future rapbacks.

A CBC for certification is typically a one-time requirement, separate from any background check done for employment (including the CCCBC for employment eligibility in an early childhood center), and will not expire. Due to legal restrictions, employment CBCs cannot be shared with LDOE for certification.

To obtain a "Clear Credential":

1. The applicant must schedule fingerprinting online at https://uenroll.identogo.com/. To ensure results are sent directly to us, use service code **27N5HQ**.
    a. Please see the next few pages for a more detailed description of how to schedule an appointment on IdentoGo's website.
2. The applicant attends the scheduled appointment, where the fingerprints, fingerprinting fee & authorization for fingerprinting are collected.
3. Once the applicant's fingerprinting appointment has been completed and the CBC transmitted to the LDOE Certification and Background Credentialing office, the applicant should check their certification record on our website, https://www.teachlouisiana.net/teachers.aspx?PageID=416, regularly.
    a. Once the CBC has been received and reviewed, a "Clear Credential" will be added to the record - this may take as little as one to two days or up to three weeks from the time of fingerprinting. Once this is done, the applicant is clear to apply for certification with our office.

IdentoGO

Fingerprint Service Code Form

LA Department of Education-Certification and Background Credentialing-USE ONLY

Service Name: LDOE Certification and Background Credentialing

To Schedule your ten-minute fingerprint appointment, simply visit https://uenroll.identogo.com and enter the following Service Code

27N5HQ

Service Code is unique to your hiring/licensing agency. ***Do not use this code for another purpose****.*

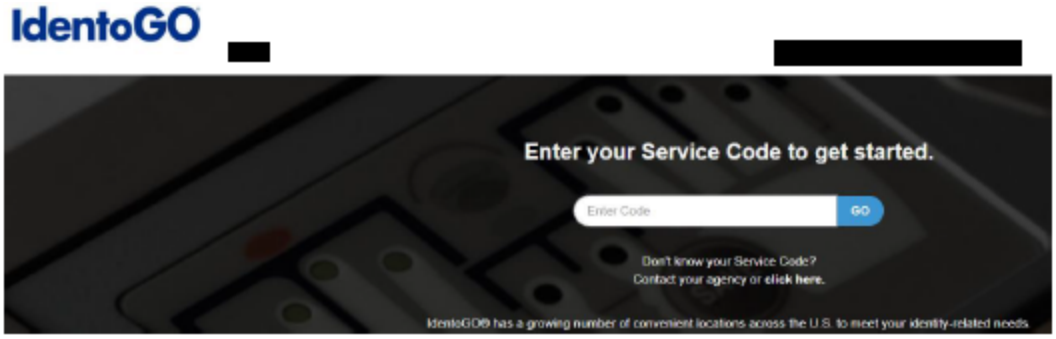
Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Department of Defense Common Access Card
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. Military Identification Card
- U.S. Coastguard Merchant Mariner Card
- Military Dependent's Identification Card
- U.S. Passport
- Foreign passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

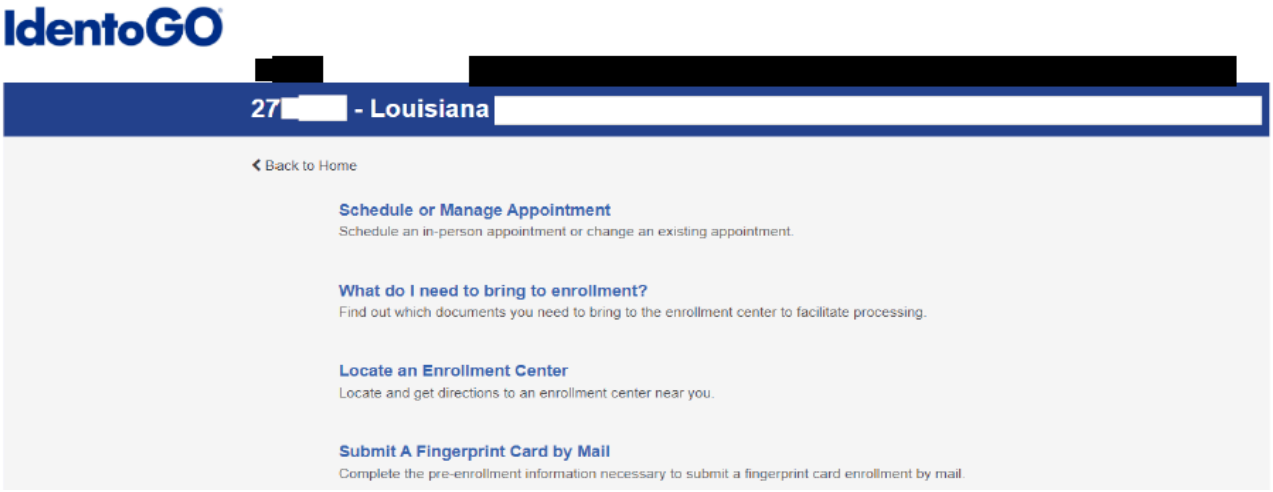
Don't have access to the Internet? You can still schedule an appointment by calling 844-539-5543**.**

IdentoGO Appointment Scheduling

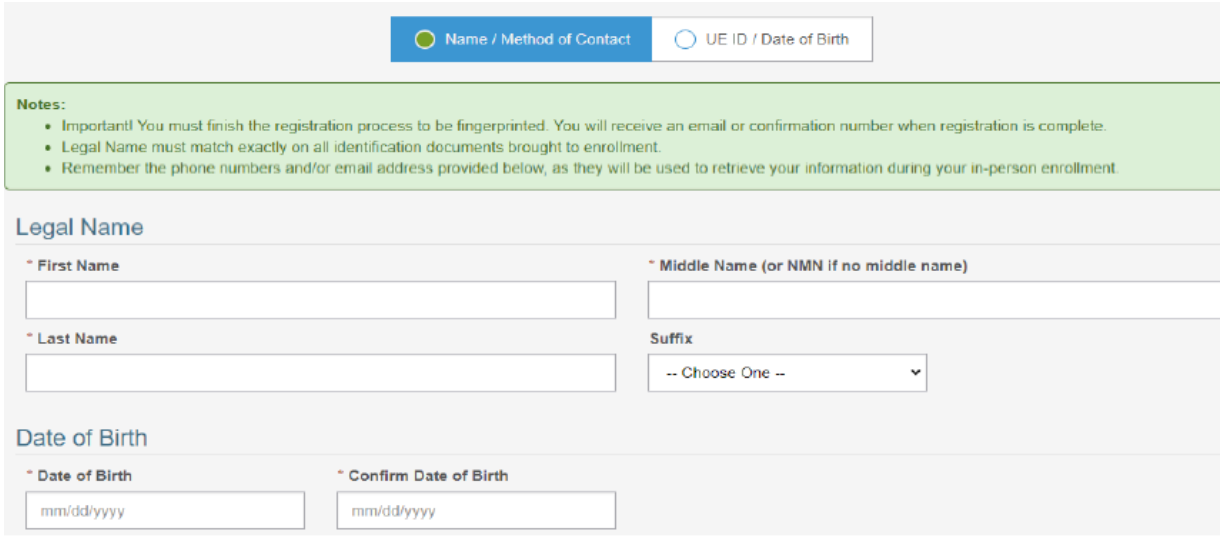
1. Appointment scheduling is designed to be completed by the applicant.
2. Visit https://uenroll.identogo.com/ to begin the scheduling process.
3. Enter the six-digit service code (**27N5HQ**) provided by LDOE for Certification & Background Credentialing. If the service code for the employing school system is used, LDOE will not receive that criminal background check. If the service code for LDOE's CCCBC is used for employment in an early learning center, LDOE 's Certification & Background Credentialing office will not receive that CBC.



4. Select “Schedule or Manage appointment.”

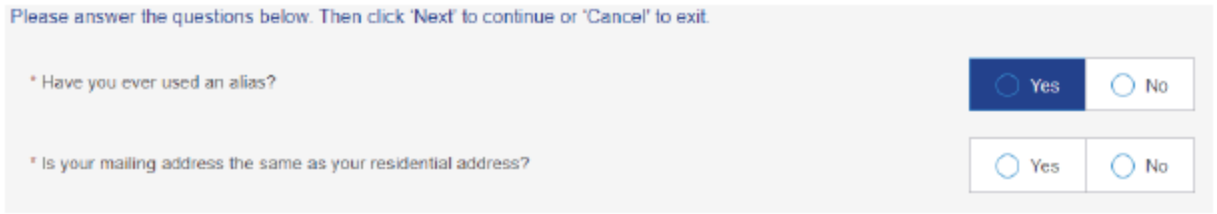


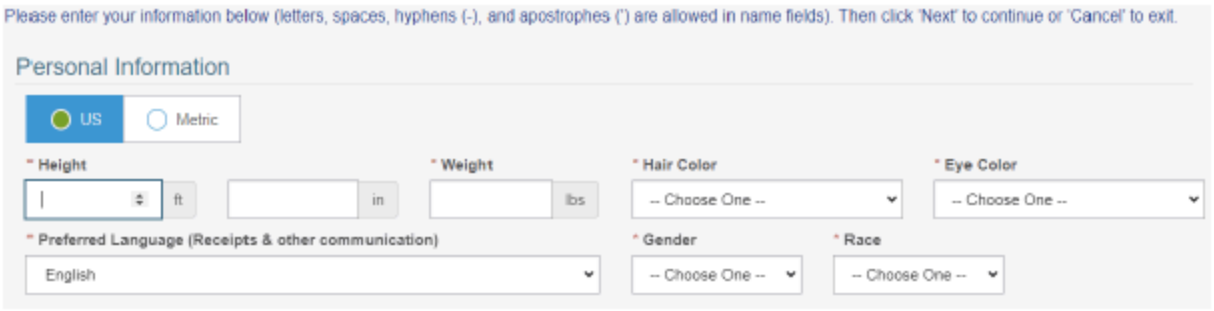
5. On the next page, enter the requested information. It is important that the information entered matches the form of ID that will be presented at the time of the fingerprint appointment.

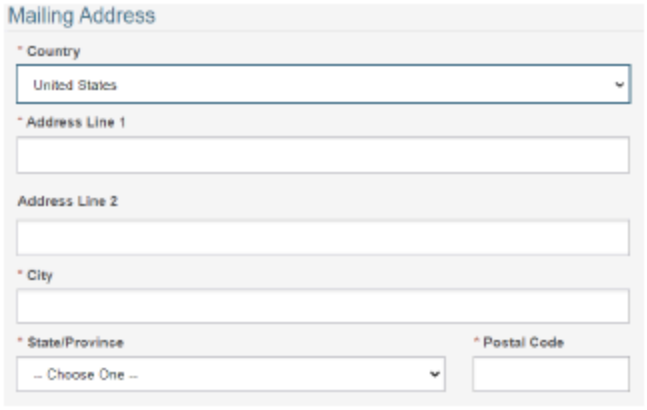


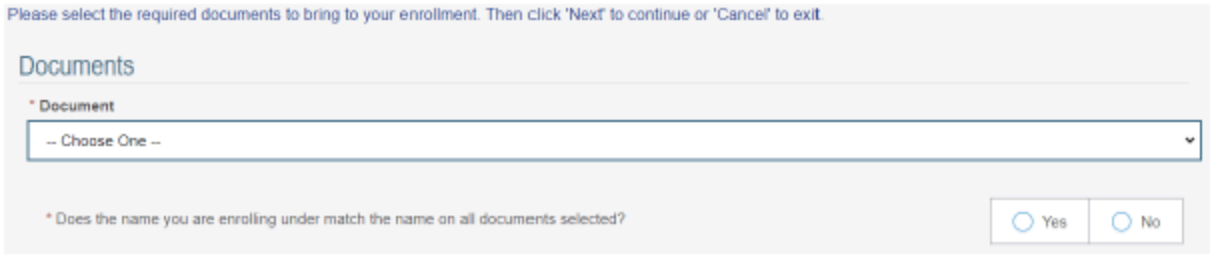
6. Continue through five more screens and enter the requested information.



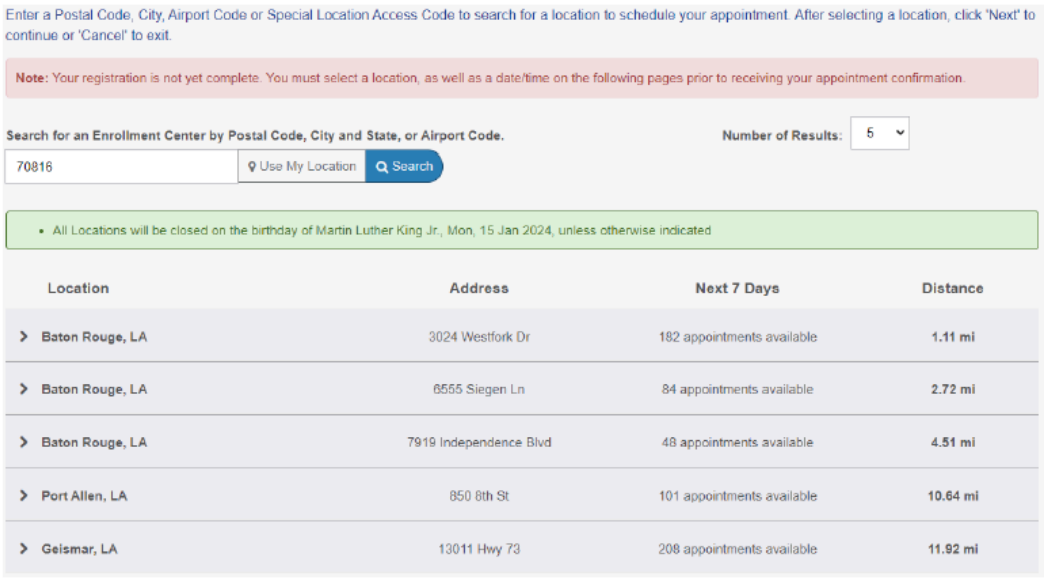




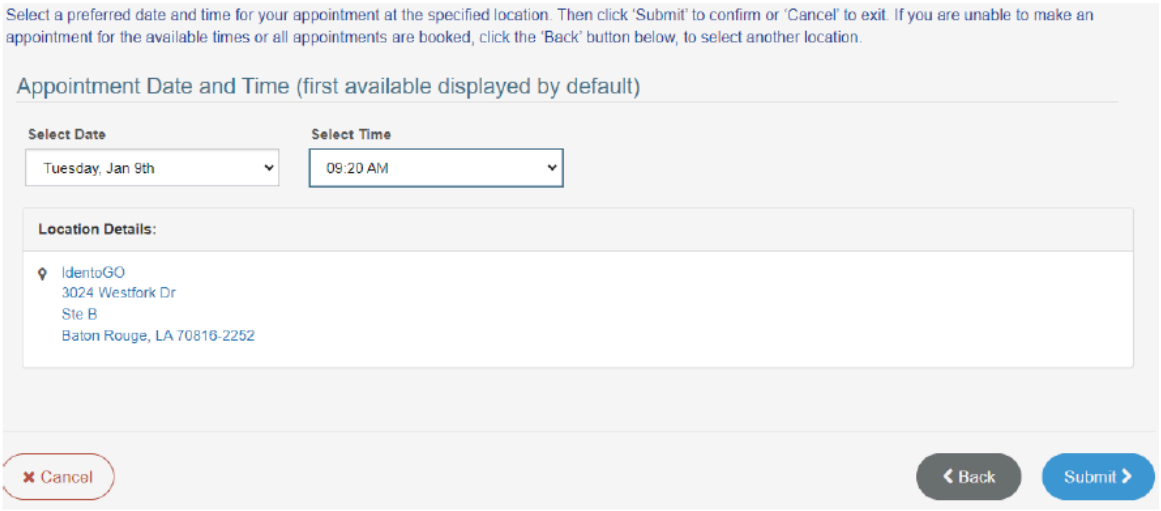




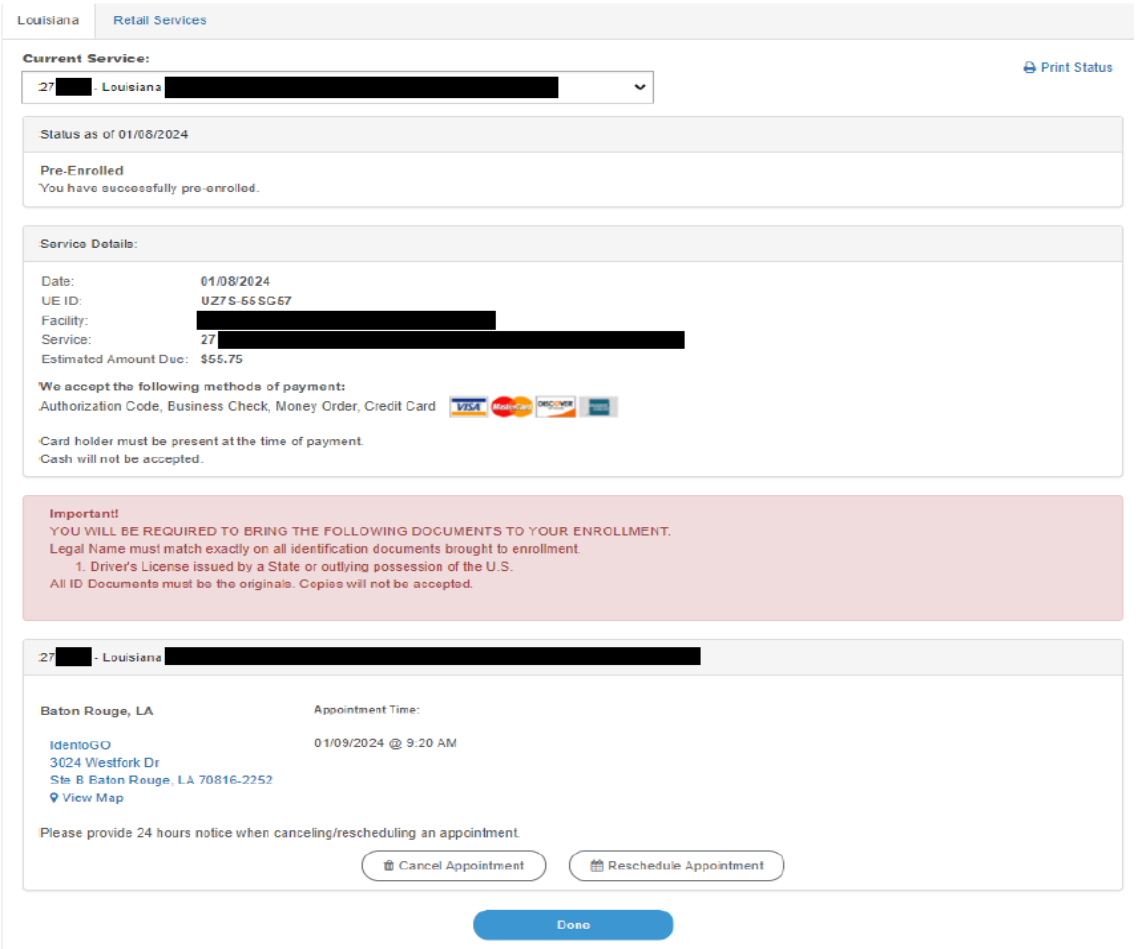
7. Enter your zip code (or the zip code of the location where you would like to be printed) to show the five closest fingerprinting sites. The "Use My Location" option is also available. If the employing school system has an Idemia "Enroll Your Own" (EYO) workstation for printing, the employer may be able to provide a special location access code in place of the applicant using zip code. School system EYOs do not appear as an option simply by entering the school system's zip code; the applicant must have the school system's location code.



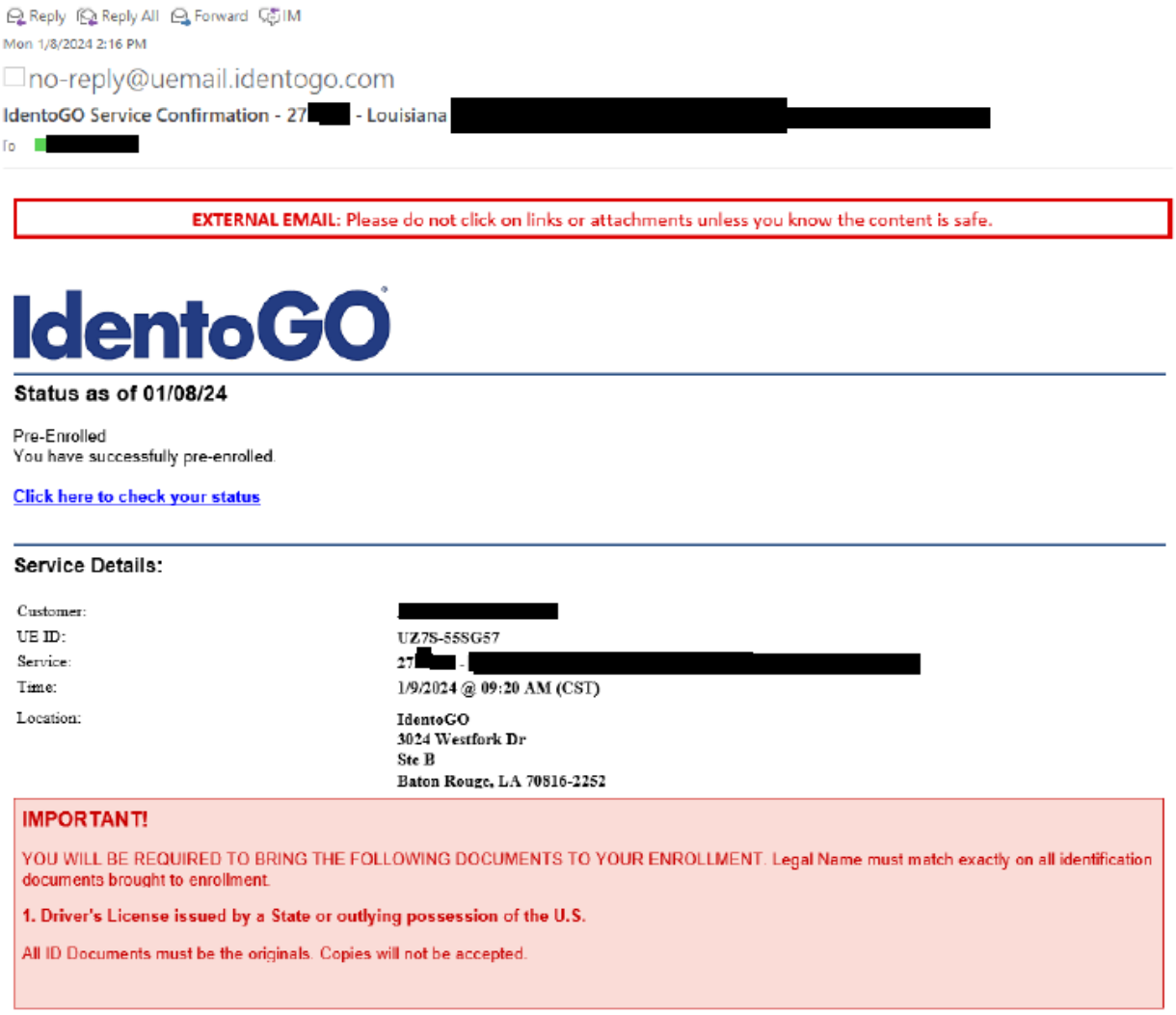
8. Select a location and hit next. On the next page, select the date and time you would like to schedule your appointment.



9. The confirmation page will summarize the details and provide the estimated payment amount. (Payment is due at the time of service and cannot be paid online.)



10. The applicant will receive an email with the confirmation page.



Reply Reply All Forward IM
Mon 1/8/2024 2:16 PM
no-reply@uemail.identogo.com
IdentoGO Service Confirmation - 27[redacted] - Louisiana [redacted]
To [redacted]

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

IdentoGO

Status as of 01/08/24

Pre-Enrolled
You have successfully pre-enrolled.

Click here to check your status

Service Details:

Customer:	[redacted]
UE ID:	UZ7S-55SG57
Service:	27[redacted] - [redacted]
Time:	1/9/2024 @ 09:20 AM (CST)
Location:	IdentoGO 3024 Westfork Dr Ste B Baton Rouge, LA 70816-2252

IMPORTANT!

YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT. Legal Name must match exactly on all identification documents brought to enrollment.

1. Driver's License issued by a State or outlying possession of the U.S.

All ID Documents must be the originals. Copies will not be accepted.

11. The enrollment is completed, and the applicant just needs to bring the ID indicated previously and a form of payment to the appointment.

Background Credentialing FAQs

Q1: Why is another background check required for certification when my Child Care Criminal Background Check (CCBC) for employment eligibility in an early childhood center is not “Expired” or has already been done?

The Criminal Background Check (CBC) for certification is separate from the Child Care Criminal Background Check (CCCBC), which is run for employment in an early learning center. Effective January 1, 2025, LA R.S. 17:8.9 requires a separate CBC for certification. A single background check cannot legally be used for multiple purposes, as the FBI and the LA State Police prohibit this. The CBC run for certification is a one-time requirement that does not expire. The CBC run for certification is a one-time requirement that does not expire, resulting in a "Clear Credential" notation on your certification record.

Please use the Educator Fingerprinting Packet with our service code to schedule fingerprinting for "LDOE - Certification & Educator Background Credentialing." You will know when we've received and reviewed the CBC when you see on www.teachlouisiana.net that we have issued/added the "Clear Credential" record. At that time, you will need to download the current ECAC application (initial or renewal) with the newly revised Professional Conduct form and submit it including all required pieces of the application packet as a new case (as if they've never applied earlier since the documents were not preserved/retained) through our online certification portal for the issuance or renewal of your early childhood ancillary certificate.

Q2: Can the LDOE provide me with a copy of the CBC?

We receive the official criminal background checks (CBC) from the LA State Police (LSP) and the FBI. We are not permitted to share the CBC, but according to LA R.S. 15:588, you have a right to review your records directly from LSP. Directions and disclosures for disputing the information in a CBC are found at the end of this document.

You may request to view, obtain a certified copy, make notes, administratively challenge the accuracy and contents of your criminal history information record, and seek corrections. Please visit their website to obtain your copy via the "Right to Review" process.

For more information on how to challenge and how to obtain your FBI Identity History Summary, please see the attached information at the end of this packet.

Q3: What if I am located too far away from a live fingerprinting scan location?

If you are unable to schedule fingerprinting at an IdentoGO location, there is a "mail-in" option.

Cardscan Processing:

Pre-enroll for cardscan submission at https://uenroll.identogo.com/. All processing fees will be collected during the pre-enrollment process (via credit card). A pre-enrollment confirmation page will be provided once registration is complete.

Obtain fingerprints on an FBI (FD-258) fingerprint card and complete the personal information fields. This may be done at a local law enforcement agency or by checking with the state police. They should have the fingerprint card mentioned at the location where you are fingerprinted. Alternatively, you may download the FD-258 document from IdentoGO when pre-enrolling in step 1.

Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address provided or other specific instructions provided by your agency. Fingerprint cards must be sent to the following address for processing:

Prints, Inc.
IdentoGO LA Card Scan Operations
100 Salem Ct.
Tallahassee, FL 32301

Please be aware that submission of incorrect or invalid data, including but not limited to incorrect agency fingerprint reason or applicant demographic data that results in the need to conduct a new fingerprint card submission, will be at the applicant's cost. Demographic information provided on the fingerprint card must exactly match the demographic information entered during this registration process, or the card will be returned. Fingerprints submitted on hard cards are typically of lower quality and result in a higher rate of FBI rejections. Processing fingerprint cards takes significantly longer than fingerprinting at an enrollment center.

You will know when our office receives and reviews the criminal background check (CBC) when we issue the "Clear Credential," viewable online when querying your name. The "Clear Credential" means that you are cleared for Louisiana certification in terms of the CBC.

Q4: What do I do when my fingerprints have been rejected twice?

After fingerprinting, an applicant may receive an email notification that the fingerprints were rejected due to the low quality of the prints. Idemia/IdentoGO will direct the applicant to schedule another fingerprinting appointment. If a second set of prints on an individual is still of low quality, the applicant will need to schedule a reprint at one of the designated reprint intervention locations so that the Louisiana State Police (LSP) can work with the print site to try to get the best prints possible.

1. Individuals residing in Louisiana can schedule an appointment through IdentoGO with one of the approved sites listed on the Fingerprint Rejection Letter. Please notify LAPS@LA.GOV once the fingerprinting has been completed. Please include the newly assigned TCN number in the notification.
2. Individuals who do not reside in Louisiana must follow the instructions for mail-in background check requests. Please refer to the mail-in instructions in Q3 if needed.

Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

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 fingerprint 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.

As of 03/30/2018

See Page 2 for Spanish translation.

Declaración de la Ley de Privacidad

Esta declaración de la ley de privacidad se encuentra al dorso del FD-258 tarjeta de huellas digitales.

Autoridad: La adquisición, preservación, e intercambio de huellas digitales e información relevante por el FBI es autorizada en general bajo la 28 U.S.C. 534. Dependiendo de la naturaleza de su solicitud, la autoridad incluye estatutos federales, estatutos estatales de acuerdo con la Pub. L. 92-544, Órdenes Ejecutivas Presidenciales, y reglamentos federales. El proveer sus huellas digitales e información relevante es voluntario; sin embargo, la falta de hacerlo podría afectar la terminación o aprobación de su solicitud.

Propósito Principal: Ciertas determinaciones, tal como empleo, licencias, y autorizaciones de seguridad, podrían depender de las investigaciones de antecedentes basados en huellas digitales. Se les podría proveer sus huellas digitales e información relevante/ biométrica a la agencia empleadora, investigadora, o responsable de alguna manera, y/o al FBI con el propósito de comparar sus huellas digitales con otras huellas digitales encontradas en el sistema Next Generation Identification (NGI) del FBI, o su sistema sucesor (incluyendo los depósitos de huellas digitales latentes, criminales, y civiles) u otros registros disponibles de la agencia empleadora, investigadora, o responsable de alguna manera. El FBI podría retener sus huellas digitales e información relevante/biométrica en el NGI después de terminar esta solicitud y, mientras las mantengan, sus huellas digitales podrían continuar siendo comparadas con otras huellas digitales presentadas a o mantenidas por el NGI.

Usos Rutinarios: Durante el procesamiento de esta solicitud y mientras que sus huellas digitales e información relevante/biométrica permanezcan en el NGI, se podría divulgar su información de acuerdo a su consentimiento, y se podría divulgar sin su consentimiento de acuerdo a lo permitido por la Ley de Privacidad de 1974 y todos los Usos Rutinarios aplicables según puedan ser publicados en el Registro Federal, incluyendo los Usos Rutinarios para el sistema NGI y los Usos Rutinarios Generales del FBI. Los usos rutinarios incluyen, pero no se limitan a divulgación a: agencias empleadoras gubernamentales y no gubernamentales autorizadas responsables por emplear, contratar, licenciar, autorizaciones de seguridad, y otras determinaciones de aptitud; agencias de la ley locales, estatales, tribales, o federales; agencies de justicia penal; y agencias responsables por la seguridad nacional o seguridad pública.

A partir de 30/03/2018

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.[1] These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- **You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.[2]**
- **You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.**
- **You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).**
- **If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.**
- **If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks and https://www.edo.cjis.gov.**
- **If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via https://www.edo.cjis.gov. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)**
- **You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[3]**

---

[1] Written notification includes electronic notification, but excludes oral notification.

[2] https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement

[3] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

DERECHOS DE PRIVACIDAD DE SOLICITANTES - JUSTICIA, NO CRIMINAL

Como solicitante sujeto a una indagación nacional de antecedentes criminales basado en huellas dactilares, para un propósito no criminal (tal como una solicitud para empleo o una licencia, un propósito de inmigración o naturalización, autorización de seguridad, o adopción), usted tiene ciertos derechos que se entablan a continuación. Toda notificación se le debe proveer por escrito.[1] Estas obligaciones son de acuerdo al Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, y Title 28 Code of Federal Regulations (CFR), 50.12, entre otras autorizaciones.

- **Se le debe proveer una Declaración de la Ley de Privacidad del FBI (con fecha de 2013 o más reciente) por escrito cuando presente sus huellas digitales e información personal relacionada. La Declaración de la Ley de Privacidad debe explicar la autorización para tomar sus huellas digitales e información relacionada y si se investigarán, compartirán, o retendrán sus huellas digitales e información relacionada.[2]**
- **Se le debe notificar por escrito el proceso para obtener un cambio, corrección, o actualización de su historial criminal del FBI según delineado en el 28 CFR 16.34.**
- **Se le tiene que proveer una oportunidad de completar o disputar la exactitud de la información contenida en su historial criminal del FBI (si tiene dicho historial).**
- **Si tiene un historial criminal, se le debe dar un tiempo razonable para corregir o completar el historial (o para rechazar hacerlo) antes de que los funcionarios le nieguen el empleo, licencia, u otro beneficio basado en la información contenida en su historial criminal del FBI.**
- **Si lo permite la política de la agencia, el funcionario le podría otorgar una copia de su historial criminal del FBI para repasarlo y posiblemente cuestionarlo. Si la política de la agencia no permite que se le provea una copia del historial, usted puede obtener una copia del historial presentando sus huellas digitales y una tarifa al FBI. Puede obtener información referente a este proceso en https://www.fbi.gov/services/cjis/identity-history-summary-checks y https://www.edo.cjis.gov.**
- **Si decide cuestionar la veracidad o totalidad de su historial criminal del FBI, deberá presentar sus preguntas a la agencia que contribuyó la información cuestionada al FBI. Alternativamente, puede enviar sus preguntas directamente al FBI presentando un petición por medio de .https://www.edo.cjis.gov. El FBI luego enviará su petición a la agencia que contribuyó la información cuestionada, y solicitará que la agencia verifique o corrija la información cuestionada. Al recibir un comunicado oficial de esa agencia, el FBI hará cualquier cambio/corrección necesaria a su historial de acuerdo con la información proveída por la agencia. (Vea 28 CFR 16.30 al 16.34.)**
- **Usted tiene el derecho de esperar que los funcionarios que reciban los resultados de la investigación de su historial criminal lo usarán para los propósitos autorizados y que no los retendrán o diseminarán en violación a los estatutos, normas u órdenes ejecutivos federales, o reglas, procedimientos o normas establecidas por el National Crime Prevention and Privacy Compact Council.[3]**

---

1 La notificación por escrito incluye la notificación electrónica, pero excluye la notificación verbal.

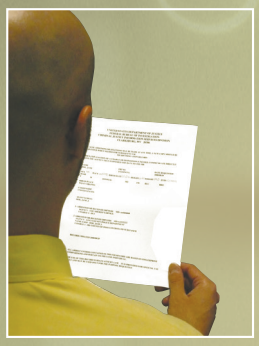
2 https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement

3 Vea 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (anteriormente citada como 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) y 906.2(d).

U.S. Department of Justice
Federal Bureau of Investigation
Criminal Justice Information Services Division

How to Challenge and How to Obtain Your FBI Identity History Summary

What is an FBI Identity History Summary?



An FBI Identity History Summary, often referred to as a "rap sheet," is a listing of certain information taken from fingerprint submissions kept by the FBI. The information is related to arrests, and in some instances, the information is related to federal employment, naturalization, or military service. If the fingerprint submissions are related to an arrest, the Identity History Summary includes the name of the agency that submitted the fingerprints to the FBI, the date of the arrest, the arrest charge, and the disposition of the arrest, if known. All arrest information included in an Identity History Summary is obtained from fingerprint submissions, disposition reports, and other information submitted by authorized criminal justice agencies.

How do I challenge my FBI Identity History Summary?

If you believe your Identity History Summary contains inaccurate or incomplete information, you may request a change or correction by contacting the agency or agencies that originally submitted the information to the FBI. However, most states require that changes to Identity History Summary information be processed through their respective state centralized agency (State Identification Bureau). You may contact the respective State Identification Bureau for assistance, and, if applicable, request they provide the FBI with updates to your Identity History Summary. For the State Identification Bureau listing, refer to: www.fbi.gov/checks.

You may also send a written challenge request to the FBI's CJIS Division. Your written request should clearly identify the information that you feel is inaccurate or incomplete and should include copies of any available proof or supporting documentation that validates your claim. For example, if your disposition information is incorrect or missing, you may submit documentation obtained from the court having control over the arrest or the office prosecuting the offense. The FBI will contact the appropriate agencies in an attempt to verify or correct challenged entries for you. Upon receipt of an official communication from the agency with control over the data, the FBI will make appropriate changes and notify you of the outcome. Updating your FBI Identity History Summary can include having final disposition data entered, cases expunged, pardons entered, a conviction level changed, or rights restored. Once you have been notified of the outcome of your challenge, you may choose to obtain a copy of your Identity History Summary. Please see "How do I obtain a copy of my FBI Identity History Summary for personal review" in this brochure.

You may submit an Identity History Summary Challenge to the FBI's CJIS Division by writing to the following address:

FBI CJIS Division
Attention: Criminal History Analysis Team 1
1000 Custer Hollow Road
Clarksburg, WV 26306

Summary challenges submitted to the FBI are processed in the order in which they are received.

How do I obtain a copy of my FBI Identity History Summary for personal review?

If you would like a copy of your Identity History Summary, you may submit a request to the FBI. The FBI offers two methods for requesting your summary or proof that a summary does not exist.

Option 1: Submit your request directly to the FBI by sending it to:

FBI CJIS Division - Summary Request
1000 Custer Hollow Road
Clarksburg, WV 26306



You are required to provide the following:

1) A completed Applicant Information Form
2) Payment for the $18 processing fee, either by certified check or money order made payable to the Treasury of the United States, or by a credit card. For credit card payment form and information, refer to: www.fbi.gov/checks.
3) A current fingerprint card bearing your name and date of birth. You must include rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken at the same time (these are sometimes referred to as plain or flat impressions). If possible, have your fingerprints taken by a fingerprinting technician. Previously processed cards or copies will not be accepted.

Option 2: Submit through an FBI-approved Channeler, which is a private business that has contracted with the FBI to submit your request on your behalf. The Channeler will then receive the electronic summary check results for dissemination to the individual. For a listing of FBI-approved Channelers, refer to: www.fbi.gov/checks.

Due to provisions within the Privacy Act of 1974, the FBI cannot provide Identity History Summary information via the telephone or facsimile.

What will I receive?

If we do not find an Identity History Summary on file, you will receive a response indicating that you have no prior arrest data on file at the FBI. If you do have an Identity History Summary on file, you will receive your Identity History Summary or "rap sheet."

Frequently Asked Questions

What is the processing time?
The FBI processes requests as quickly as possible; however, please allow several weeks for processing. You may obtain an estimate of the current processing time on our website; refer to www.fbi.gov/checks.

Can the FBI send the results to someone (or an agency) other than myself?
Under the U.S. Department of Justice Order 556-73, the results will be returned to the requestor or his/her designated representative. A signed release to return the results to the representative must accompany such a request.

Where can I get my fingerprints taken?
Local, county, or state law enforcement agencies may take your fingerprints for a fee. Also, some private companies offer this service. Check the business listings in your telephone book or search online. If using the Channeler option, please contact the FBI-approved Channeler for additional information.

Why was I told there was a problem with my Identity History Summary when I received a letter indicating that a search of the fingerprints I provided revealed no prior arrest data at the FBI?

There are several instances in which this might occur, such as:

1) Removal of arrest information may have been authorized since you were advised of the summary problem.
2) A previous search was conducted with a name and physical description only, and the descriptive data you provided matched or was very similar to that contained in another individual's summary. Positive identifications are made by fingerprint comparisons.
3) The arresting agency may not have supplied the information to the FBI. You will need to contact the state repository of the state in which the arrest occurred.

For additional information concerning an FBI Identity History Summary request and for recent updates to the procedures outlined in this brochure, please refer to:

www.fbi.gov/checks

Additional Concerns

Firearm Background Checks
The Criminal History Analysis Team 1 cannot access the National Instant Criminal Background Check System (NICS) information or comment on firearm-related issues. The NICS Customer Service can be reached at (877) 324-6427 for firearm issues only or visit their Web site at:

www.fbi.gov/about-us/cjis/nics

Licensing and Employment Background Checks
Certain background checks for licensing and employment must be conducted through specific state and federal channeling agencies. Contact the agency requiring the background check for correct procedures.