

STEP BY STEP GUIDE

# FBI IHSC



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## What is a FBI IHSC?

To begin with, it is the U.S. Department of Justice Order 556-73, also known as Departmental Order, that establishes rules and regulations for you to **obtain a copy of your Identity History Summary for review, or proof that one does not exist.**

That order was passed on Sept. 24, 1973, resulting from a determination that “28 U.S.C. 534 does not prohibit the subjects of arrest and convictions records from having access to those records.” The order directed the FBI to release to the subjects of identification records copies of such records upon submission of a written request, satisfactory proof of identity of the person whose identification record is requested, and a processing fee.

- **What exactly is in a “rap sheet,” the colloquial term for an FBI Identification Record or IHSC? According to the DOJ order we mentioned earlier, it is a listing of certain information taken from fingerprint submissions retained by the FBI in connection with arrests and, in some instances, includes information taken from fingerprints submitted in connection with federal employment, naturalization, or military service. The Identification Record includes the name of the agency or institution that submitted the fingerprints to the FBI.**
- What happens if the fingerprint records concern a criminal offense? In that case, the Identification Record includes the date of arrest or the date the individual was received by the agency submitting the fingerprints, the arrest charge, and the disposition of the arrest if known to the FBI. All arrest data included in an Identification Record are obtained from fingerprint submissions, disposition reports, and other reports submitted by agencies having criminal justice responsibilities.

## How to Submit a Request

The FBI offers three options for requesting your Identity History Summary or proof that one does not exist.

- Option 1: Electronically Submit Your Request Directly to the FBI
- Option 2: Submit Your Request Directly to the FBI via the Mail
- Option 3: Submit Your Request to an FBI-Approved Channeler
  - this last option is not recommended as you do have to be a US Citizen to submit the request via FBI-Approved Channeler.

**THIS IS A STEP BY STEP GUIDE ON HOW TO  
OBTAINING YOUR FBI Identity History Summary via  
OPTION 1- ELECTRONICALLY!**

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Step 1: Go to <https://www.edo.cjis.gov>.



Need Assistance? [Click Here](#).

Current processing time for Identity History Summary requests submitted electronically is estimated to be three to five business days upon receipt of the fingerprint card. Allow additional time for mail delivery if this option was selected during the request process.

Due to facility enhancements at the FBI CJIS Division, paper responses will be delayed. Electronic responses will not be impacted during this time.

## Overview

For a fee, the FBI can provide individuals with an Identity History Summary, often referred to as a criminal history record or a "rap sheet," listing certain information taken from fingerprint submissions kept by the FBI and related to arrests and, in some instances, 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.

The U.S. Department of Justice Order 556-73, also known as Departmental Order, establishes rules and regulations for you to obtain a copy of your Identity History Summary for review or proof that one does not exist.

Under federal law, you can use your Identity History Summary to review, correct, or update your own personal record. Identity History Summaries should not be used for employment or licensing. Questions regarding employment or licensing background checks should be directed to the State Identification Bureau for the state in which the background check is required.

Please use Internet Explorer or Firefox for best results.

Once you get to this page you'll scroll all the way down and find where you can input your email address...please follow this guide step by step.

## Step 1: Go to <https://www.edo.cjis.gov>.

[Home](#) [FAQ](#)

### Obtaining Your Identity History Summary

#### Identity History Summary Checks For Employment Or Licensing

If you are requesting a background check for employment or licensing within the U.S., you may be required by state statute or federal law to submit your request through your state identification bureau, the requesting federal agency, or another authorized channeling agency.

The FBI's authority to conduct an Identity History Summary check for noncriminal justice purposes is based upon Public Law (Pub. L.) 92-544. Pursuant to that law, the FBI is empowered to exchange Identity History Summary information with officials of state and local governments for employment, licensing – which includes volunteers – and other similar noncriminal justice purposes, if authorized by a state statute which has been approved by the Attorney General of the United States. The U.S. Department of Justice has advised that the state statute establishing guidelines for a category of employment or the issuance of a license must, in itself, require fingerprinting and authorize the governmental licensing or employing agency to exchange fingerprint data directly with the FBI.

An Identity History Summary search obtained pursuant to U.S. Department of Justice Order 556-73 may not meet employment requirements. Governmental licensing or employing agencies covered by federal laws and/or state statutes may refuse to accept Identity History Summary information directly from the subject of the summary, as there would be no way to verify that the information contained on the summary had not been altered. Also, an Identity History Summary provided to the subject for personal review contains only information maintained by the FBI and may lack dispositional data and/or arrest records that are maintained only at the state level.

You should contact the agency requiring the fingerprinting or the appropriate state identification bureau for the correct procedures to follow.

#### How To Submit A Request

An e-mail address must be provided in order to initiate the application process. A secure link, along with a personal identification number, will be sent to the specified address and will be used to complete the online application. The same secure link and personal identification number will be used to check the status of your application and to access your results. You may optionally elect to have your results sent to you by First-Class Mail via the U.S. Postal Service.

Please select each step below to view additional information. Enter your e-mail address below to start the Identity History Summary Check process.

- Step 1: Complete the Applicant Information Form >
- Step 2: Select Your Preferences >
- Step 3: Submit Your Fingerprints >
- Step 4: Submit Payment >
- Step 5: Review and Confirm Your Request >
- Step 6: Check Request Status >

Enter your e-mail address to get started!

**Scroll down and find "How To Submit A Request"**  
**Go to the blue box on the right side where it says :**  
**"Enter your e-mail address to get started! "**

# FBI FOIA

Step 1: Go to <https://www.edo.cjis.gov>.



Enter your e-mail address to get started.

glennis [redacted] com

Submit


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Input your email in this box and hit **SUBMIT**.

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Home FAQ

If you are requesting a background check for employment or licensing with another authorized channeling agency.

The FBI's authority to conduct an Identity History Summary check for noncriminal information with officials of state and local governments for employment, licensing, or other purposes is derived from the authority of the Attorney General of the United States. The U.S. Department of Justice has authorized the governmental licensing or employing agency to exchange fingerprint information with the FBI.

An Identity History Summary search obtained pursuant to U.S. Department of Justice authority may be used for employment or licensing purposes. However, the FBI is empowered to exchange Identity History Summary information with officials of state and local governments for employment, licensing, or other purposes, if authorized by a state statute which has been approved by the Attorney General of the United States. The U.S. Department of Justice has authorized the governmental licensing or employing agency to exchange fingerprint information with the FBI.

You should contact the agency requiring the fingerprinting or the appropriate state identification bureau for the correct procedures to follow.

through your state identification bureau, the requesting federal agency, or

the FBI is empowered to exchange Identity History Summary information with officials of state and local governments for employment, licensing, or other purposes, if authorized by a state statute which has been approved by the Attorney General of the United States. The U.S. Department of Justice has authorized the governmental licensing or employing agency to exchange fingerprint information with the FBI.

ing or employing agencies covered by federal laws and/or state statutes may refuse to accept Identity History Summary information directly from the subject of the summary, as there would be no way to verify that the information contained on the summary had not been altered. Also, an Identity History Summary provided to the subject for personal review contains only information maintained by the FBI and may lack dispositional data and/or arrest records that are maintained only at the state level.

✓ Received

Your Identity History Summary request was received. Please check your email for further instructions.

OK

## How To Submit A Request

An e-mail address must be provided in order to initiate the application process. A secure link, along with a personal identification number, will be sent to the specified address and will be used to complete the online application. The same secure link and personal identification number will be used to check the status of your application and to access your results. You may optionally elect to have your results sent to you by First-Class Mail via the U.S. Postal Service.

Please select each step below to view additional information. Enter your e-mail address below to start the Identity History Summary Check process.

Step 1: Complete the Applicant Information Form >

Step 2: Select Your Preferences >

Step 3: Submit Your Fingerprints >

Step 4: Submit Payment >

Step 5: Review and Confirm Your Request >

Step 6: Check Request Status >

Step 7: Receive Your Results >

Enter your e-mail address to get started!

Enter your e-mail address

Submit

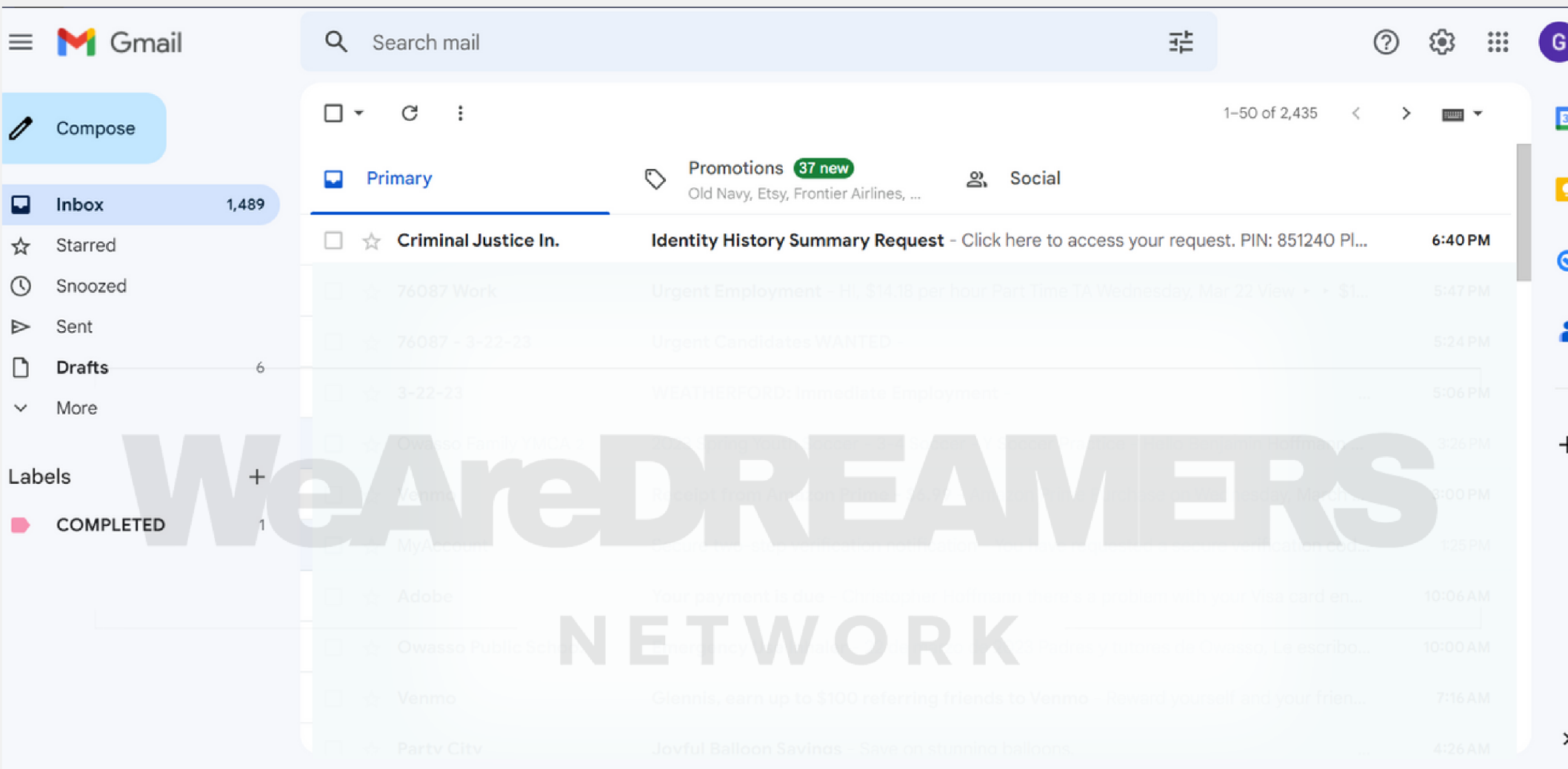
After you enter your email you will see a box that says "**Received**" click ok and go to your email for further instructions.

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# FBI FOIA



<https://www.edo.cjis.gov>



In your inbox look for the email from "**Criminal Justice Information Services**" and click on it.



# FBI FOIA

<https://www.edo.cjis.gov>

The screenshot shows a Gmail interface. On the left is a sidebar with navigation options: Compose, Inbox (1,488), Starred, Snoozed, Sent, Drafts (6), More, Labels (+), and COMPLETED (1). The main area displays an email titled "Identity History Summary Request" from "Criminal Justice Information Services <edo@services.fbi.gov>" to the user, received at 6:40 PM (8 minutes ago). The email body contains the following text:

Click [here](#) to access your request.  
PIN: 851240

Please keep this e-mail to check the status of your request in the future, and to obtain your results once your request is completed. This is the only time you will be provided your link/pin.

If you have any questions regarding this e-mail contact 304-625-5590 or [identity@fbi.gov](mailto:identity@fbi.gov)

This message has been transmitted to you by the FBI Criminal Justice Information Services Division. If you are not the intended recipient of this message, please destroy it promptly without any retention, dissemination, or reproduction (unless required by law), and please notify the sender of the error immediately by separate e-mail to [identity@fbi.gov](mailto:identity@fbi.gov) or by calling the Customer Service Group at 304-625-5590.


This is an automated message. Please do not reply to this e-mail.

At the bottom of the email are "Reply" and "Forward" buttons. A large "WeAreDREAMERS NETWORK" watermark is overlaid on the email content.

After you click on the email copy the **PIN** or write down the **PIN** and click where it says to "**CLICK HERE**" and it will take you back to the [edo.cjis.gov](https://www.edo.cjis.gov) website.

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Pursuant to 28 CFR 16.30-16.34, an Identity History Summary is provided solely for you to conduct a personal review and/or obtain a change, correction, or updating of your record. It is not provided for the purpose of licensing or employment or any other purpose enumerated in 28 CFR 20.33. If the reason you are requesting an Identity History Summary or proof that an Identity History Summary does not exist is for employment, licensing, or adoption purposes within the United States, you may be required by state statute or federal law to submit your request through your state identification bureau, requesting federal agency, or other authorized channeling agency. Please contact the requesting agency or the appropriate state identification bureau (or state police) for additional information. For a list of state identification bureaus, visit <http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/state-identification-bureau-listing>.

[Continue](#)

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Once you open the link on the email it will take you to this page, click  
**"CONTINUE"**

<https://www.edo.cjis.gov>

Home FAQ

### Warning!

You are accessing a U.S. Government information system, which includes this computer, this computer network, all computers connected to this network, and all devices and/or storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system. Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose.

### Enter your PIN

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You'll get to this **WARNING PAGE**. And on the side you'll see a box that says **ENTER YOUR PIN** here you can go ahead and paste the PIN number you just copied from your email or wrote down.

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<https://www.edo.cjis.gov>

## 1 Personal Information

Last Name

Middle Name 1

Date of Birth

Country of Citizenship

Sex

Race

Next >>

## 2 Mailing Address

## 3 Preferences

## 4 Fingerprint Card

## 5 Payment

### PRIVACY ACT STATEMENT

**Authority:** The collection of information on this form is authorized by 28 U.S.C. 534 and 28 CFR 16.30-16.34.

**Principal Purpose:** The principal purpose for requesting your information is to allow the FBI to respond to your request for, or challenge of, your identity history record in the FBI's Next Generation Identification (NGI) system. The FBI may also search your information in the law enforcement files (e.g. wants and warrants) of its National Crime Information Center (NCIC) system. You are not required to provide the requested information to the FBI; however, failure to provide the requested information may result in a delay or inability of the FBI to process your request or challenge.

**Social Security Account Number (SSAN):** Your SSAN (or the last 4 digits) is requested to keep records accurate because other people may have the same name and date of birth. Your SSAN will be used to assist with verifying your identity. You are not required to provide your SSAN and failure to provide your SSAN will not result in a denial of your request or challenge.

**Routine Uses:** During the processing of your request or challenge and for as long thereafter as your information is retained by the FBI, 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, including those in the System of Records Notice for NGI, 81 Fed. Reg. 27,284 (May 5, 2016), 82 Fed. Reg. 24151,156 (May 25, 2017). Information you provide to support your request or challenge may be used to update records in government databases.

By checking the 'I Accept' box below, I acknowledge that I have reviewed and understand the Privacy Act Statement.

I Accept

Continue


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Read the PRIVACY ACT STATEMENT and you can go ahead and click **"CONTINUE"** it will make the box go away.

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<https://www.edo.cjis.gov>

1 Personal Information OMB-1110-0052

Last Name <input type="text" value="Hoffmann"/>		First Name <input type="text" value="Glennis"/>		Name Suffix <input type="text" value="Select a Suffix"/>	
Middle Name 1 <input type="text"/>		Middle Name 2 <input type="text"/>		U.S. Citizen or Legal Permanent Resident? <input type="text" value="No"/>	
Date of Birth <input type="text" value="09/15/1994"/>		Place of Birth <input type="text" value="Mexico (Mexican State)"/>		Prisoner Number <input type="text"/>	
Country of Citizenship <input type="text" value="Mexico"/>		Country of Residence <input type="text" value="United States (Including APO/FPO/DPD and US territories)"/>		Social Security Number <input type="text" value="XXX-XX-"/>	
Sex <input type="text" value="FEMALE"/>	Race <input type="text" value="Caucasian/Latino"/>				

2 Mailing Address ▼

3 Preferences ▼

4 Fingerprint Card ▼

5 Payment ▼

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You will now input your personal information. It will have several sections, anything that's in **"RED or a \*"** needs to be filled out.

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Home **FAQ**

1 Personal Information ▼ OMB-1110-0052

2 Mailing Address ▲

Country

In Care Of  Attention

Address

Postal (Zip) Code  Enter postal code to lookup the city and state, then select the correct city from the dropdown menu. You may type in your city if it is not listed.

City  State

Phone Number

3 Preferences ▼


4 Fingerprint Card ▼

5 Payment ▼

You will now input your mailing information. It will have several sections, anything that's in **"RED or a \*"** needs to be filled out.

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<https://www.edo.cjis.gov>

Home FAQ

1 Personal Information OMB-1110-0052

2 Mailing Address

3 Preferences

Would you like your date of birth included on the response?

Would you like to receive status notifications?  
 E-mail Address

Would you like to have a hard-copy response mailed to you?

4 Fingerprint Card

5 Payment

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When you get to **PREFERENCES**  
make sure you click **YES** to **both EMAIL & HARD COPY**.

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Home [FAQ](#)

1 Personal Information OMB-1110-0052

2 Mailing Address

3 Preferences

4 Fingerprint Card

How would you like to submit your fingerprint card?

Electronic Submission via Third-Party (Additional fees may apply)

You are required to pre-register before you can visit an available Third-Party location. Once you make the payment in the next step and submit your application, you will be redirected to the Third-Party Registration page where your first and last name, e-mail address, and order number will be auto populated for you.

Please take a copy of your confirmation e-mail to one of the available locations to have your fingerprints scanned and submitted electronically. This option will allow you to receive your Identity History Summary (IdHS) results in as little as 48 hours upon submission of your fingerprints.

#### Third-Party Fingerprinting Locations

Location	Hours	Distance
USPS® - Eastside Tulsa 2920 S 129th East Ave Tulsa, OK 74134	Fingerprinting Hours: Mon-Fri: 9:00 am-3:00 pm Sat-Sun: Closed	Nearby
918-664-1791 Lot Parking Available	Preregistration Required ()	
USPS® - Missouri Valley 116 N 5th ST Missouri Valley, IA 51555	Fingerprinting Hours: Mon-Fri: 8:30am-10:30am, 12:00pm-3:00pm Sat-Sun: Closed	37 Miles
712-642-3436 Street Parking Available	Preregistration Required ()	

[Click here to see additional locations](#)

« Back Next »

5 Payment

For **Fingerprinting** it will auto generate the nearest location where you can walk in with your email and provide your fingerprints. You'll select the USPS office & **CONTINUE**.



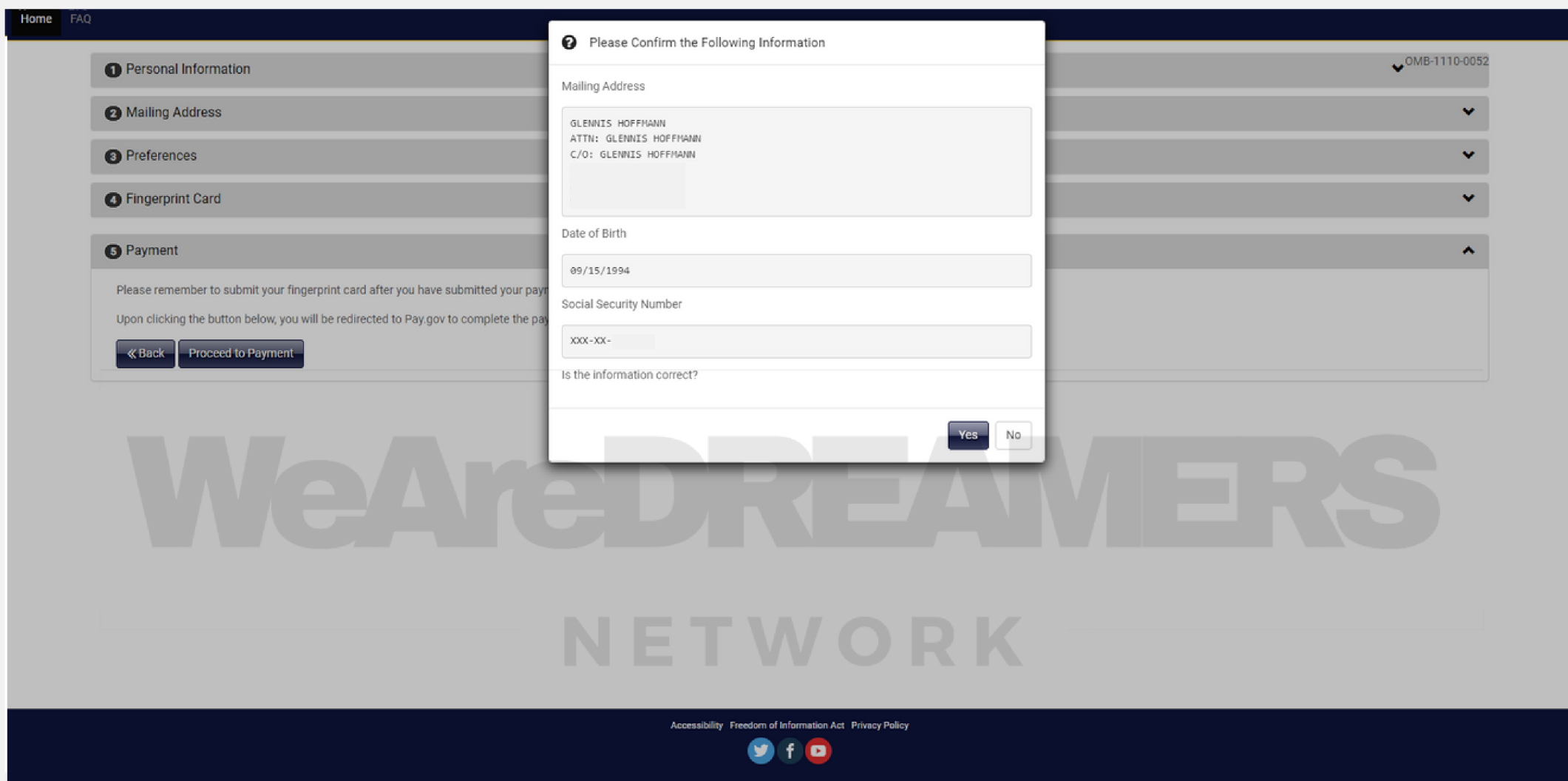
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The screenshot shows the FBI FOIA portal interface. On the left, there is a navigation menu with five steps: 1 Personal Information, 2 Mailing Address, 3 Preferences, 4 Fingerprint Card, and 5 Payment. The 'Payment' step is currently active. Below the menu, there is a message: "Please remember to submit your fingerprint card after you have submitted your payment. Upon clicking the button below, you will be redirected to Pay.gov to complete the payment." There are two buttons: "Back" and "Proceed to Payment".

In the center, a modal dialog box titled "Please Confirm the Following Information" is displayed. It contains the following fields:

- Mailing Address:** GLENNIS HOFFMANN, ATTN: GLENNIS HOFFMANN, C/O: GLENNIS HOFFMANN
- Date of Birth:** 09/15/1994
- Social Security Number:** XXX-XX-

At the bottom of the dialog box, it asks "Is the information correct?" with "Yes" and "No" buttons.

At the bottom of the page, there is a footer with links for "Accessibility", "Freedom of Information Act", and "Privacy Policy", along with social media icons for Twitter, Facebook, and YouTube.

You are almost there.

It will ask you to reverify your information and click **YES**.

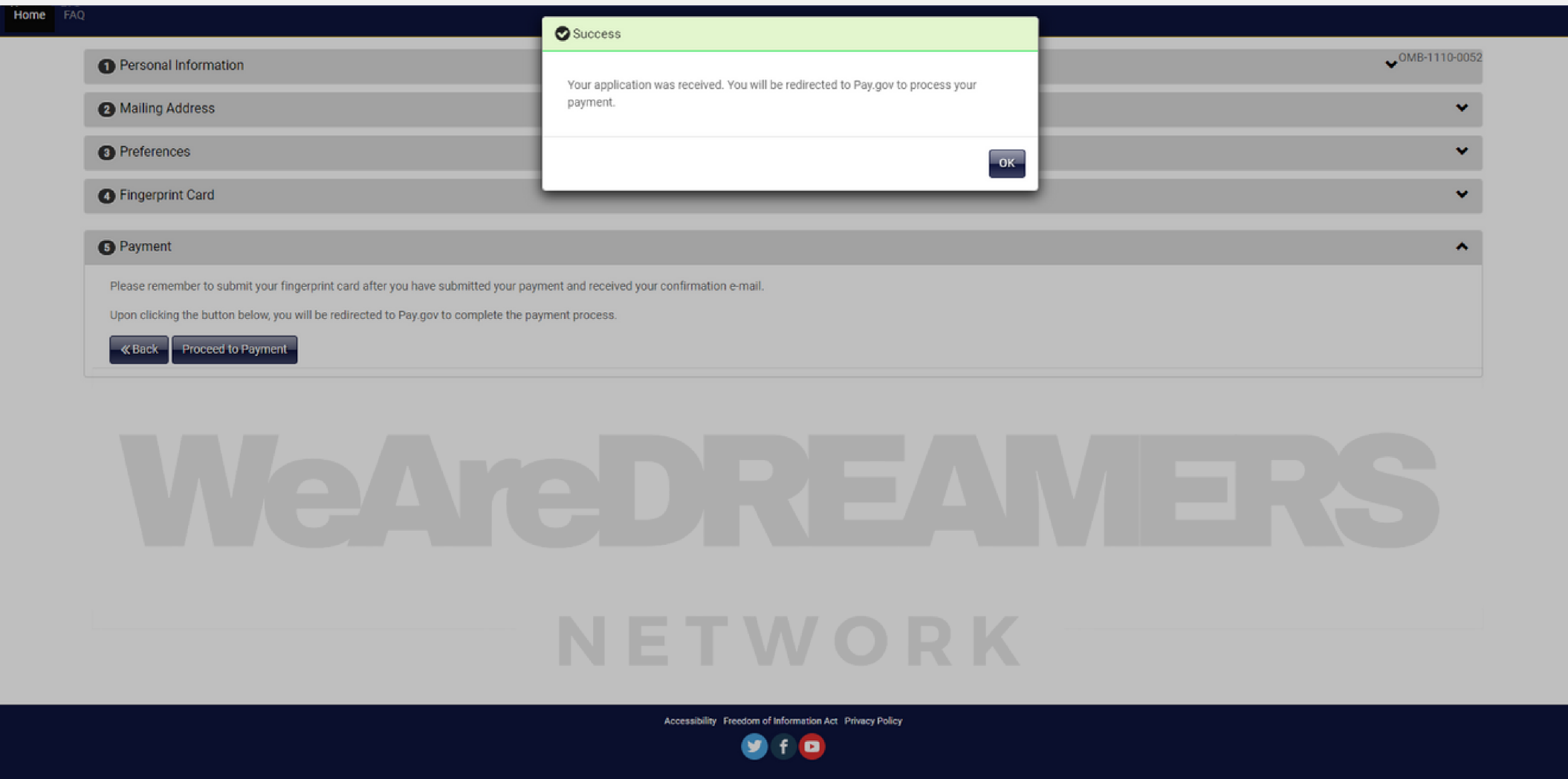
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<https://www.edo.cjis.gov>



Home FAQ

Success

Your application was received. You will be redirected to Pay.gov to process your payment.

OK

1 Personal Information

2 Mailing Address

3 Preferences

4 Fingerprint Card

5 Payment

Please remember to submit your fingerprint card after you have submitted your payment and received your confirmation e-mail.




Upon clicking the button below, you will be redirected to Pay.gov to complete the payment process.

« Back Proceed to Payment

OMB-1110-0052

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Accessibility Freedom of Information Act Privacy Policy

Congratulations you have submitted your request but you still need to submit your fingerprints...and this where you click "OK"and it will take you to another page to be able to input your payment information.

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<https://www.edo.cjis.gov>

[< Cancel](#)

## Identification Record Request

### Payment Information

Payment Amount \$18.00

### I want to pay with my

- Amazon account
- PayPal account
- Debit or credit card

[Continue](#)

[Cancel](#)

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WARNING WARNING WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems which run on it are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.

Note: This system may contain Sensitive But Unclassified (SBU) data that requires specific data privacy handling.

You'll get to a payment screen and you will need to select, either  
**Amazon Account, Pay Pal Account or Debit or Credit Card.**

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<https://www.edo.cjis.gov>

[Cancel](#)

### Identification Record Request

Please provide the payment information below. Required fields are marked with an \*

Agency Tracking ID  
D66257223081\_07051483

Payment Amount  
\$18.00

\* Cardholder Name

\* Cardholder Billing Address

Billing Address 2

City

\* Country

State/Province

ZIP/Postal Code

\* Card Number

\* Expiration Date

Security Code

[What's this?](#)

[Cancel](#)

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Enter your payment information and it will send you an email to take it to your fingerprints.

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<https://www.edo.cjis.gov>

The screenshot shows a Gmail interface with a sidebar on the left containing folders like 'Compose', 'Inbox', 'Starred', 'Snoozed', 'Sent', 'Drafts', and 'More'. The main content area displays an email from 'Criminal Justice Information Services <edo@services.fbi.gov>' with the subject 'Identity History Summary Request Confirmation'. The email body contains the following text:

From: Criminal Justice Information Services <edo@services.fbi.gov>  
Date: [REDACTED] 5T  
To: [REDACTED]  
Subject: Identity History Summary Request Confirmation

Your Identity History Summary Request has been accepted and will be processed in the date order in which it was received.

Your Order number is: [REDACTED]  
Your payment verification code is: [REDACTED]

You indicated your fingerprints would be delivered by: ELECTRONIC SUBMISSION VIA THIRD-PARTY

Please refer to the following details when submitting your fingerprints:

If delivering your fingerprints via a third-party, click [here](#) to view a list of approved providers.

Here are the registration links of the approved third-party providers in your area:

- [USPS Registration](#)

Note: You are required to pre-register before you can visit an available Third-Party location. You should have been redirected to a Third-Party Registration page after submitting your application. If you have not registered, please click on the provided link above to register where you will be required to enter your first and last name, e-mail address, and order number, which is located on this e-mail under your name. Please also note you will be asked to provide a valid form of identification\* upon arrival at the third-party location.

Please take a copy of your confirmation email to the Third-Party location.

Alternatively, you may still deliver your fingerprints via Mail. To do so, please send your completed fingerprint card along with a copy of this confirmation email to:

FBI CJIS Division  
ATTN: ELECTRONIC SUMMARY REQUEST  
1000 Custer Hollow Road  
Clarksburg, West Virginia 26306

[Barcode]

If you have any questions regarding this e-mail contact 304-625-5590 or [identity@fbi.gov](mailto:identity@fbi.gov)

This is the email you'll take to the place you selected.



**Step 2: Visit a participating U.S. Post Office location to submit your fingerprints electronically as part of your request. You may go to any of the participating U.S. Post Office locations nationwide upon completion of your request. **Additional fees may apply.****

If you choose to use a U.S. Post Office location, you must complete your application and payment electronically prior to visiting a U.S. Post Office location to submit your fingerprints electronically as part of your request.



If you choose not to use a U.S. Post Office location to submit your fingerprints electronically, then you may still mail your completed fingerprint card, along with your confirmation email received when you started your electronic request, to the address listed on your confirmation email. The request will continue to be processed as an electronic submission once the completed fingerprint card is received.