

GUÍA PASO POR PASO

# IHSC de FBI



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# FOIA de FBI

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## ¿Qué es un IHSC del FBI?

Para empezar, es la Orden 556-73 del Departamento de Justicia de los Estados Unidos, también conocida como Orden Departamental, que establece reglas y regulaciones para que usted pueda obtener una copia de su **Identity History Summary for review, o prueba de que uno no existe**. Esa orden fue aprobada el 24 de septiembre de 1973, como resultado de una determinación de que "28 U.S.C. 534 no prohíbe que los sujetos de los registros de arresto y condena tengan acceso a esos registros". La orden ordenaba al FBI que entregara a los sujetos de los registros de identificación copias de dichos registros previa presentación de una solicitud por escrito, prueba satisfactoria de la identidad de la persona cuyo registro de identificación se solicita y una tarifa de procesamiento.

- **¿Qué hay exactamente en una "hoja de antecedentes penales", el término coloquial para un registro de identificación del FBI o IHSC? De acuerdo con la orden del DOJ que mencionamos anteriormente, es una lista de cierta información tomada de las presentaciones de huellas dactilares retenidas por el FBI en relación con los arrestos y, en algunos casos, incluye información tomada de las huellas dactilares enviadas en relación con el empleo federal, la naturalización o el servicio militar. servicio. El Registro de Identificación incluye el nombre de la agencia o institución que envió las huellas dactilares al FBI.**
- ¿Qué sucede si los registros de huellas dactilares se refieren a un delito penal? En ese caso, el Registro de identificación incluye la fecha del arresto o la fecha en que la agencia recibió a la persona que presentó las huellas dactilares, el cargo del arresto y la disposición del arresto si el FBI lo conoce. Todos los datos de arresto incluidos en un Registro de identificación se obtienen de envíos de huellas dactilares, informes de disposición y otros informes presentados por agencias que tienen responsabilidades de justicia penal.

## Cómo enviar una solicitud


El FBI ofrece tres opciones para solicitar su resumen de historial de identidad o prueba de que no existe.

- Opcion 1: Envíe electrónicamente su solicitud directamente al FBI
- Opcion 2: Envíe su solicitud directamente al FBI por correo
- Opcion 3: Envíe su solicitud a un canalizador aprobado por el FBI
  - esta última opción no se recomienda ya que debe ser ciudadano de los EE. UU. para enviar la solicitud a través del Canal aprobado por el FBI.
  -

**ESTA ES UNA GUÍA PASO A PASO SOBRE CÓMO OBTENER SU Resumen de Historial de Identidad del FBI a través de la **OPCIÓN 1- ¡ELECTRÓNICAMENTE!****

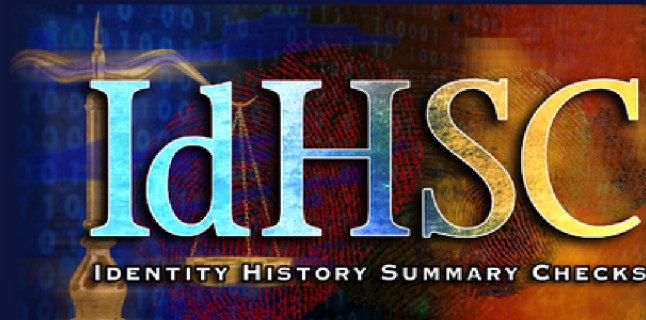
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Paso 1: Vete a <https://www.edo.cjis.gov>.



Home FAQ

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.

Utilice Internet Explorer o Firefox para obtener mejores resultados.  
Una vez que llegue a esta página, se desplazará hacia abajo y encontrará dónde puede ingresar su dirección de correo electrónico...  
siga esta guía paso a paso.



<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!

Desplácese hacia abajo y encuentre "How To Submit A Request"

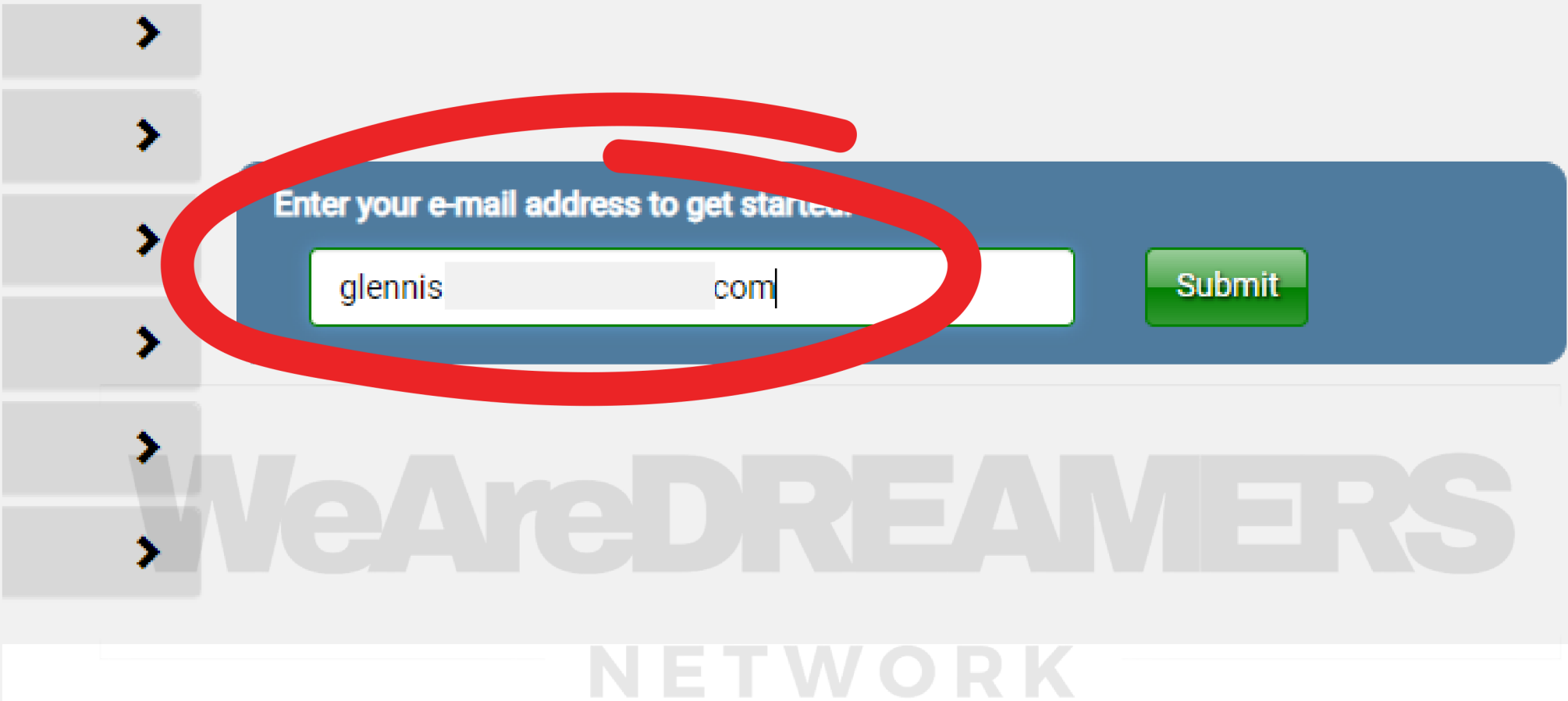
Vaya al cuadro azul en el lado derecho donde dice:

**"Enter your e-mail address to get started!"**

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



The screenshot shows a web form with a blue header bar containing the text "Enter your e-mail address to get started". Below this is a white text input field with the text "glennis" and "com" separated by a space, and a green "Submit" button to its right. A red circle highlights the input field and the button. To the left of the form are several grey rectangular buttons with right-pointing chevrons. Below the form, the text "WeAreDREAMERS NETWORK" is displayed in a large, light grey font.

Ingrese su correo electrónico en este cuadro y presione **SUBMIT**.

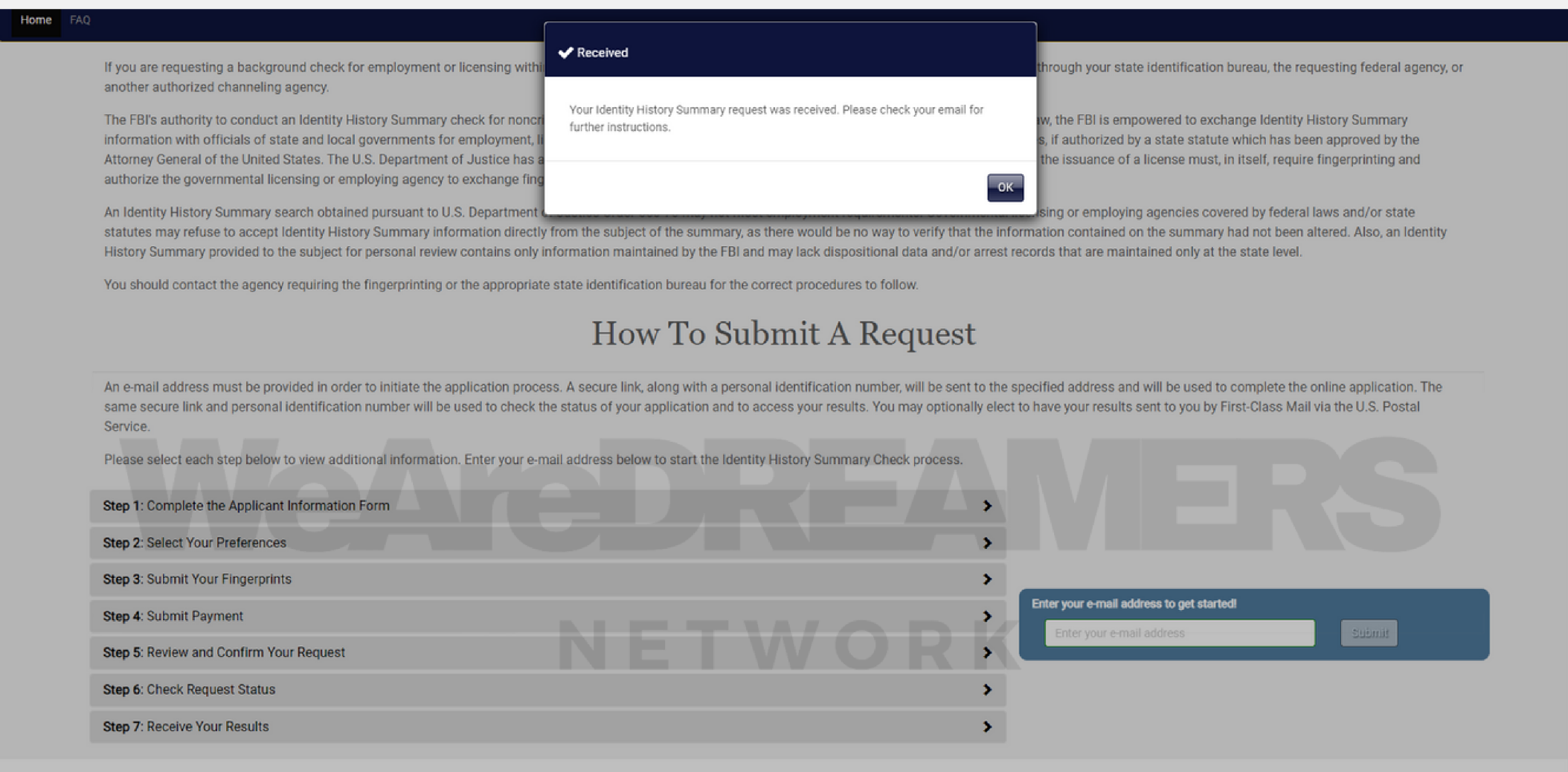
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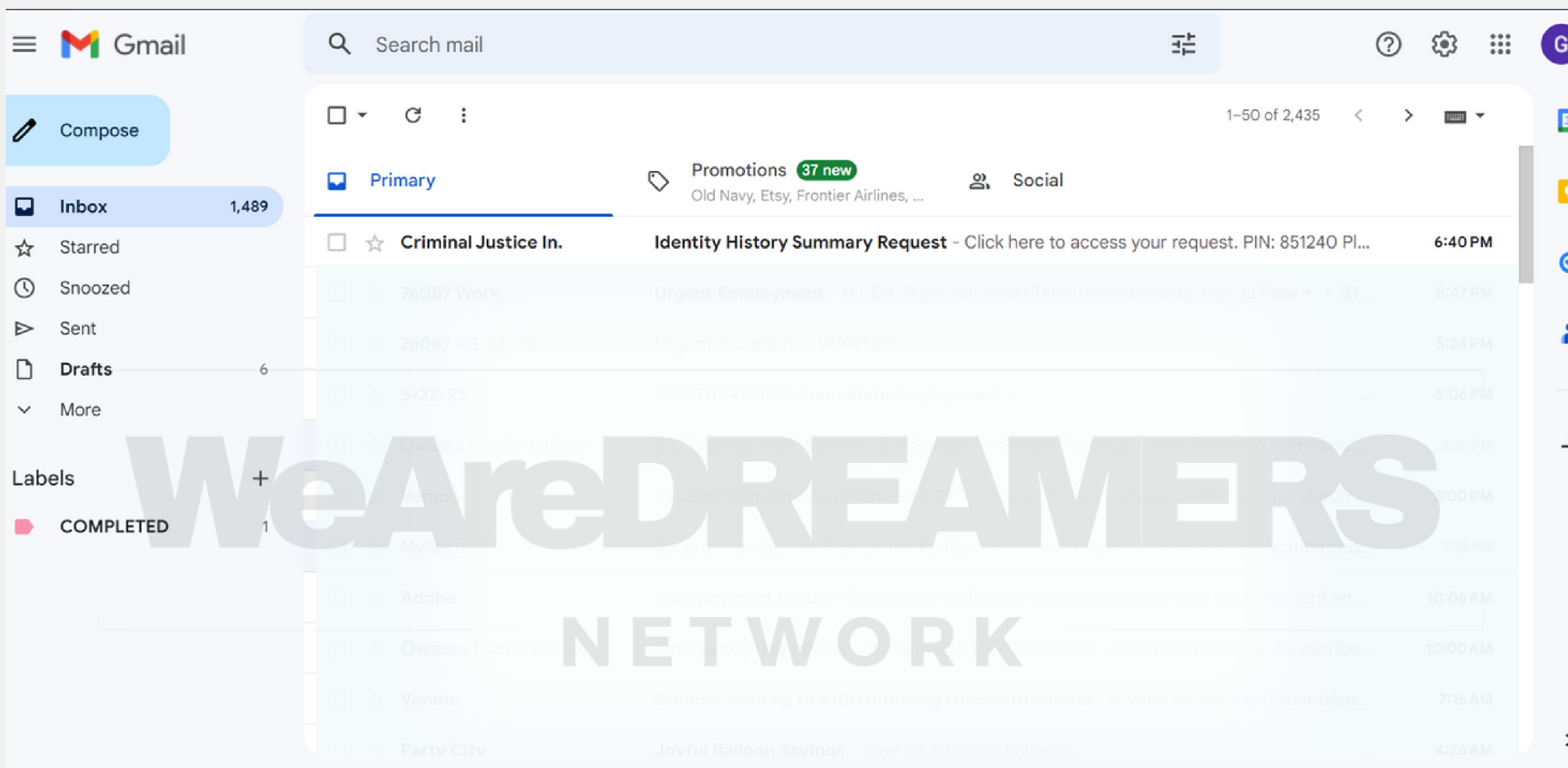
The screenshot shows the website interface for submitting a request. A dark blue notification box with a checkmark and the word "Received" is overlaid on the page. The notification text reads: "Your Identity History Summary request was received. Please check your email for further instructions." Below the notification is an "OK" button. In the background, the website content is visible, including a navigation bar with "Home" and "FAQ", a list of steps for submitting a request, and a form to enter an email address. The steps are: 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, and Step 7: Receive Your Results. The form for Step 1 is partially visible, with a text input field and a "Submit" button.

Después de ingresar su correo electrónico, verá un cuadro que dice "**Received**", haga clic en "**OK**" y vaya a su correo electrónico para obtener más instrucciones.

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En su bandeja de entrada busque el correo electrónico de "**Criminal Justice Information Services**" y haga clic en él.

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The screenshot shows a Gmail interface. On the left is the navigation sidebar with options like Compose, Inbox (1,488), Starred, Snoozed, Sent, Drafts (6), and More. Below that are Labels, including COMPLETED (1). The main area displays an email titled "Identity History Summary Request" from "Criminal Justice Information Services <edo@services.fbi.gov>" 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.

Después de hacer clic en el correo electrónico, copie el **PIN** o escriba el **PIN** y haga clic donde dice "**CLICK HERE**" y lo llevará de regreso al sitio web [edo.cjis.gov](https://www.edo.cjis.gov).



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Home FAQ

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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[Accessibility](#) [Freedom of Information Act](#) [Privacy Policy](#)



Una vez que abra el enlace en el correo electrónico, lo llevará a esta página, haga clic en **"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

# WeAreDREAMERS

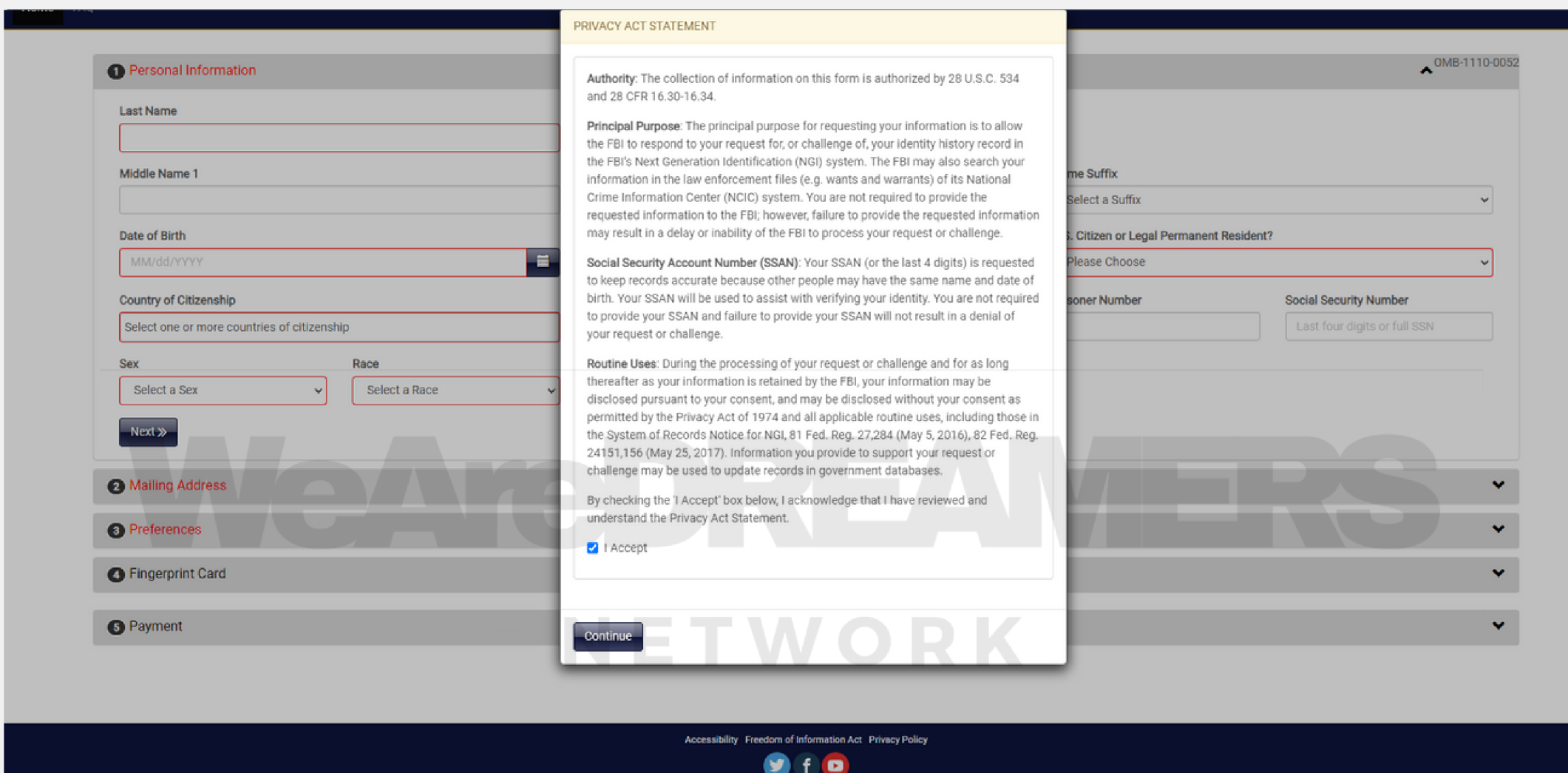
NETWORK

[Accessibility](#) [Freedom of Information Act](#) [Privacy Policy](#)



Llegará a esta **"WARNING PAGE"**. Y al costado verá un cuadro que dice **"ENTER PIN HERE"**. Aquí puede continuar y pegar el número de **PIN** que acaba de copiar de su correo electrónico o que anotó.

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



The image shows a screenshot of the FBI FOIA request form. A yellow 'PRIVACY ACT STATEMENT' overlay is centered on the screen, partially obscuring the form. The form is divided into sections: 1. Personal Information, 2. Mailing Address, 3. Preferences, 4. Fingerprint Card, and 5. Payment. The 'Personal Information' section includes fields for Last Name, Middle Name 1, Date of Birth (MM/dd/YYYY), Country of Citizenship, Sex, and Race. A 'Next >>' button is visible below these fields. The 'Privacy Act Statement' overlay contains the following text:

**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

A 'Continue' button is located at the bottom of the 'PRIVACY ACT STATEMENT' overlay.

At the bottom of the form, there are links for Accessibility, Freedom of Information Act, and Privacy Policy, along with social media icons for Twitter, Facebook, and YouTube.

Lea la **PRIVACY ACT STATEMENT** y puede continuar y hacer clic en **"CONTINUE"** hará que la casilla desaparezca.

<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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Ahora ingresará su información personal. Tendrá varias secciones, todo lo que esté en "RED o \*" debe completarse.

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

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 ▼

Ahora ingresará su información de domicilio. Tendrá varias secciones, todo lo que esté en **"RED o \*"** debe completarse.



<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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[Accessibility](#) [Freedom of Information Act](#) [Privacy Policy](#)



cuando llegas a **PREFERENCES**  
asegúrese de hacer clic **YES to both EMAIL & HARD COPY.**

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

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 ()	

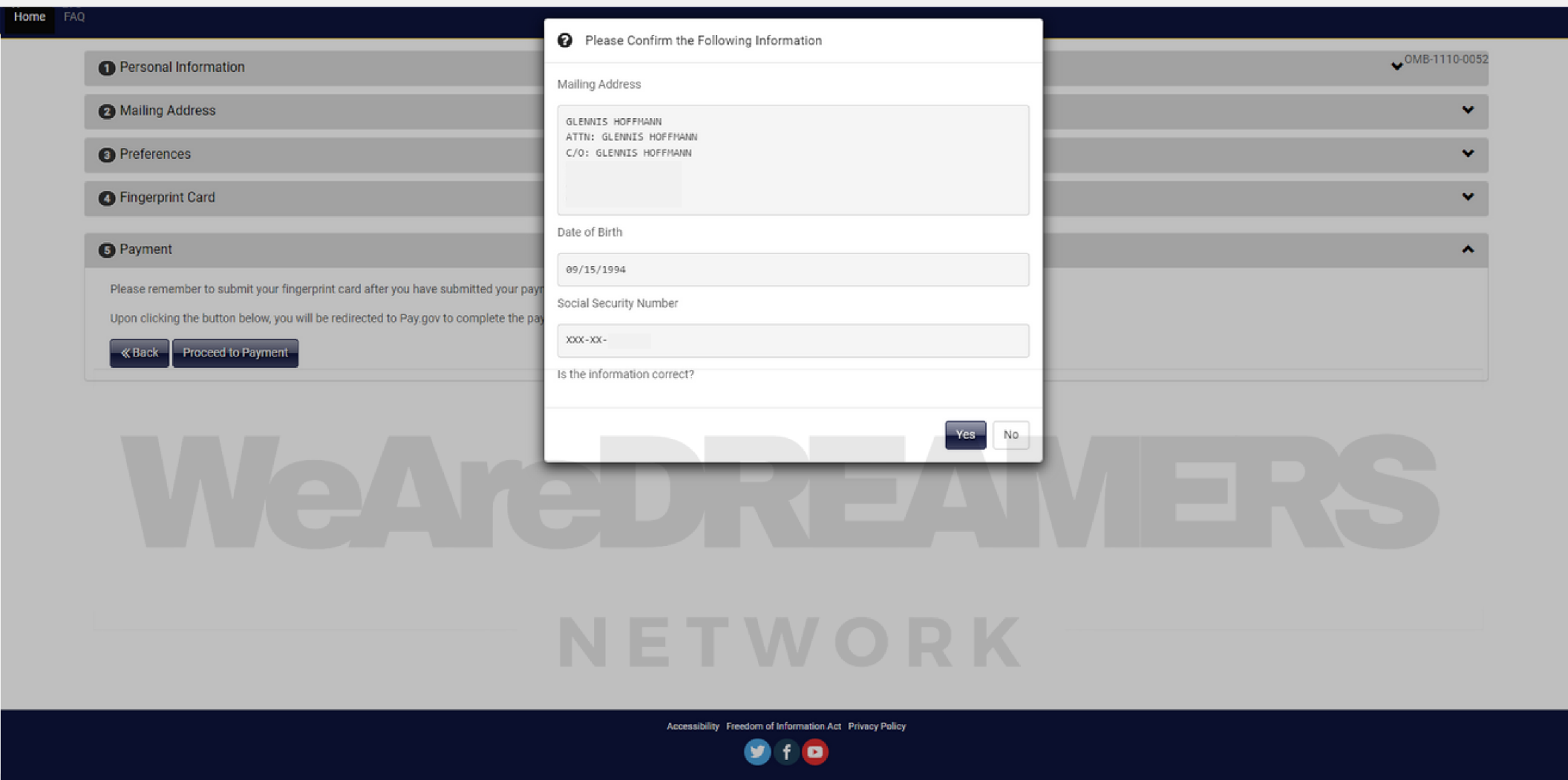
[Click here to see additional locations](#)

« Back
Next »

5 Payment ▼

**Para la toma de huellas digitales, generará automáticamente la ubicación más cercana donde puede ingresar con su correo electrónico y proporcionar sus huellas digitales. Seleccionará la oficina de USPS y "CONTINUE."**

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

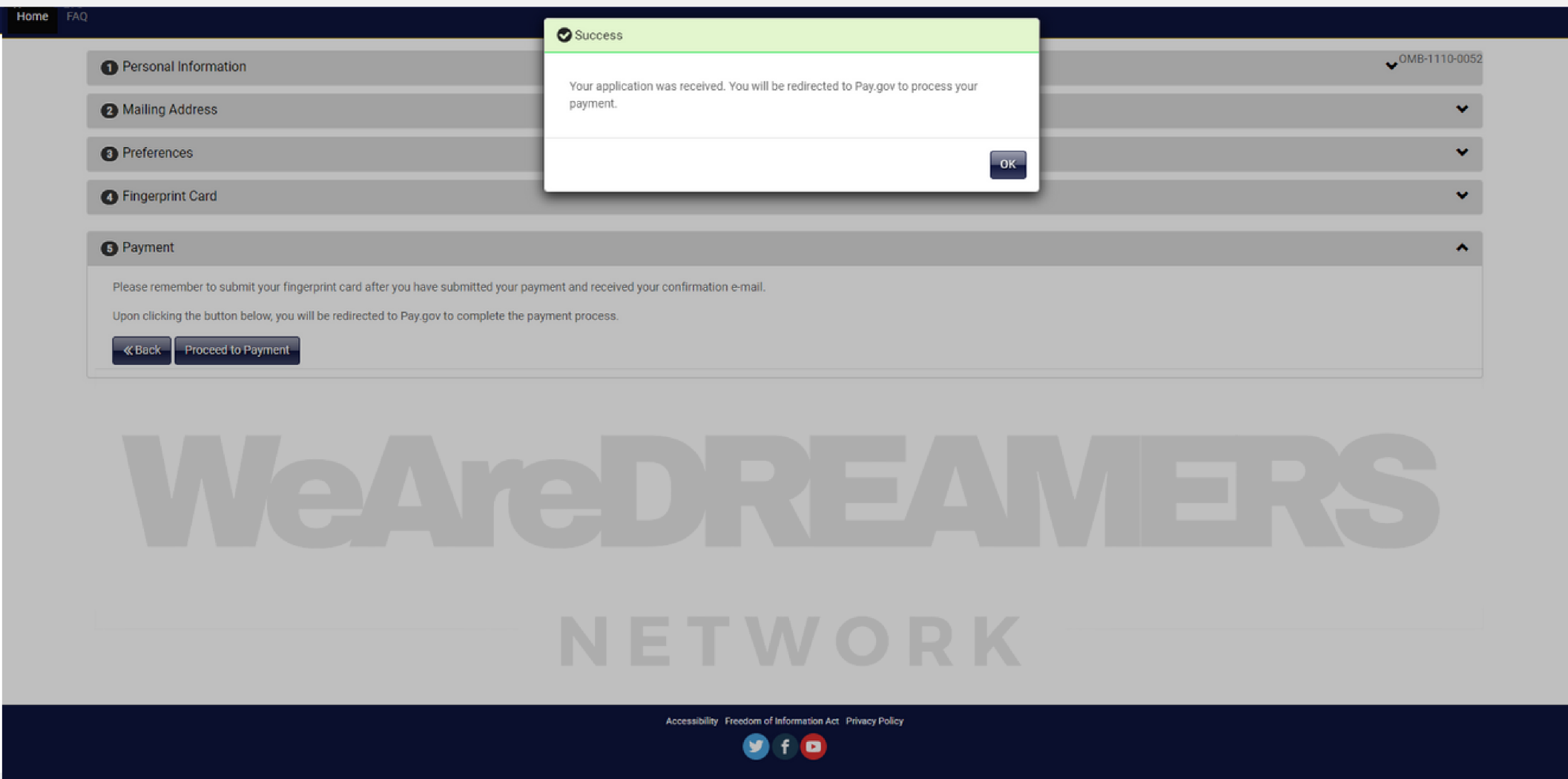


The screenshot shows the FBI FOIA portal interface. On the left, there is a navigation menu with five steps: 1 Personal Information, 2 Mailing Address, 3 Preferences, 4 Fingerprint Card, and 5 Payment. The 'Payment' step is currently active. A modal dialog box is centered on the screen, titled 'Please Confirm the Following Information'. It contains the following fields: 'Mailing Address' with the text 'GLENNIS HOFFMANN', 'ATTN: GLENNIS HOFFMANN', and 'C/O: GLENNIS HOFFMANN'; 'Date of Birth' with the value '09/15/1994'; and 'Social Security Number' with the value 'XXX-XX-'. Below these fields is a question 'Is the information correct?' and two buttons: 'Yes' and 'No'. The background of the portal is dimmed, showing a large watermark that reads 'WeAreDREAMERS NETWORK'. At the bottom of the page, there are links for 'Accessibility', 'Freedom of Information Act', and 'Privacy Policy', along with social media icons for Twitter, Facebook, and YouTube.

Ya casi has llegado.

Le pedirá que vuelva a verificar su información y haga clic en **"YES"**.

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



Home FAQ

1 Personal Information

2 Mailing Address

3 Preferences

4 Fingerprint Card

5 Payment

Success

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

OK

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

Felicitaciones, ha enviado su solicitud, pero aún necesita enviar sus huellas dactilares... y aquí hace clic en "**OK**" y lo llevará a otra página para que pueda ingresar su información de pago.

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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.

Accederá a una pantalla de pago y deberá seleccionar, ya sea **Amazon Account, Pay Pal Account or Debit or Credit Card.**



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[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](#)

Introduce tus datos de pago y te enviará dos emails y uno de ellos es para llevarlo a tus huellas dactilares.

# FOIA de FBI



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

**From:** Criminal Justice Information Services <[edo@services.fbi.gov](mailto: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



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

Este es el correo electrónico que llevarás al lugar que seleccionaste.

Paso 2: Visite una oficina de correos de EE. UU. participante para enviar sus huellas dactilares electrónicamente como parte de su solicitud. Puede ir a cualquiera de las oficinas postales de EE. UU. participantes en todo el país una vez completada su solicitud. **Se pueden aplicar tarifas adicionales.**

Si elige utilizar una oficina postal de EE. UU., debe completar su solicitud y pago electrónicamente antes de visitar una oficina postal de EE. UU. para enviar sus huellas dactilares electrónicamente como parte de su solicitud.



Si elige no utilizar una oficina de correos de EE. UU. para enviar sus huellas dactilares electrónicamente, aún puede enviar por correo su tarjeta de huellas dactilares completa, junto con el correo electrónico de confirmación que recibió cuando inició su solicitud electrónica, a la dirección que figura en su correo electrónico de confirmación. La solicitud continuará siendo procesada como una presentación electrónica una vez que se reciba la tarjeta de huellas dactilares completa.