



**National
Background
Information**



INSTRUCTIONS & REQUEST FORMS

Identity History Summary Request Form

Complete all required fields of the attached Identity History Summary Request Form. The applicant's first name and last name are required. Please use your surname or "family name" for your last name. Use your "given name" as your first name and if you have more than one middle name, please list them in separate fields.

The applicant's Date of Birth, Place of Birth and Country of Citizenship are required. Applicant must indicate if they are a U.S. citizen or Legal Permanent Resident (green card holder). If you are not a U.S. Citizen or Legal Permanent Resident, you must order your report directly from the FBI. Please visit their website at www.fbi.gov/how-we-can-help-you/need-an-fbi-service-or-more-information/identity-history-summary-checks.

The applicant's full US home address is required. This includes the street address, city, state, postal or zip code and country. A report cannot be shipped to international address per FBI regulation.

Home phone number and email address are not required, but are helpful if we need to contact you about your order. An email address is necessary to receive secure website access to completed report. We encourage you to include this information, if available.

Order and Disclaimer

Please select your order options for additional report copies, if any, and delivery method. Please enter your order total on the "Total FBI Report Payment" line of the Order and Disclaimer form. This should include the base report fee, premium shipping fee, if any, and the total cost of additional copies of the criminal history report.

Only Visa, MasterCard, American Express, Money Order, or Cashier's Check are acceptable forms of payment. Cash, Personal check or Business check will not be accepted. No charge backs or refunds / All sales final.

Review the required FBI Criminal Report Disclaimer, then sign and date.

Required Mailing Checklist

- ☐ I have included the **FBI Identity History Summary Request Form** with all required fields completed
- ☐ I have included **fingerprint card(s)**, completed by a trained technician
- ☐ I have included **payment**: Cashier's Check or Money Order payable to **Certifix Live Scan**
Visa, MasterCard or American Express – Credit Card Authorization form is required
No charge backs or refunds / All sales final
- ☐ For attorney requests, I have included a signed **Attorney Release** form printed on my attorney's letterhead
- ☐ I have included the **Order and Disclaimer** form with order options selected and disclaimer signed

MAIL TO: **Certifix Live Scan**
ATTN: FBI Consumer Report Request
1950 W Corporate Way
Anaheim, CA 92801

IDENTITY HISTORY SUMMARY REQUEST FORM

Information * *Denotes Required Fields*

*Last Name	*First Name
Middle Name 1	Middle Name 2

*Date of Birth:	*Place of Birth:	*U.S. Citizen or Legal Permanent Resident: ☐ Yes ☐ No
*Country of Citizenship:	Country of Residence:	Prisoner Number (if applicable):
*Last Four Digits of Social Security Number:		

*Race (please check appropriate box): ☐ Asian ☐ Black ☐ Caucasian ☐ Native American ☐ Unknown
*Sex (please check appropriate box): ☐ Male ☐ Female ☐ Other

Address

C/O	ATTN
*Address	
*City	*State
*Postal (Zip) Code	*Country
Phone Number	E-Mail

Payment Enclosed: (please check appropriate box)

☐ CERTIFIED CHECK ☐ MONEY ORDER ☐ CREDIT CARD FORM

You may request a copy of your own Identity History Summary to review it or obtain a change, correction, or an update to the summary. This is not a national background check and may not include information from state repositories which would be included on an employment background check. 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.

*** REQUESTOR SIGNATURE** _____ **DATE** _____

PRIVACY ACT STATEMENT

The FBI's acquisition, retention, and sharing of information submitted on this form is generally authorized under 28 USC 534 and 28 CFR 16.30-16.34. The purpose for requesting this information from you is to provide the FBI with a minimum of identifying data to permit an accurate and timely search of FBI identification records. Providing this information (including your Social Security Account Number) is voluntary; however, failure to provide the information may affect the completion of your request. The information reported on this form may be disclosed pursuant to your consent and may also be disclosed by the FBI without your consent pursuant to the Privacy Act of 1974 and all applicable routine uses.

PAPERWORK REDUCTION ACT STATEMENT:

Under the Paperwork Reduction Act, you are not required to complete this form unless it contains a valid OMB control number. The form takes approximately 3 minutes to complete.



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ORDER AND DISCLAIMER

Promo Code

FBI Criminal Report \$ 58.00
Shipping \$ _____
Additional Copies _____ @ \$9.00 each \$ _____
Quantity
****Total FBI Report Payment** \$ _____

Delivery and Handling Options

- ☐ Online (Internet) Access - Free
☐ USPS First Class Mail (No tracking) – **\$3.00 ***
☐ USPS Priority Mail (2-3 Day Delivery) – **\$18.00 ***
FedEx (Overnight Delivery) – **\$55.00 ***

**Mailing price includes FBI Report on
tamper-proof paper*

Payment Type (please check one box) **Payee is Certifix Live Scan**

- ☐ Cashier's Check ☐ Money Order ☐ Credit Card (Include Credit Card Authorization form)

****Pricing does not include fingerprint rolling fees for mailing ink cards, or live scan fees for electronic submissions.**

Signed Identity History Summary Request Form and this form must be included with each order.

FBI Criminal Report Disclaimer

I declare under penalty of perjury under the laws of the United States of America that the enclosed fingerprint impression is that of the person completing this form, and that all of the information submitted on the **Identity History Summary Request Form** is true and correct.

Applicant acknowledges that information sent through electronic mail, United States Mail, and courier service is not secure. Applicant further acknowledges that NCR may not alter any of the information contained in the FBI report, even if there are obvious errors. Applicant waives, disclaims, and holds NCR harmless from and against any inadvertent disclosure of Applicant's FBI report and from any inaccuracies contained within said FBI report, provided that nothing herein affects any intentional, wrongful disclosure of Applicant's FBI report or the contents thereof.

If you have a criminal history record, you have the opportunity to complete or challenge the accuracy of the information in the record. You should be afforded a reasonable amount of time to correct or complete the record. The procedures for obtaining a change, correction, or updating of your FBI criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.34. Information on how to review and challenge your FBI criminal history record can be found at www.fbi.gov under "Services" and then "Identity History Summary Checks" or by calling (304) 625-5590. For more information regarding the Privacy Act, you can go to the National Background Information website at <https://www.nbinformation.com/forms> under Forms & Procedures and view and/or download a copy of the Applicant's Privacy Rights.

Applicant's Name _____

Signature _____

Date _____

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NCR-RF-2211