

HOW TO OBTAIN YOUR CRIMINAL BACKGROUND CHECK

D.C. Code, sec. 21-2043, requires court-appointed guardians to file
(1) A criminal history check from the Metropolitan Police Department (MPD); and
(2) A fingerprint background check from the Federal Bureau of Investigation (FBI).

To obtain the MPD criminal history check:

STEP 1: Collect the following items:

- Government issued photo ID, such as a driver's license or non-driver ID OR original birth certificate AND Social Security card
- \$7 fee payable in cash or by credit card

STEP 2: Go to MPD, 300 Indiana Ave., NW, Room 1075 (first floor), complete Form PD70, present your identification, and get receipt to take to Treasurer's Office, Room 1175 (first floor) to pay fee.

- Open Monday through Friday from 9am to 5pm.
- Please wait for the results of the MPD criminal history check. Allow a minimum of 1 - 1 ½ hours to complete the process.
- File the MPD criminal history check results with the Probate Division no later than 60 days from the date of your appointment (or other period of time set by court order). Probate Rule 5.1 requires the filer to redact dates of birth and Social Security and driver's license numbers prior to filing. These redactions are the sole responsibility of the filer, who must maintain the unredacted original.

To obtain the FBI fingerprint background check:

STEP 1: Collect the following items:

- Government issued photo ID, such as a driver's license or non-driver ID OR original birth certificate AND Social Security card
- FBI fingerprint card (Form FD 258) (copy attached)
- \$5 fee payable in cash or by credit card, if fingerprinted by MPD.
 - If working with an FBI "Channeler," please follow the procedure set forth in page 2 of this packet.

STEP 2: Go to MPD, 300 Indiana Ave., NW, Civilian Fingerprint Office, Room 3054 (third floor) and present the FBI fingerprint card (Form FD 258), present your identification, and pay fee.

- Open Monday through Friday from 9am to 5pm.
- Cash payments must be made at the Treasurer's Office, Room 1175 (first floor).
- Credit card payments may be made in Room 3054.

STEP 3: Forward the completed FBI fingerprint card to the FBI (see page 2 of this packet for further information).

- File FBI fingerprint background check results with the Court no later than 180 days from the date of your appointment (or other period of time set by court order). Probate Rule 5.1 requires the filer to redact dates of birth and Social Security and driver's license numbers prior to filing. These redactions are the sole responsibility of the filer, who must maintain the unredacted original.

- INSTRUCTIONS REGARDING FBI IDENTITY HISTORY SUMMARY (AKA FINGERPRINT BACKGROUND CHECK)

To obtain the FBI fingerprint background check:

OPTION 1: Submit your request directly to the FBI.

- Step 1: Complete the Applicant Information Form (attached).
- Step 2: Obtain a set of fingerprints using FBI Form FD 258 (attached). Present to the MPD Civilian Fingerprint Office (Room 3054) or the State Police with the FBI fingerprint card to be fingerprinted.
- Step 3: Submit payment (\$18 per request) to the FBI. Acceptable forms of payment include credit card (payment form attached), money order, or certified check. Cash, personal checks, or business checks WILL NOT be accepted and will delay the request.
- Step 4: Review the checklist (attached) to ensure all items have been collected to process the request.
- Step 5: Mail the items specified above to
FBI CJIS Division- Summary Request
1000 Custer Hollow Road
Clarksburg, WV 26306

OPTION 2: Submit to an FBI-approved "Channeler."

- The FBI-approved Channeler will forward the necessary data electronically to the FBI CJIS Division. The Channeler receives the electronic summary check from the FBI for dissemination to the individual. The Channeler expedites the delivery process for the FBI.
- Additional fees may apply. Contact each Channeler for processing times and associated fees. For a complete list of Channelers, please visit the FBI Identity History Summary website.

For more information on obtaining the FBI fingerprint background check, please visit
<http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/identity-history-summary-checks>

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 identity history 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. 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.

Applicant 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: _____

*Height: _____ *Weight: _____

***Hair (please check appropriate box):**

- Bald Black Blonde/Strawberry Blue Brown Gray Green Orange Pink
- Purple Red/Auburn Sandy Unknown White

***Eyes (please check appropriate box):**

- Black Blue Brown Gray Green Hazel Maroon Multicolored Pink Unknown

Applicant Home Address

Address _____
City _____ *State _____
Postal (Zip) Code _____ *Country _____
Home Number _____ E-Mail _____

Mail Results to Address

VO _____ ATTN _____
Address _____
City _____ State _____
Postal (Zip) Code _____ Country _____
Home Number (if different from above) _____

Payment Enclosed: (please check appropriate box)

- CERTIFIED CHECK MONEY ORDER CREDIT CARD FORM

Reason for Request:

- Personal review Challenge information on your record Adoption of a child in the U.S.
- International adoption Live, work, or travel in a foreign country Other

APPLICANT SIGNATURE _____ **DATE** _____

Mail the signed applicant information form, fingerprint card, and payment of \$18 U.S. dollars to the following address:

FBI CJIS Division – Summary Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

*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.*

APPLICANT

See Privacy Act Notice on Back

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

FBI

LEAVE BLANK

LAST NAME NAM FIRST NAME MIDDLE NAME

ALIASES AKA

O
R
I

DATE OF BIRTH DOB
Month Day Year

CITIZENSHIP CTZ SEX RACE HGT. WGT. EYES HAIR PLACE OF BIRTH POB

YOUR NO. OCA

LEAVE BLANK

FBI NO. FBI

CLASS _____

ARMED FORCES NO. MNU

REF. _____

SOCIAL SECURITY NO. SOC

MISCELLANEOUS NO. MNU

FD-258 (Rev 9-9-13) 1110-0046

SIGNATURE OF PERSON FINGERPRINTED

RESIDENCE OF PERSON FINGERPRINTED

DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

EMPLOYER AND ADDRESS

REASON FINGERPRINTED

1. R. THUMB

2. R. INDEX

3. R. MIDDLE

4. R. RING

5. R. LITTLE

6. L. THUMB

7. L. INDEX

8. L. MIDDLE

9. L. RING

10. L. LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB

R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY



CRIMINAL BACKGROUND CHECK

The criminal background check process requires the processing of fingerprints and a local criminal history check via a form PD70.

Location

Civilian Fingerprint Office

300 Indiana Avenue – 3rd Floor Room 3054

Hours of Operation: 9:00 am to 5:00 pm M-F

Telephone: (202) 727-4409

What's Required

- **Driver's License**
- **Non-Driver ID**
- **Original Birth Certificate AND Social Security Card**
- **Cost: \$42**

Important to Know

- **Please announce that you are there from the Courts to get fingerprinted for Guardianship purposes**
- **Payment may be made via credit card (Mastercard & Visa Only) onsite in the Civilian Fingerprint Office OR by cash at the Treasurer's Office on the 1st Floor Room 1157**
- **No Checks Accepted**
- **Please allow for a minimum of 1 hour to complete the process**
- **You will walk away with Only the results of your local criminal history check (Not the results of your fingerprints)**

