

**INSTRUCTIONS FOR OBTAINING A COPY OF YOUR
FBI CRIMINAL HISTORY RECORD**

Pursuant to Title 28, Section 16.30 through 16.34 of the Code of Federal Regulations, individuals may obtain a copy of their FBI Identification record, if one exists, by submitting such a request in writing to:

Federal Bureau of Investigation
Identification Division
P. O. Box 4142
Clarksburg, West Virginia 26302

Satisfactory proof of identity must accompany each request. Satisfactory proof of identity is defined as name, date of birth, place of birth and a set of rolled-inked fingerprints on a standard ten print fingerprint card. This procedure guarantees positive identification and ensures the individual receipt of an accurate copy of his/her identification record. Each request must be accompanied by a certified check or money order in the amount of \$18.00, made payable to the Treasurer of the United States.