



**This packet includes the following documents:**

- Instruction Sheet/Checklist
- Letter of Instruction
- Security Badge Application Form
- Authorized Issuer and GBRAA Use Only Page
- SIDA and Sterile Area Worker Questionnaire
- List of Approved Identification Forms
- FBI Identity History Summary

Please read the instruction sheet/checklist carefully. All of the documents enclosed in this packet must be filled out completely and accurately, payment must be made (unless you are an Airport Tenant), and you must present two acceptable forms of ID **BEFORE** you will be allowed to be fingerprinted.

The Security Training Course for badge applicants is conducted every \_\_\_\_\_ in the conference room on the third floor of the terminal building. Criminal History Records Check (fingerprint results) must be received prior to attending the Security Training Course.

**IMPROPERLY COMPLETED PAPERWORK = NO BADGE**

**SECURITY BADGE APPLICATION INSTRUCTION SHEET AND CHECKLIST:**

Please follow these instructions completely. Failure to properly complete the paperwork in this packet will significantly delay your application process.

**SECURITY BADGE APPLICATION FORM:**

**PART I:** You must fill in all the blanks in Part I (the entire front of the Application Form). This part includes necessary personal information, as well as an inquiry into any past criminal activity. You must sign at the bottom of the page, signifying that you read and understood the information, and that all the information you provided was correct and accurate.

**PART II:** The "Authorized Issuer" must complete Part II (the upper half on the reverse side of the Application Form). The Authorized Issuer is the person employed by each Airport tenant/user who is responsible for requesting Security Badges for that tenant/user's employees. The Authorized Issuer is also responsible for the accountability of Security Badges issued to that tenant/user. The Authorized Issuer will usually be a Station Manager, Manager of Operations, or the equivalent for each Airport tenant/user. This person must fill out Part II completely.

**PART III:** Part III is for Airport Authority Use only. **DO NOT** fill in any of the blanks in Part III.

**PART IV:** Part IV must be completed by the Authorized Issuer. It is in reference to escorting procedures.

**YOU MUST BRING THE COMPLETED APPLICATION FORM SIGNED BY YOUR AUTHORIZED ISSUER, THE NECESSARY PAYMENT FOR FEES, ALONG WITH TWO FORMS OF ACCEPTABLE ID TO THE AIRPORT OPERATIONS DEPARTMENT FOR REVIEW PRIOR TO BEING FINGERPRINTED.**

**ACCESS INVESTIGATION:**

YOU WILL BE RESPONSIBLE FOR PASSING A FINGERPRINT-BASED CRIMINAL HISTROY RECORDS CHECK IN ACCORDANCE WITH 49 CFR 1542.209 AND YOU WILL NOT BE ALLOWED TO ATTEND THE SECURITY TRAINING CLASS AND/OR RECEIVE YOUR BADGE UNTIL THE CHECK IS PROCESSED.

**CHECKLIST (FOR YOUR PERSONAL USE ONLY):**

- ☐ Part I of the Badge Application Form complete (Personal information/criminal history check).
- ☐ Part II of the Application Form complete (Authorized Issuer info). Bring this form to be fingerprinted.
- ☐ Part IV of the Application Form is complete (Escorting Information provided by Authorized Issuer)
- ☐ Bring two (2) approved forms of Identification to be fingerprinted. **(SEE PAGE 8)**

There are two options:

- 1) One form must come from column A and the 2<sup>nd</sup> form must come from columns A,B,or C (example: a passport and driver's license)

**OR**

- 2) One form must come from column B and the 2<sup>nd</sup> form must come from column C (example: a driver's license and a social security card)

\*\*\*\*\**One of the two forms of identification must be a picture ID*\*\*\*\*\*

## **AIRPORT SECURITY BADGE: LETTER OF INSTRUCTION**

1. **All Airport Security Badges remain the property of the Gulfport-Biloxi Regional Airport Authority.** The Airport will charge a fee for each Airport Security Badge issued. There will be a \$15.00 renewal fee each time an Airport Security Badge is renewed, replaced, or reprinted for any reason. The \$15.00 fee is not included in the lost or stolen badge fee of \$50.00.
2. Badge Applicants required to be fingerprinted by the TSA or Airport Authority must pay a fee of \$32.00 will be charged for each applicant. A copy of the criminal record received from the FBI will be provided to the individual, if requested by the individual in writing. Badges which are expired over 30 calendar days require reprinting at a cost of \$32.00.
3. The total cost for the initial badge and fingerprinting is **\$55.00**.
4. **The individual to whom a Security Badge is issued is responsible for the proper use and safeguarding of the Badge.** Failure to properly safeguard the use and control of the Security Badge may result in the implementation of disciplinary actions against the Badge holder.
5. **Gulfport-Biloxi International Airport Security Badges are not transferable between employees.**
6. Gulfport-Biloxi International Airport Security Badges must be visibly displayed above the waist on the outermost garment when on the Secured Area, S.I.D.A., or Sterile Area. Security Badges will be produced immediately for display when requested on Non-Secured Areas.
7. Airport users are responsible to ensure a portal is closed and secured upon passage. When walking through a pedestrian portal, a user must physically pull on the portal to ensure the locking mechanism has engaged.
8. Once a user accesses a portal, it is his/her responsibility to ensure the portal is secured. Responsibility for an open portal cannot be delegated to another user.
9. The Airport Operations Office must be notified **immediately** (at the moment) of the loss or theft of a Security Badge. This initial notification must be made verbally, whether by phone or in person. Within three days, a "Lost/Stolen Security Report Form" must be filed with the Operations Office. A \$50.00 fine will be levied for all lost Security Badges. A fine of \$100.00 per Badge will be levied for any employee's second Badge loss. There will be an additional fee of \$15.00 for replacement of the badge which is not included in the \$50.00 fine.
10. In the event of any change in the employment work status (such as transfers or termination), the Badge holder is responsible for **immediately** (within minutes) returning the Security Badge to the "Authorized Issuer", who will then return the Badge to the Airport Operations Department. It is the Authorized Issuer's responsibility to insure that all badges issued to his or her company are accounted for. A \$100.00 fine will be levied for Badges that are not properly returned.
11. The Gulfport-Biloxi Regional Airport Authority reserves the right to revoke the authorization of any Airport User, tenant, agency **or individual** for an Airport Security Badge when such an action is determined to be in the best interest of the Airport Security Program.
12. **SCREENING NOTICE: Any employee holding a credential granting access to a Security Identification Display Area may be screened at any time while gaining access to, working in, or leaving a Security Identification Display Area.**

- ☐ **I HAVE READ AND UNDERSTAND THESE INSTRUCTIONS.**
- ☐ **I ACCEPT THE RESPONSIBILITY OF ABIDING BY THE AIRPORT SECURITY PROGRAM AT ALL TIMES.**
- ☐ **I AGREE THAT I WILL IMMEDIATELY RETURN MY SECURITY BADGE TO THE "AUTHORIZED ISSUER" WHEN MY WORK ASSIGNMENT AT THE AIRPORT ENDS.**

**BADGE APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

# SECURITY BADGE APPLICATION PACKET

**PRINT OR TYPE all information before returning this form to Airport Operations.**

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Suffix \_\_\_\_\_

Social Security Number \_\_\_\_\_ Alias(es) \_\_\_\_\_

Mailing Address (Street, City, State, Zip) \_\_\_\_\_

Gender \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Phone \_\_\_\_\_

Country and State of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

Alien Registration # \_\_\_\_\_ Non-Immigrant Visa # \_\_\_\_\_

Passport # \_\_\_\_\_ Passport Country \_\_\_\_\_ DS-1350/I-94 # \_\_\_\_\_

*The information I have provided is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement can be punished by fine or imprisonment or both (see Section 1001 of Title 18 of United States Code.*

*I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Office of Intelligence and Analysis (OIA), Attention: Aviation Programs (TSA-10)/Aviation Worker Program, 601 South 12<sup>th</sup> Street, Arlington, VA 20598.*

*I am the individual to whom the information applies and want this information released to verify my SSN is correct. I know that if I make a representation that I know is false to obtain information from Social Security records, I could be punished by a fine or imprisonment or both.*

*I understand that the Airport Security Badge issued to me is the property of the Gulfport-Biloxi Regional Airport Authority and that I must return it upon termination of my employment or the completion of my job at Gulfport-Biloxi International Airport. I understand that I am responsible for this Airport Security Badge, that no one but myself may use it, and that in the event of its loss I will be fined up to \$100.00 before a replacement will be issued.*

*Under 49 CFR 1542.209(1), the badge holder will be responsible for disclosing to the Gulfport-Biloxi-Regional Airport Authority Operations Department within 24 hours if he or she is convicted of any disqualifying criminal offense that occurs while he or she has unescorted access authority.*

Signature: \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Company \_\_\_\_\_

SSN and Full Name \_\_\_\_\_

## GBRAA USE ONLY

**BADGE COLOR/TYPE:**      Blue      Red      Purple      Green      LEO      Parking

**BADGE #:** \_\_\_\_\_

**DRIVERS TRAINING:**      I      II      N/A      Initial

**ESCORTING AUTHORITY:**      Yes      No      Renewal

<b>CHRC SUBMITTED BY:</b>	<b>SECURITY TRAINING DATE:</b>
<b>STA SUBMITTED BY:</b>	<b>BADGE ISSUE DATE:</b>
<b>DATE CHRC RECEIVED:</b>	<b>EXPIRATION DATE:</b>
<b>DATE STA RECEIVED:</b>	<b>ISSUED BY:</b>

**HAVE YOU EVER BEEN CONVICTED, OR FOUND INNOCENT BY REASON OF INSANITY OF ANY OF THE FOLLOWING CRIMES?**

- Forgery of certificates, false marking of aircraft, and other aircraft registration violations (49 USC 46306)
- Interference with air navigation (49 USC 46308) or Aircraft piracy (49 USC 46502)
- Improper transportation of a hazardous material (49 USC 46312)
- Commission of certain crimes aboard aircraft in flight, (49 USC 46506)
- Commission of certain crimes aboard an aircraft in flight (49 USC 506)
- Aircraft piracy outside the special aircraft jurisdiction of the United States, (49 USC 46502(b))
- Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements (49 USC 46314)
- Aircraft piracy outside the special aircraft jurisdiction of the United States (49 USC 46502(b))
- Murder or Assault with intention to murder, Kidnapping, or Hostage Taking
- Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon
- Destruction of an aircraft or aircraft facility (49 USC 32)
- Murder
- Treason, Espionage, or sedition (illegal anti-government activity)
- Armed robbery, Extortion, Felony, Arson, Rape, or Aggravated Sexual Abuse
- Conspiracy or attempt to commit any of the aforementioned criminal acts
- Rape or aggravated sexual abuse
- Destruction of an aircraft or aircraft facility, (18 USC 32)
- Improper transportation of a hazardous material, (49 USC 46312)
- Interference with air navigation, (49 USC 46308)
- Aircraft piracy, (49 USC 46502)
- Conveying false information or threats (49 USC 46507)
- Unarmed felony;
- Felonies involving: a threat, willful destruction of property, importation or manufacture of a controlled substance, burglary, theft, dishonesty, fraud, or misrepresentation, possession or distribution of stolen property, aggravated assault, bribery, and illegal possession of a controlled substance punishable by more than one year in prison;
- Any other felony the FAA Administrator determines indicates a propensity for placing contraband aboard an aircraft for money.
- Interference with flight crewmembers or flight attendants, (49 USC 46504)
- Interference with flight crew members of flight attendants (49 USC 46504)
- Carrying a weapon or explosive aboard aircraft, (49 USC 46505)
- Conveying false information and threats, (49 USC 49 46507)
- Carrying a weapon or explosive aboard an aircraft (49 USC 46505)
- Lighting violations involving transporting controlled substances, (49 USC 46315)
- Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements, (49 USC 46314)
- Lighting violations in connection with transportation of controlled substances (49 USC 46315)
- Conspiracy or attempt to commit any of the aforementioned criminal acts
- Unlawful possession use, sale distribution, or manufacture of an explosive or weapon
- Espionage
- Sedition
- Kidnapping or hostage taking;
- Distribution of, or intent to distribute, a controlled substance (illegal drugs)
- Forgery of certificates, false marking of aircraft, and other aircraft registration violation, (49 USC 46306)
- Treason
- Extortion
- Armed robbery
- Distribution of, or intent to distribute, a controlled substance
- Felony arson
- Assault with intent to murder
- Persons found not guilty (of any listed crimes, old or new) by reason of insanity;

YES ☐ NO ☐ IF YES, LIST TYPE: \_\_\_\_\_

IF YES, DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

*I understand that all Airport Security Badges from terminated employees must be returned to the Gulfport-Biloxi Regional Airport Authority within twenty-four hours of termination, or I will be subject to a \$50.00 fine for the first loss and a \$100.00 fine for losses thereafter. I understand that as the authorized issuer I am responsible for assuring that the ALL badges issued to my organization are returned to the Gulfport-Biloxi Regional Airport Authority promptly once expired or no longer needed. Failure to return the before mentioned ID's will result in disciplinary action taken against the authorized issuer in accordance with the Airport Security Program.*

AUTHORIZED ISSUER SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*\*IMPORTANT! THE DATE THE APPLICANT PASSED THE CHRC AND STA MUST BE NO GREATER THAN 30 DAYS PRIOR TO THE DATE THE BADGE APPLICANT SITS FOR SECURITY CLASS. \*\***

**To be Completed if the Employee has Access to the SIDA or Sterile Area.**

- **Employee Name:** \_\_\_\_\_
- **Position:** \_\_\_\_\_
- **Does the employer wish the employee to possess escorting Authority?**  
\_\_\_\_\_
- **Job Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- **List Work Areas (SIDA, Sterile Area, or Both)** \_\_\_\_\_
- **Will the employee ever be required to escort non badged persons onto the SIDA and/or Sterile Area while performing his or her job?**  
\_\_\_\_\_
- **What types of persons would be required to be escorted onto the SIDA and/or Sterile Area (mechanics, vendors, new hires, etc...)?**  
\_\_\_\_\_  
\_\_\_\_\_
- **Would the employer experience hardship if the above employee was not granted escort authority? If yes, explain** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Issuer (print) \_\_\_\_\_ (sign) \_\_\_\_\_ (date) \_\_\_\_\_

**(GBRAA USE ONLY) Circle One: Escorting Authority: Approved / Denied**

## Privacy Act Statement

**Authority:** 49 U.S.C. §§ 114, 44936 authorized the collection of this information.

**Purpose:** The Department of Homeland Security (DHS) will use the biographical information to conduct a security threat assessment to evaluate your eligibility for the program to which you are applying. Your fingerprints and associated information/biometrics will be provided to the Federal Bureau of Investigation (FBI) for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories). The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI, DHS will also transmit the fingerprints for enrollment into the US-VISIT's Automated Biometrics Identification System (IDENT). If you provide your Social Security Number (SSN), DHS may provide your name and SSN to the Social Security Administration (SSA) to compare that information against SSA's records to ensure the validity of your name and SSN.

**Routine Uses:** This information may be shared with third parties during the course of a security threat assessment, employment investigation, or adjudication of a waiver or appeal request to the extent necessary to obtain information pertinent to the assessment, investigation, or adjudication of your application or in accordance with the routine uses identified in the Transportation Security Threat Assessment System (T-STAS), DHS/TSA 002. For as long as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent or without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses.

**Disclosure:** Furnishing this information (including your SSN) is voluntary; however, if you do not provide your SSN or any other information requested, DHS may be unable to complete your application for identification media.

## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	<b>OR</b>	<b>LIST B</b> <b>Documents that Establish Identity</b>	<b>AND</b> <b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>		<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>5. Native American tribal document</li> <li>6. U.S. Citizen ID Card (Form I-197)</li> <li>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>8. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).**

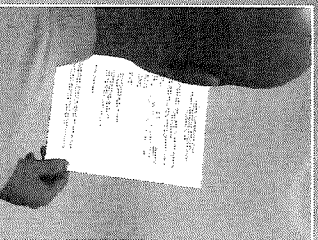
**Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.**





# How to Challenge and How to Obtain Your FBI Identity History Summary

## What is an FBI Identity History Summary?



An FBI Identity History Summary, often referred to as a "rap sheet," is a listing of certain information taken from fingerprint submissions kept by the FBI. The information is related to arrests, and in some instances, the information is related to 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.

## How do I challenge my FBI Identity History Summary?

If you believe your Identity History Summary contains inaccurate or incomplete information, you may request a change or correction by contacting the agency or agencies that originally submitted the information to the FBI. However, most states require that changes to Identity History Summary information be processed through their respective state centralized agency (State Identification Bureau). You may contact the respective State Identification Bureau for assistance, and, if applicable, request they provide the FBI with updates to your Identity History Summary. For the State Identification Bureau listing, refer to: [www.fbi.gov/checks](http://www.fbi.gov/checks).

You may also send an electronic or written challenge request to the FBI's CJIS Division. Your written request should clearly identify the information that you feel is inaccurate or incomplete and should include copies of any available proof or supporting documentation that validates your claim. For example, if your disposition information is incorrect or missing,

you may submit documentation obtained from the court having control over the arrest or the office prosecuting the offense. The FBI will contact the appropriate agencies in an attempt to verify or correct challenged entries for you. Upon receipt of an official communication from the agency with control over the data, the FBI will make appropriate changes and notify you of the outcome. Updating your FBI Identity History Summary can include having final disposition data entered, cases expunged, pardons entered, a conviction level changed, or rights restored. Once you have been notified of the outcome of your challenge, you may choose to obtain a copy of your Identity History Summary. Please see "How do I obtain a copy of my FBI Identity History Summary for personal review" in this brochure.

The FBI offers two options for submitting an Identity History Summary Challenge to the FBI:

### Option 1: Electronically submit your challenge request:

- 1) Go to <https://www.edo.cjis.gov>.
- 2) Follow the steps under the "Challenging Your Identity History Summary" section.

### Option 2: Submit a written request directly to the FBI:

**FBI CJIS Division**  
**Attn: Criminal History Analysis Team I**  
**1000 Custer Hollow Road**  
**Clarksburg, WV 26306**

Summary Challenges are processed in the date order received.

## How do I obtain a copy of my FBI Identity History Summary for personal review?

If you would like a copy of your Identity History Summary, you may submit a request to the FBI. The FBI offers three options for requesting your summary or proof that a summary does not exist.

### Option 1: Electronically submit your request:

- 1) Go to <https://www.edo.cjis.gov>.
- 2) Follow the steps under the "Obtaining Your Identity History Summary" section.



**Option 2:** Submit your request directly to the FBI:

**FBI CJIS Division - Summary Request  
1000 Custer Hollow Road  
Clarksburg, WV 26306**

You are required to provide the following:

- 1) A completed Applicant Information Form.
- 2) Payment for the \$18 processing fee, either by certified check or money order made payable to the Treasury of the United States, or by a credit card. For credit card payment form and information, refer to: [www.fbi.gov/checks](http://www.fbi.gov/checks).
- 3) A current fingerprint card bearing your name and date of birth. You must include rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken at the same time (these are sometimes referred to as plain or flat impressions). If possible, have your fingerprints taken by a fingerprinting technician. Previously processed cards or copies will not be accepted.

**Option 3:** Submit through an FBI-approved Channeler, which is a private business that has contracted with the FBI to submit your request on your behalf. The Channeler will then receive the electronic summary check results for dissemination to the individual. For a listing of FBI-approved Channelers, refer to: [www.fbi.gov/checks](http://www.fbi.gov/checks).

Due to provisions within the Privacy Act of 1974, the FBI cannot provide Identity History Summary information via the telephone or facsimile.

### ***What will I receive?***

If we do not find an Identity History Summary on file, you will receive a response indicating that you have no prior arrest data on file at the FBI. If you do have an Identity History Summary on file, you will receive your Identity History Summary or "rap sheet."

If you submitted a request electronically directly to the FBI, you will receive a response electronically and an option for a response by First-Class Mail via the U.S. Postal Service.

If you submitted a request through the mail directly to the FBI, you will receive a response by First-Class Mail via the U.S. Postal Service.

### ***Frequently Asked Questions***

#### **What is the processing time?**

The FBI processes requests as quickly as possible; however, please allow several weeks for processing. The processing time will be less if your request is submitted electronically. Requests submitted to the FBI are processed in the date order they are received. You may obtain an estimate of the current processing time on our website; refer to [www.fbi.gov/checks](http://www.fbi.gov/checks).

#### **Can the FBI send the results to someone (or an agency) other than myself?**

Under the U.S. Department of Justice Order 556-73, the results will be returned to the requestor or his/her designated representative. A signed release to return the results to the representative must accompany such a request.

#### **Where can I get my fingerprints taken?**

Local, county, or state law enforcement agencies may take your fingerprints for a fee. Also, some private companies offer this service. Check the business listings in your telephone book or search online. If using the Channeler option, please contact the FBI-approved Channeler for additional information.

#### **Why was I told there was a problem with my Identity History Summary when I received a letter indicating that a search of the fingerprints I provided revealed no prior arrest data at the FBI?**

There are several instances in which this might occur, such as:

- 1) Removal of arrest information may have been authorized since you were advised of the summary problem.
- 2) A previous search was conducted with a name and physical description only, and the descriptive data you provided matched or was very similar to that contained in another individual's summary. Positive identifications are made by fingerprint comparisons.
- 3) The arresting agency may not have supplied the information to the FBI. You will need to contact the state repository of the state in which the arrest occurred.

For additional information concerning an FBI Identity History Summary request and for recent updates to the procedures outlined in this brochure, please refer to:

**[www.fbi.gov/checks](http://www.fbi.gov/checks)**

### ***Additional Concerns***

#### **Firearm Background Checks**

The Criminal History Analysis Team I cannot access the National Instant Criminal Background Check System (NICS) information or comment on firearm-related issues. The NICS Customer Service can be reached at (877) 324-6427 for firearm issues only or visit their website at:

**[www.fbi.gov/nics](http://www.fbi.gov/nics)**

#### **Licensing and Employment Background Checks**

Certain background checks for licensing and employment must be conducted through specific state and federal channeling agencies. Contact the agency requiring the background check for correct procedures.

