

Below you will see some information about recent changes and reminders about how the students are to be receiving their FBI response of their background checks.

- The FBI has changed the format of the response that the student receives. The response now has the official FBI seal in the upper left hand corner and an electronic signature of an FBI official.
- The response will be available from our web portal for 30 days and can only be accessed one time. FBI regulations require that the response be deleted from our system after 30 days or upon successful access by the student.
- A student should not access their response from a mobile device since the download is a "One-Time Only" download, and they will need to open the file on a device that can save/print the response. Also, some mobile devices are not compatible with the web portal; if the device is not compatible, an error message will appear saying "A mobile browser has been detected that is currently not compatible with the FBI portal. Please visit the portal from a non- mobile device to download your FBI report".
- If the student loses their response or failed to save/print a copy of the response when they downloaded it, they will need to repeat the process and purchase a second response.

Below is the wording that the students will see on the receipt that they will be given at the time of fingerprinting, as well as the verification screen that the student will see during the download process.

Receipt Wording

Important Instructions for obtaining your FBI Personal Review Report

Thank you for choosing Accurate Biometrics for the personal review of your FBI criminal history or proof that such history does not exist. At the time you were fingerprinted, you received a receipt that shows the Transaction Control Number (TCN), which is a unique number assigned to your fingerprint submission. This number is necessary as the first step in validating your identity for the retrieval of your personal review which you can access from our company home page. Please follow the directions below to get your FBI report online. You will have 30 days to access and print/save your report. Immediately after you access your report, we must delete your report as we are required to under our contract with the FBI.

Step one: Access the following website using any internet browser: <HTTPS://CHANNELING.ACCURATEBIOMETRICS.COM>

Step two: Follow the online directions in which you will be asked to enter the TCN number located at the top of the receipt. You will then be asked to enter your birth date and finally your last name.

Step three: When all three values match, you will have the opportunity to open and view/save/print your report once. You cannot alter this document; it has been secured for your protection.

Step four: Close your internet browser or tab.

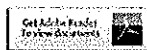
If you have any questions about this process you may call our customer service support staff at 866-361-9944. Again thank you for choosing Accurate Biometrics.

Verification Screen



Identify Verification is Complete.

By checking the box below, you are acknowledging FBI regulations and agreeing to download your criminal history report as a "one time download" digital product. After generating the FBI document you will no longer have access to this report. Please store this PDF in a safe location on your computer, if you lose this PDF you will need to purchase a second FBI Departmental Order.



To view this report, a PDF reader is REQUIRED. You can use this button to download Adobe's reader.

I acknowledge these regulations & I am ready to download my report.

I hope that the information provided will help to make this important process as easy as possible. Please let me know if you have any additional questions or concerns.

APPLICANT INFORMATION FORM

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 criminal 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. **If you are not US Citizen or Permanent US Resident, you must make your request directly to the FBI. If you require an Apostille, you must make your criminal history request directly to the FBI.** You may request a copy of your own identification record to review it or change, correction, or an update to the record.

Applicant Information * Denotes Required Fields

* Last Name		
* First Name	*Height:	*Eye Color:
Middle Name	*Weight:	*Hair Color:
* Date of Birth	*Place of Birth (state or Country if outside US):	
* Phone Number		
*U.S. Citizen or Legal Permanent Resident <input type="checkbox"/> Yes <input type="checkbox"/> No If no, you must submit your request directly to the FBI.		

*Please indicate preferred method of sending your FBI report to you: (Choose just one option)

Option 1 -- Quickest turnaround time --FBI report access using the Accurate Biometrics Customer Website --This service is provided to allow the applicant to retrieve/save/print their individual FBI response within 24 hours after fingerprints are either captured using livescan (electronic capture) or processed at the Chicago office if FBI 258 card(s) are submitted. If livescan, refer to your customer receipt that you will receive at time of fingerprint capture for information and instructions for retrieval.

If submitting FBI 258 ink cards for processing please provide your email address --The email address must be clearly printed in CAPITAL LETTERS so that we can send you your personal transaction control number after your ink card prints have been processed. This personal tracking number is required if you want to retrieve your FBI criminal history using the internet. We will also use your email address to correspond with you in the event there are any questions or missing information that is required.

*Email Address:

- Option 2*** -- US Mail (First class) -- Must complete address segment below.
- Option 3*** -- UPS 2nd Day Air -- Must complete address segment below.
- Option 4*** -- Customer portal retrieval and copy sent via first class US Mail.

Mail Results to Address -- The name must be the name of the applicant indicated above, or the applicant's attorney. The response cannot be sent to a third party. If response is being sent to the applicant's attorney, the attorney must include a written request on the attorney's letterhead.

*Name	
*Address	
*City	*State
*Postal (ZIP) Code	

*Payment

- CASHIER'S CHECK / MONEY ORDER CREDIT CARD (if by mail, please submit credit card form, available on our website)
- CASH

*Reason for Request:

- To Review your own record
- To adopt a child
- To live, work, or travel in a foreign country
- To challenge information on your record
- Other Court-Related Matters. Please explain _____

*SIGNATURE _____ DATE _____