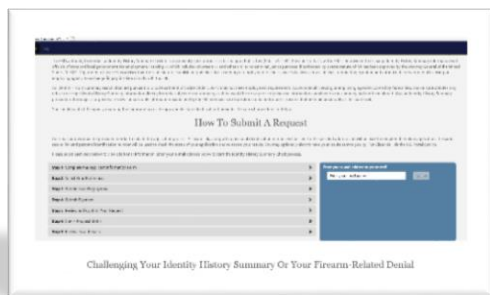


FBI Background Check Process

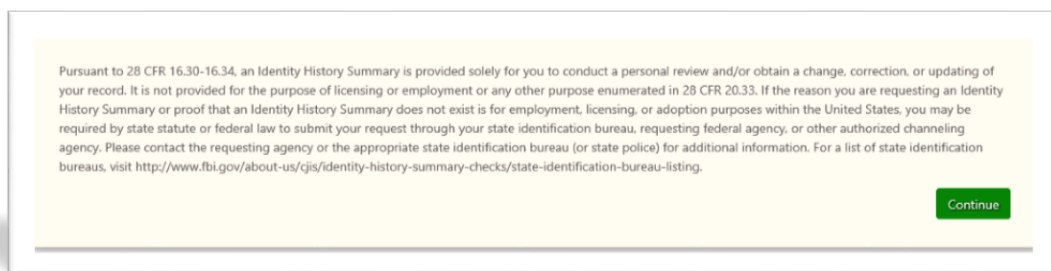
Log on to www.edo.cjis.gov



- Scroll down to the heading **How to Submit a Request** to enter your email address and begin the process. A notification will appear to prompt you to your email for further instructions.



- A personal PIN will be sent to the email address you provided.
- Once the email with the personal pin is received, the following link will appear along with **Click here** to access your request.
 - Select click **here** to proceed.
 - You will be returned to the FBI site.
 - A message about security will appear and require you to click on **CONTINUE**.



FBI Background Check Process

- A warning will appear and you will be prompted to enter your **PIN**.

The image shows two side-by-side screenshots from the FBI background check process. The left screenshot is a red-bordered warning box with the following text: "Warning! You are accessing a U.S. Government information system, which includes this computer, this computer network, all computers connected to this network, and all devices and/or storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties. By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this information system. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this information system. Any communications transmitted through or data stored on this information system may be disclosed or used for any U.S. Government-authorized purpose." The right screenshot is a black-bordered box titled "Enter your PIN" with a text input field labeled "PIN" and a "Log In" button.

- Enter your personal information.
- When asked for **Reason for Request** select **PERSONAL REVIEW**.

The image shows a screenshot of the "Personal Information" form. The form contains the following fields: Last Name (Moffett), First Name (Christi), Middle Name 1 (Kay), Middle Name 2, Name Suffix (Select a Suffix), Date of Birth (06/04/1952), Place of Birth (East Germany), U.S. Citizen or Legal Permanent Resident? (Yes), Country of Citizenship (United States (Including APO/FPO/DPO and US territories)), Country of Residence (United States (Including APO/FPO/DPO and US territories)), Prisoner Number, Social Security Number, Sex (FEMALE), Race (Caucasian/Latino), Height, Weight (lb), Eye Color (Blue), and Hair Color (Blonde or Strawberry). The "Reason for Request" dropdown menu is set to "Personal review" and is highlighted with a red arrow. Below the form are five steps: 1. Personal Information, 2. Mailing Address, 3. Preferences, 4. Fingerprint Card, and 5. Payment.

- Under **Step 3 Preferences** answer:
 - **YES** to date of birth on report;
 - **YES** to receive status notification via email;
 - **YES** you want a hard-copy mailed to you;
 - Click **NEXT**.

FBI Background Check Process

The screenshot shows a web form with a sidebar on the left containing five steps: 1 Personal Information, 2 Mailing Address, 3 Preferences, 4 Fingerprint Card, and 5 Payment. The 'Preferences' step is active. It contains three questions with dropdown menus: 'Would you like your date of birth included on the response?' (Yes), 'Would you like to receive status notifications?' (Yes via E-mail), and 'Would you like to have a hard-copy response mailed to you?' (Yes). The email address 'cust.mcoffett@ky.gov' is entered in the field next to the second question. Red arrows point to the 'Yes' selections in the dropdowns. At the bottom of the form are 'Back' and 'Next' buttons.

- Information regarding fingerprint cards will appear; click **NEXT**.

The screenshot shows the 'Fingerprint Card' step of the process. It features a large text box on the left with instructions: 'Please send your completed fingerprint card along with a copy of your confirmation e-mail to:' followed by the address 'FBI CJIS Division, ATTN: ELECTRONIC SUMMARY REQUEST, 1000 CUSTER HOLLOW ROAD, CLARKSBURG, WEST VIRGINIA 26306'. To the right is a list of instructions for submitting the fingerprint card, including requirements for the form (FD-258), current cards, name and date of birth, rolled impressions, legibility, ink or live scan, name matching, and Social Security number. At the bottom are 'Back' and 'Next' buttons.

- You will be prompted to **Pay.gov** to complete payment process of \$18.00.

We strongly recommend you obtain your fingerprints from local law enforcement agencies (police station, sheriff office, etc.).

Submit fingerprints to:

**FBI CJIS Division
ATTN: ELECTRONIC SUMMARY REQUEST
1000 Custer Hollow Road
Clarksburg, WV 26306**

The report will be mailed to directly to the address you provide.

The original hard copy **MUST** accompany your KBHI license application.

This process can typically be completed within a week.