

# FBI Departmental Order Form

## Applicant's Information

To request a copy of your FBI criminal history record, please complete and sign this form and mail along with your Two (2) fingerprint cards to:

**FBI Apostille**  
**5411-F Backlick Road,**  
**Springfield, VA 22151**

**\*ALL US Citizens or lawful permanent Residents MUST have a US Residential Address on this application.**

Reason for requesting a background check (The following are the only permissible purposes) Please select one of the following

options:

- |  |  |
|--|--|
| <input type="checkbox"/> Personal Review/Challenge                     | <input type="checkbox"/> Foreign Adoption      |
| <input type="checkbox"/> Living/Working/Traveling in a Foreign Country | <input type="checkbox"/> Court Related Matters |
| <input type="checkbox"/> Other _____                                   |  |

### All Fields Required

<b>Last Name:</b>	<b>First Name:</b>		
<b>Middle Name 1:</b>	<b>Middle Name 2:</b>		
<b>Date of Birth:</b>	<b>Complete SSN:</b>		
<b>U.S. Citizen or Legal Permanent Resident</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Country of Citizenship:</b>	<b>Country of Residence:</b>		
<b>E-mail Address:</b>			
<b>Home Address:</b>			
<b>City:</b>	<b>State:</b>		
<b>Postal (Zip) Code:</b>	<b>Country:</b>		
<b>Daytime Phone Number:</b>			
<b>Height:</b>	<b>Weight:</b>	<b>Hair Color:</b>	<b>Eye Color:</b>
<b>Place of Birth:</b>			

**Payment Enclosed** (please mark the appropriate box)

- Results sent back electronically through an email link
- Results mailed back on tamper proof paper through regular mail
- Results mailed back on tamper proof paper through priority mail with tracking
- Results mailed back on tamper proof paper through overnight Fed-Ex with tracking

*If you are requesting your results to be sent back on tamper proof paper through regular mail, priority mail or Fed-Ex overnight you will also receive a copy of your results via e-mail.*

\*Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

### 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.