



PLEASE FOLLOW ALL THE INSTRUCTIONS BELOW WHEN REQUESTING AN ELECTRONIC FBI BACKGROUND CHECK

1. Go to <https://www.edo.cjis.gov>
2. Scroll down to section header "How to Submit A Request". Enter your e-mail address in the blue box (right side) and click "Submit".
3. With the email provided, you will receive an email from the Criminal Justice Information Services. Click "here" to access your request.
4. Click "continue" after reading the passage regarding 28 CFR 16.30-16.34
5. Enter PIN and click "Login". Your PIN can be found in the first email.
6. Section 1: Applicant Information
 - Fill out all boxes marked in red
 - You will also need to provide the last four digits of your SSN
 - Reason for Request: Personal Review
7. Section 2: Mailing Address
 - You will need to provide the mailing address for Child Care Aware® of America:
 - **In Care of:** Ashley McCrary
 - **Attention:** Background Check Program
 - **Address:** 1515 N. Courthouse Road, 2nd FL
 - **Postal (Zip) Code:** 22201
 - **City:** Arlington
 - **State:** Virginia
 - **Phone Number:** Your contact information
8. Section 3: Preferences
 - a. Would you like your date of birth included on your response?
 - i. Yes
 - b. Would you like to receive status notification?
 - i. This is up to you. We strongly encourage individuals to state "yes".
 - c. Would you like to have a hard-copy response mailed to you?
 - i. Yes
9. Section 4: Fingerprint Card
 - a. **Please send your completed fingerprint card along with a copy of your confirmation e-mail to:**
 - FBI CJIS Division
 - ATTN: ELECTRONIC SUMMARY REQUEST
 - 1000 Custer Hollow Road
 - Clarksburg, West Virginia 26306

10. Section 6: Review

- a. Verify that information is correct and click “yes”
 - b. Notice will appear “You will now be redirected to Pay.gov to process your payment.” Click “ok”
11. Select payment method and enter in payment information
- a. Make sure to save documentation showing that you have paid and submitted your application for processing. This information will be needed to provide extensions and/or grant reimbursement.
12. Application is submitted and payment made*:
- a. You will now need to go get fingerprinted. To find a fingerprinting location in your area, please visit: <http://myfbireport.com/locations/index.php>. Fingerprints should be placed on a standard fingerprint form (FD-258) commonly used for applicant or law enforcement purposes (see attached blank form). Once the FBI receives your fingerprint card they will process your background check request.

*Your submission will not be processed until after the Federal Bureau of Investigation (FBI) receives your fingerprint card. You will need to send the fingerprint card **and** your confirmation email to the mailing address in Section 4.