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

1. Mail the required items, listed below (applicant form, fingerprint card and payment), to the following address:

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

2. Please make sure that you have already submitted an updated staff list to Child Care Aware® of America before mailing your application to the FBI. Your updated staff list may be sent to bgc@usa.childcareaware.org or faxed to 571-255-4911.

3. Include 18 U.S. Dollars in the form of a money order OR **certified** check made **payable to the Treasury of the United States**. **Personal checks, cash, or business checks will not be accepted.**
   - Be sure to sign where required
   - Must be exact amount

4. The reason for the request must be “other”.

5. Include your complete contact information (mailing address, email address and/ or telephone number) in case the FBI needs to contact you.

6. Obtain proof of identity, consisting of a set of your fingerprints (original card, NO copies), with your name, date of birth and place of birth clearly stated at the top of the card
• Fingerprint should be placed on a standard fingerprint form (FD-258) commonly used for applicant or law enforcement purposes (see attached blank form). Hard-copy fingerprint forms (FD-258) can be sent to providers by CCAoA, on request. For a list of fingerprinting locations in your area please visit: http://myfbireport.com/locations/index.php

• Previously processed fingerprint cards will not be accepted.

• It is recommended to have your fingerprints taken by a fingerprinting technician. (This service may be available at a law enforcement agency, please contact us if you have any questions.)
Filling out the Advanced FBI Background Check Application (I-783 form)

Include your complete contact information (mailing address, email address and/or telephone number) in case the FBI needs to contact you.

Reason for request must be "other".

Results are to be returned directly to Child Care Aware ® of America