FBI Background Check/Fingerprinting Information:

1. Have your fingerprints taken at a local law enforcement agency (State Police or State Sheriff’s Office). The fingerprint card is usually $15.00-$20.00. Both ink and live scan fingerprints are acceptable. Check with the agency to find out what types of payment they accept.

2. TO OBTAIN A COPY OF YOUR FBI RECORD:

   A. Complete the Applicant Information Form (https://forms.fbi.gov/identity-history-summary-checks-review/q384893984839334.pdf). The form must be filled in completely or your request will be denied.

   B. The fee of $18.00 may be paid by credit card (using the form at http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks/credit-card-payment-form) or may be payable to the Treasury of the US with a certified check or postal money order (NO PERSONAL CHECKS). Any other forms of payment will be returned unprocessed.

   C. Mail your completed form, payment, and original fingerprint card to the FBI:

      FBI–CJIS DIVISION – Summary Request
      1000 CUSTER HOLLOW RD
      CLARKSBURG, WV 26306

      Turn-around time is 10-12 weeks. Be sure to start this process no later than June.


3. Your fingerprint card will NOT be returned to you. When you receive the results (Either - No Record Response - OR - an FBI Identification Record) have been returned to you, please bring them to the CPSY Student Services Coordinator (the results cannot be sent to our office).
Oregon Residents Only

Oregon State Police Criminal History Record Check/Fingerprinting Information:

To obtain a copy of your own Oregon criminal history report or a clearance letter indicating that you have no Oregon criminal history, you will need to complete the following steps:

1. Obtain a properly rolled set of your fingerprints using the blue applicant fingerprint card (FD258). Fingerprints may be obtained at an Oregon State Police office or an Oregon Sheriff’s station. The cost for this service is usually $20.00 per card.

2. Mail the following to the address below:
   a. fingerprint card
   b. completed Copy of Own Record Request Form --You do not need a notarized copy!
   c. $33.00 check or money order payable to Oregon State Police

       Oregon State Police
       Identification Services Station
       Unit 11
       P.O. Box 4395
       Portland, OR 97208-4395

3. Results should arrive in 7-10 business days. Results can only be mailed to the requester. Please bring your results to the CPSY Academic Coordinator (the fingerprint cards will not be sent to our office).
COPY OF OWN RECORD REQUEST  
(revised 4/17/08)

This Oregon State Police form is to be used ONLY when requesting a copy of your own Oregon Criminal History information or clearance letter. This form may be copied.

NAME:__________________________________________________________________

                     Last           First            Middle

OTHER NAMES USED:___________________________________________________________

DATE OF BIRTH:_________/_________/_________

                      month        day        year

SOCIAL SECURITY NUMBER: _______ - _______ - __________

YOUR MAILING ADDRESS:____________________________________________________

                                                                                      Street or P.O. Box

                                                                                      __________________________

                                                                                      City                State                Zip Code

                                                                                      __________________________

                                                                                      Country

TELEPHONE (_________)________________________________

MY CHECK OR MONEY ORDER, PAYABLE TO OREGON STATE POLICE, IS INCLUDED FOR THIS SERVICE AS FOLLOWS:

COPY OF OWN RECORD ($33.00) $ 33.00

PLEASE NOTARIZE RESPONSE ($5.00 per copy) $________

TOTAL INCLUDED $ 33.00

**Your fingerprint card will be returned with your response.