

## **FBI Background Check - Form & Instructions**



**Complete LAST PAGE and send with payment, 2 fingerprint cards (FD-258) and copies of 2 forms of identification to:**

**BGI Associates  
400 South State Street, Suite 130  
Zeeland, MI 49464  
ATTN: DOCE**

*Please read these directions carefully. Any missing or incorrect information could delay processing.*

BGI Associates is an FBI Fingerprint Channel Partner (sub-contractor) approved to electronically process FBI Criminal History Summary Checks in accordance with U.S. Department of Justice Order 556-73. With our electronic service, you are guaranteed results from the FBI within 24 hours versus 14-16 weeks. Individuals can request a copy of their own FBI criminal history record for the following reasons:

- To review or to request a correction or update.
- To challenge information on their record.
- To satisfy certain legal requirements such as a requirement for adopting a child in a foreign country.
- To satisfy a requirement to live in a foreign country.
- To satisfy a requirement to work in a foreign country.
- To satisfy a requirement to travel in a foreign country.
- Other court related matters.

**Note:** This service is only available for United States Citizens or U.S. Permanent Legal Residents.

**Note for Attorneys:** If a request is made through an attorney, the request shall be submitted on attorney letterhead with both the individual and attorney signatures, and shall contain a release statement.

### **1. Complete the BGI Associates Application Information Form.**

Please fill out form completely. Provide your telephone number and e-mail address. The form must have original applicant signature.

### **2. Obtain two sets of your fingerprints.**

Individuals may NOT fingerprint themselves. Fingerprints MUST be obtained from a law enforcement agency pursuant to the FBI requirements. Call your local law enforcement agency beforehand to make sure they provide the FD-258 fingerprint cards commonly used for applicant or law enforcement purposes. Otherwise download from here and print them. We need 2 original sets of your fingerprints. (Xerox copies are not acceptable). Please fill out the following on both cards: Your full name (Last, First, Middle), Alias (if applicable), Date of Birth, Citizenship, Sex, Race, Height, Weight, Eye color, Hair color, Place of birth, Full social security number, Signature of person fingerprinted, Residence of person fingerprinted, date, Signature of official taking fingerprints, Employer and Address (if applicable), and reason fingerprinted.

### **3. Need photocopies of 2 forms of Identification.**

- a. One must be a photo copy of a government issued photo ID, i.e. driver's license or passport.
- b. The second could be school ID, copy of social security card, utility bill, birth certificate, etc.

**Note:** The mailing address of the applicant must match at least one form of identification.



#### **4. Choose Cost of Service.**

Per FBI standards and requirements, we can send results ONLY to the applicant. The cost includes FBI processing fee:

- a. Electronic copy - \$48.00. Sent encrypted to your email address. Password sent separately.
- b. Electronic & Mail - \$58.00. Sent electronically and mailed on Tamper-proof paper via USPS 1-3 business days.
- c. Electronic & Mail - \$90.00. Sent electronically and mailed on Tamper-proof paper sent FedEx, overnight delivery.  
\$12.00 – each additional mailed copy. Signature of receipt required for mailed copies.

#### **5. Choose Payment Method**

- a. Option 1: Fill out credit card information on application.
- b. Option 2: Obtain a money order or cashier's check for the fee based on desired service made payable to BGI Associates. (BGI cannot accept personal checks. Payment must be received before results will be released.)

#### **6. Mail packet to BGI Associates.**

Mail the required items listed above – signed applicant information form, 2 fingerprint cards, 2 forms of ID, and appropriate payment to the following address:

**BGI Associates  
400 South State Street, Suite 130  
Zeeland, MI 49464  
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#### **7. Receiving results.**

BGI Associates sends you results exactly as received from the FBI, in accordance with the FBI issued "Channeler Requirements for the Departmental Order Process" dated June 10, 2011. At minimum, the results will include the FBI letterhead, watermark, and signature of an FBI official. The FBI has ensured that this modified format contains the same information as has been disseminated in the past pursuant to Departmental Order 556-73 requests.

If you have any additional questions, please feel free to contact **BGI Associates at 616-239-1040**. Thank you for your business!

**Are you local to Southern Michigan?**

No appointment necessary, we can LIVESCAN you here.

**BGI Associates**

**400 South State Street, Suite 130 Zeeland, MI 49464**

Open 9am - 5pm Mon-Fri - Evenings & Weekends by Appointment



## Applicant Information Form

**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.

### 1) Applicant Information *(Must match information on Fingerprint Card (FD-258).)*

Last Name:		First Name:		Middle Name:	
Alias:					
Height Feet:		Inches:	Weight:	Hair Color:	Eye Color:
Social Security #:			U.S. Citizen or Legal Permanent Resident:		Yes No
Date of Birth (mm/dd/yyyy):			Place of Birth:		
Country of Residence:		Country of Citizenship:		Race:	Sex:

### 2) Applicant Address *If mail option is selected, we cannot mail results to (a foreign country.)*

Address 1:		Address 2:	
City:		State:	Zip Code:
Phone Number:		E-Mail Address:	

### 3) Reason for Services

Under DO 556-73, an individual may obtain a copy of his/her FBI criminal identification record, upon request, for review and correction purposes, to challenge the information on record, or satisfy certain legal requirements: adopting a child from a foreign country; to satisfy a requirement to live in a foreign country; to satisfy a requirement to work in a foreign country; to satisfy a requirement to travel in a foreign country; and/or other court-related matters.		
To adopt a child from a foreign country	For VISA purposes	For personal review
To request a correction or update	To Satisfy a requirement to work, live or travel in a foreign Country.	

### 4) Cost - Select ONE: *(Mailed copies are printed on Tamper-Proof paper; signature of receipt required.)*

\$48.00 - FBI Background Results, sent electronically. (Password sent as <b>text to CELL phone</b> . Be sure to include above.)	
\$58.00 - FBI Background Results, sent electronically and mailed USPS 1-3 business days.	
\$90.00 - FBI Background Results, sent electronically and mailed FedEx Overnight	Fee Enclosed:
Please send _____ additional Copies, at \$12.00 each	

### 5) Payment

Cashier's Check/Money Order (Sorry, we cannot accept personal checks. Please make check payable to BGI Associates)		
Credit Card (VISA, MC, AMEX, Discover) number:		
Name on Card:	Expiration Date:	CVS Code:

*\*By signing this form you warrant the above information is correct and that you have read and understand the privacy act statement located at the top of this form.*

**\*Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_**

Send this completed form, 2 Fingerprint Cards (FD-258) and copies of two forms of ID to:  
BGI Associates 400 South State Street Suite 130 Zeeland, MI 49464 ATTN: DOCE

BGI Associates provides 24-48 guaranteed response from the FBI, to you.