



3355 Lenox Road Suite 750 Atlanta, Georgia 30326 / Phone 678-860-0849 / www.myadoptionresources.com

Fieldprint FBI check **(Domestic Adoptions)**

Adoption Resources & Counseling, Inc. is excited to share with you a much faster FBI process our clients are utilizing:

Cost is \$50 per individual, though you will get your results in as little as 2-3 business days versus 6-8 weeks the traditional snail mail way..... HOWEVER If you need an **APOSTILLE** (an authenticated/notarized) copy of your FBI criminal history results you must submit your request directly through the **FBI** by **FBI** handlers (please utilize the **Traditional FBI** check process from ARC, Inc.)

Step 1: Go to: www.fieldprintfbi.com

Step 2: Click “Schedule an Appointment”

Step 3: Sign up/Pick your username and password: *Please note.....*Each applicant will need to set up their own username/password (different username for each adult in your house who is getting fingerprinted). Each applicant will receive their results separately.

Step 4: REGISTER: To register with Fieldprint, please enter the password you would like to use below, along with a security question and answer.

All of the following fields are required.

<p>Password Rules Must be 8 to 16 characters long Must contain at least one capital letter, one lowercase letter, one number and one special character (!@#%\$*) May not contain the phrase 'password' May not be the same as your username Is case sensitive</p> <p>Password you would like to use <input type="text"/></p> <p>Re-type Password <input type="text"/> ?</p> <p>Security Question <input type="text"/></p> <p>Answer to your Security Question <input type="text"/> ?</p> <p>Contact Email Address <input type="text"/> ?</p> <p>Sign Up and Continue</p>

Step 5: SELECT option– You DO NOT have a Field Print Code Option

If you do not have a Fieldprint Code, please continue here.
[Continue Without Fieldprint Code](#)

Step 6:

Complete the Qualification Form & Submit

What personal information do I need to complete to register?	
The FBI requires the following demographic information to conduct a fingerprint-based background check:	
i.	Name
ii.	Alias (if any)
iii.	Country of Citizenship
iv.	Social Security Number
v.	Date of Birth
vi.	City and State of Birth
vii.	Sex/Gender
viii.	Race
ix.	Height
x.	Weight
xi.	Eye Color
xii.	Hair Color
xiii.	Home Address
xiv.	Phone Number
xv.	E-mail Address

(your application will be **reviewed by Fieldprint** and you will receive an email response from Fieldprint to continue)

Step 7:

Time and Location

Step 8:

Payment (\$50 per applicant; accepted methods of payment: Mastercard, American Express, Discover and Visa)

Step 9:

Confirmation

Step 10:

Go to Fieldprint site to be fingerprinted

Step 11:

Await your email with a results pin number (important to not lose this PIN number which accesses your results and to print & save results as soon as possible... see below)

*****We have learned one hard lesson though** ...once your results are completed you will get an email with a results PIN number that you will have to use when you log back in to review your results. Before you view your results with the PIN make sure you are in a place to print your results immediately. We have had prior clients view their results without printing and without indicating to save the results for 7 days, then when attempting to log back in the system a later time and the results were deleted and the entire process had to be repeated. The results are time-sensitive please make it a priority to print your results as soon as possible to avoid repeating the process and incurring additional fees for paying for your fingerprinting more than once.

Step 12:

PLEASE PRINT & SAVE RESULTS (it displays in pdf version) your results immediately the first time you view them. We recommend printing result immediately at first view, then attempting to save the pdf version to your computer at the same time as double insurance!!!

Step 13:

SEND ARC, INC. RESULTS as soon as you receive them as an additional safety net. You can fax results and/or email your pdf results to your ARC, Inc. Adoption Counselor.



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Traditional FBI Fingerprint Card Instruction **(International Adoptions)**

Website address: <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks>

You can print your fingerprint card (Form FD-258) on the website. You only need to complete one card per person, in ink. Do not complete the cards until after you are fingerprinted.

Starting from the **left column**, complete as follows:

Signature: sign with your normal signature, your full legal name.

Residence: use your complete address including city, state and zip code.

Date: leave blank until after you are fingerprinted

Signature of official taking fingerprints: leave blank

Employer and Address: Adoption Resources & Counseling, Inc.'s address goes here, 3355 Lenox Road Suite 750 Atlanta, Georgia 30326 ****Tell whomever is taking your fingerprints that these are not going to your employer but to your adoption agency.**

Reason fingerprinted: put either domestic (code 04) or international (code 08) adoption as appropriate.

Center column, complete as follows:

Last name, first name, middle name

Aliases: any other legal name that you have ever been known by, ex: maiden name

Citizenship: country that you are a citizen of

OCA Number: put a line through "OCA" and write in OAC: GAP-232787

FBI no.: leave blank

Armed Forces No.: your armed forces number, if applicable

Social security number: your complete social security number

Miscellaneous No.: leave blank

Column to the right, complete as follows:

Sex: M for male, F for female

Race: use one letter, W = White, B = Black, A = Asian, I = American Indian or Alaskan, U = Unknown

Weight: your weight in three digits, ex: 098 = ninety eight pounds

Eyes: your eye color in three letters, blu=blue, bro=brown, grn=green, gry=gray, haz=hazel.

Hair: your hair color in three letters, bal=bald, blk=black, bln=blonde, bro=brown, gry=gray, red=red or auburn, sdy=sandy and whi=white

Your date of birth in six digits only, ex: 051076 = May 10, 1976

The state where you were born in two letters, ex: Georgia = GA

HOW TO REQUEST A COPY OF RECORD

Step 1: Complete the Applicant Information Form.

- -If the request is for a couple, family, etc., each person must complete and sign a form.
- -Include a complete mailing address. Please provide your telephone number and e-mail address, if available.
- -Your results will be provided on standard white paper and returned to you by First-Class Mail via the U.S. Postal Service.
- Self-addressed envelopes will not be accepted. This includes pre-paid Priority Mail, FedEx account numbers, United Parcel Service, etc., foreign postage coupons, and requests to forward correspondence to the Department of State for the apostille process.

Step 2: Obtain a set of your fingerprints.

- Your fingerprints should be placed on a standard fingerprint form (FD-258) commonly used for applicant or law enforcement purposes. The FBI will accept FD-258 fingerprint cards on standard white paper stock.
- You must provide a current fingerprint card. Previously processed cards or copies will not be accepted.
- Your name and date of birth *must be* provided on the fingerprint card.
- You must include rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken at the same time (these are sometimes referred to as plain or flat impressions).
- If possible, have your fingerprints taken by a fingerprinting technician. This service may be available at a law enforcement agency or your local Sheriff's office.
- Fingerprints taken with ink or via live scan are acceptable.
- To ensure the most legible prints possible, refer to the Recording Legible Fingerprints brochure. If fingerprints are not legible, the fingerprint card will be rejected. This could cause delays in processing and could also result in additional fees.
- The name on your response letter will match the name indicated on the fingerprint card.
- If the last four digits of your social security number are needed on your response letter, then please ensure your full nine-digit social security number is on the fingerprint card when submitting your request.

Step 3: **Submit payment.** THE FBI DOES NOT ACCEPT PERSONAL CHECKS!

- Option 1: Pay by credit card using the Credit Card Payment Form (found on the website) Do not forget to include the expiration date of the credit card that you are using.
- Option 2: Obtain a money order or certified check for \$18 U.S. dollars made payable to the Treasury of the United States. Please be sure you sign where required.

Important notes:

- If paying by credit card, you must complete the credit card payment form
- Cash, personal checks, or business checks WILL NOT be accepted and sending any of these will delay processing of your request.
- Payment must be for the exact amount.
- If the request is for a couple, family, etc., include \$18 for **each** person.
- If the request is for multiple copies per person, include only \$18. The FBI has re-evaluated its fee structure; therefore, we will no longer charge for multiple copies for any request received on or after December 1, 2015. You may make as many copies as needed upon receipt of your results.
- The FBI will not accept additional payment to expedite your request.

Step 4: Review the Identity History Summary Request Checklist to ensure that you have included everything needed to process your request.

Step 5: Mail the items #1, #2, #3 (signed applicant information form, fingerprint card and payment of \$18 US dollars per person) **WITH TRACKING** to the following address:

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

WRITE: ADOPTION ON THE OUTSIDE OF THE ENVELOPE

Please Note: If any of the above items are missing or incomplete, the request will be returned. **Do NOT send any return envelope that requires a signature when it gets to our office as we are often out on appointments.**

FBI COVER LETTER

(Remember to include this letter with your fingerprint cards to the FBI)

Date: _____

Requestor Name: _____ (family name)

Requestor Address: _____ (family address)

Attention Summary Request:

I/We, _____, am/are requesting a criminal history background check for personal review pursuant to 28CFR§16.30-16.34 for the purpose of adoption. Please mail the results of the check to my adoption agency at the following address:

Adoption Resources & Counseling, Inc.
3355 Lenox Road Suite 750
Atlanta, Georgia 30326

I/We have a reason/date that requires expeditious handling (optional):
(PLEASE PLACE DATE/REASON ON OUTSIDE OF MAILING ENVELOPE)

Date required: _____ **2 Week Dead Line** _____ Reason: **ADOPTION**

If you have any further questions, please contact me/us at:

Telephone: _____ or _____

Email: _____

Sincerely,

Applicant 1 Printed Name

Signature

Applicant 2 Printed Name

Signature