



[JET Program 2016] Instructions for Obtaining your FBI Background Check

All successful short-list candidates and alternate candidates (ALTs and CIRs) must obtain Identification Records (identity history summary checks) from the FBI and have it submitted to the Embassy or Consulate General where they interviewed. You must submit your application for this record as soon as possible because processing can take up to 16-18 weeks in busy seasons. **APPLY IMMEDIATELY!***

***If you have already applied for an FBI Check as part of your 2016 JET Application, OR following your 2016 JET Program Interview as recommended, you do NOT need to apply again.**

In order to obtain your record, please read all enclosed documents carefully to ensure that you follow the proper procedure. If your application is missing any of the required information, it will be returned to you and you will have to start over. Please do this right the first time to avoid delays.

Please note that you cannot apply for an FBI Criminal Background Check using a Channeler. You must apply directly through the FBI.

How to request your record

1. Go to the Identity History Summary Check website: <http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks/backgroundchk>

2. Click **Applicant Information Form** under the **FBI Option** header in the menu bar on the right. As you are requesting the criminal history to live/work abroad, the statement about using the criminal history for employment purposes does not apply. Click **REQUEST** and then download the Applicant Information Form.

3. Complete and submit the **Applicant Information Form**. You are the “applicant” so enter your own name and permanent address here. Make sure to send the JIC a photocopy of your Applicant Information Form.

Under the **Mail Results To** section, write:

C/O: Your full name

ATTN: JET Program

Address: Japan Information Center

737 N. Michigan Ave., Suite 1000

City: Chicago State: IL Postal (ZIP) Code: 60611 Country: USA

Phone Number: 312-280-0434

On the line **Reason for Request**, please check “LIVE, WORK, OR TRAVEL IN A FOREIGN COUNTRY” for the reason.

4. Submit the **Fingerprint Card** with your fingerprints. You can have your fingerprints taken at your local law enforcement agency or a local printing company. You may use the copy on the FBI website or a fingerprint card on card stock if your law enforcement agency prefers. Either form is ok with the FBI. We are told that normal ink prints as well as scanned prints will be accepted by the FBI. On the fingerprint card, you can leave the “Employer and Address” and “Reason” boxes blank, or fill in the JET Program information listed above in section 2.

5. Include \$18 – this can be in the form of a money order or certified check made payable to the Treasury of the United States. **You cannot pay by personal check or cash.** If you wish to pay by credit card, use the Credit Card Payment Form.

6. Send to: **FBI CJIS Division – Record Request**
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

For further information, or to download additional copies of the above documents, please see the FBI website: <http://www.fbi.gov/about-us/cjis/criminal-history-summary-checks/backgroundchk>

If you cannot access the previous site for some reason, go to <http://www.fbi.gov/hq/cjisd/cjis.htm> and click on “Identity History Summary Checks.”