



MAILING CHECKLIST

Requirements for FBI Criminal Report Requests

To expedite your fingerprint submission, please fill in your contact information below so that we can reach you in case there are any problems or discrepancies with your application. If we don't have the required form(s) correctly filled out, we cannot process your prints. Call our Customer Service Team at 866-361-9944 or email us at info@accuratebiometrics.com if you have any questions.

Applicant Full Name _____

PLEASE PRINT CLEARLY

Best Phone Number / Time to Reach You _____

Best Email Address to Reach You _____

Please complete the checklist below:

- I have completed the FBI Application Information Form with all the required fields filled in accurately and completely. Make sure to choose a reason for fingerprinting option; if "Other" is chosen, write in the reason on the blank line provided (we cannot process "for employment" or "licensing within the U.S.") Don't forget to sign and date the form, and include email address.
- For attorney requests, I have included a signed Attorney Release form printed on my attorney's letterhead with signatures from both the applicant and the attorney.
- I have included 2 original fingerprint cards or electronically produced ink cards from an authorized fingerprint provider (local law enforcement agency or licensed fingerprint vendor)
- I have included payment. Currently accepted forms of payment include:
 - All Major Credit Cards and Debit Cards (double check that this information is correct)
 - Money Order
 - Please make the following payable to: Accurate Biometrics
 - Cashier's Check
 - Company/Agency Check
 - Pre-approved Billing Terms
 - **Cash or personal checks are not accepted**
- I have double checked all information for accuracy and am including this Mailing Checklist to provide my contact information to help speed processing:

MAIL TO: (*flat envelope preferred*)

Accurate Biometrics

Attn: Departmental Order

500 Park Boulevard, Suite 1260

Itasca, IL 60143