



**My FBI
Report**



NATIONAL CREDIT REPORTING

MAILING CHECKLIST

FBI Criminal Report Request Criminal Background Check Request

I declare under penalty of perjury under the laws of the United States of America that the enclosed fingerprint impression is that of the person completing this form, and that all of the information submitted on the **FBI Criminal Report Request** form is true and correct.

Applicant acknowledges that information sent through electronic mail, United States Mail, and courier service is not secure. Applicant further acknowledges that NCR may not alter any of the information contained in the FBI report, even if there are obvious errors. Applicant waives, disclaims, and holds NCR harmless from and against any inadvertent disclosure of Applicant's FBI report and from any inaccuracies contained within said FBI report, provided that nothing herein affects any intentional, wrongful disclosure of Applicant's FBI report or the contents thereof.

Applicant's Name _____

Signature _____

Date _____

Required Checklist for FBI Criminal Report Requests

- I have included the **FBI Criminal Report Request** form with all required fields completed
- I have included **fingerprint card(s)**, completed by a trained technician
- I have included **payment**: Cashier's Check or Money Order payable to **National Credit Reporting**
Visa, MasterCard or American Express – **Credit Card Authorization** form is required
- For attorney requests, I have included a signed **Attorney Release** form printed on my attorney's letterhead
- I am including this signed **Mailing Checklist**
- I have read and understand the **Frequently Asked Questions** (FAQ) document

**MAIL TO: National Credit Reporting
ATTN: FBI Consumer Report Request
6830 Via Del Oro, Suite 105
San Jose, CA 95119**