

**Instructions to obtain the FBI background check for long-stay Spanish student visa:**

1.) Complete the [Applicant Information Form](#) (pdf). (Also enclosed.)

Include your complete mailing address. Provide your telephone number and/or e-mail address, if available.

2.) Obtain a set of your fingerprints.

Provide the original fingerprint card. Previously processed cards or copies will **not** be accepted.

- Your name and date of birth **must** be provided on the card. Fingerprints should be placed on a [standard fingerprint form \(FD-258\)](#) (also enclosed) commonly used for applicant or law enforcement purposes.
- Include rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken simultaneously (these are sometime referred to as plain or flat impressions).
- It is strongly recommended to have your fingerprints taken by a fingerprinting technician. This service may be available at a law enforcement agency.
- To ensure the most legible prints possible, refer to the [Recording Legible Fingerprints](#) brochure.

3.) Submit Payment

- Option 1: Obtain a money order or cashiers check for \$18 U.S. dollars made payable to the Treasury of the United States. Please be sure to sign where required.

-Option 2: Pay by credit card using the [Credit Card Payment Form \(pdf\)](#). **Don't forget to include the expiration date of the credit card that you are using.**

-**Important note:** Cash, personal checks, or business checks WILL NOT be accepted.

4.) Include the enclosed letter requesting that the FBI seal and signature of a division official be placed on the background check for apostille certification requirements.

5.) FSU International Programs recommends using FedEx, UPS, or other express mail provider with a traceable delivery method to both send and include for express return delivery to you. Include a self-addressed, pre-paid envelope for the FBI CJIS division to return the certification to you.

6.) Review the [FBI Identification Record Request Checklist \(pdf\)](#) to ensure that you have included all the information required to process your request. **Remember to also include the letter from #4!!**

7.) Mail the required items listed above—applicant information form, fingerprint card, letter requesting FBI seal and signature of division official, return self-addressed prepaid airbill and envelope, and payment—to the following address:

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

For more information, visit: [http://www.fbi.gov/about-us/cjis/background-checks/background\\_checks](http://www.fbi.gov/about-us/cjis/background-checks/background_checks)

## 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. Under the Paperwork Reduction Act, you are not required to complete this form unless it contains a valid OMB control number. The form takes approximately 3 minutes to complete.

### Applicant Information\* *Denotes Required Fields*

*Last Name	*First Name
Middle Name 1	Middle Name 2
*Date of Birth	Last Four Digits of Social Security Number

### Applicant Home Address

\*Address

*City	*State
*Postal (Zip) Code	*Country
Phone Number	E-Mail
U.S. Citizen or Legal Permanent Resident	Yes                      No
Country of Citizenship	Country of Residence

### Mail Results to Address

C/O	ATTN
Address	

City	State
Postal (Zip) Code	Country
Phone Number (if different from above)	

### Payment Enclosed (please check appropriate box)

CASHIER'S CHECK                      MONEY ORDER                      CREDIT CARD FORM

**Number of Copies      X \$18 per Copy = Total Payment of \$                      Enclosed**

### Reason for Request:

Personal review	Challenge information on your record	Adoption of a child in the U.S.
International adoption	Live, work, or travel in a foreign country	Other

**\* APPLICANT SIGNATURE**

**DATE**

Mail the signed applicant information form, fingerprint card, and payment of \$18 U.S. dollars for each person or copy requested - to the following address:

**FBI CJIS Division – Record Request**  
**1000 Custer Hollow Road**  
**Clarksburg, West Virginia 26306**

*You may request a copy of your own identification record to review it or obtain a change, correction, or an update to the record.*

APPLICANT

\* See Privacy Act Notice on Back

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

LAST NAME NAM FIRST NAME MIDDLE NAME

FBI LEAVE BLANK

FD-258 (REV.12-10-07)

SIGNATURE OF PERSON FINGERPRINTED

RESIDENCE OF PERSON FINGERPRINTED

DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

EMPLOYER AND ADDRESS

REASON FINGERPRINTED

ALIASES AKA

O  
R  
I

CITIZENSHIP CTZ

SEX RACE HGT. WGT. EYES HAIR PLACE OF BIRTH POB

YOUR NO. OCA

FBI NO. FBI

ARMED FORCES NO. MNU

SOCIAL SECURITY NO. SOC

MISCELLANEOUS NO. MNU

LEAVE BLANK

CLASS

REF.

1. R. THUMB 2. R. INDEX 3. R. MIDDLE 4. R. RING 5. R. LITTLE

6. L. THUMB 7. L. INDEX 8. L. MIDDLE 9. L. RING 10. L. LITTLE

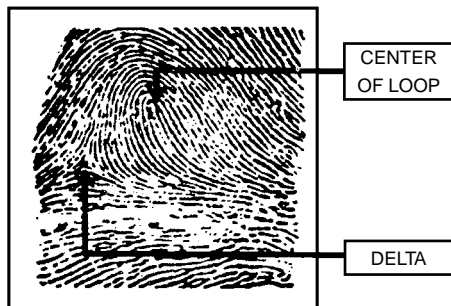
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY L. THUMB R. THUMB RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

# FEDERAL BUREAU OF INVESTIGATION

## UNITED STATES DEPARTMENT OF JUSTICE

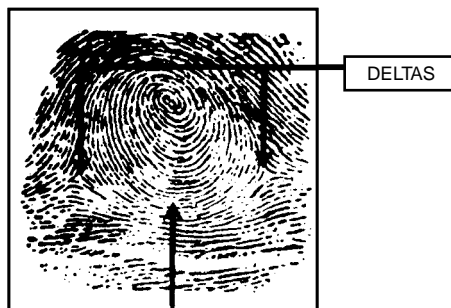
### CJIS DIVISION/CLARKSBURG, WV 26306

#### 1. LOOP



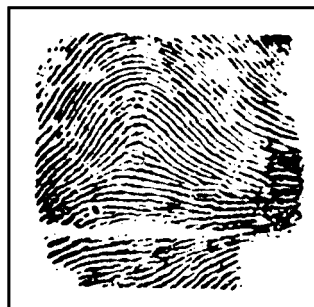
THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

#### 2. WHORL



THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

#### 3. ARCH



ARCHES HAVE NO DELTAS

## APPLICANT

#### THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.\*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.\*
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.\*\*
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

Please review this helpful information to aid in the successful processing of hard copy criminal and civil fingerprint submissions in order to prevent delays or rejections. Hard copy fingerprint submissions must meet specific criteria for processing by the Federal Bureau of Investigation.

**Ensure all information is typed or legibly printed using blue or black ink.**

**Enter data within the boundaries of the designated field or block.**

**Complete all required fields.** (If a required field is left blank, the fingerprint card may be immediately rejected without further processing.)

- \* The required fields for hard copy fingerprint cards are: originating agency identifier number - date of birth - place of birth - name - sex fingerprint impressions - any applicable state stamp - Other (race, height, weight, eye color, hair color)

\* criminal fingerprint cards also require an arrest charge and date of arrest.

\* civil fingerprint cards also require a reason fingerprinted and date fingerprinted

**Do not use highlighters on fingerprint cards.**

**Do not enter data or labels within 'Leave Blank' areas.**

**Ensure the 'Reply Desired' field is checked when applicable (criminal only).**

**Ensure fingerprint impressions are rolled completely from nail to nail.**

**Ensure fingerprint impressions are in the correct sequence.**

**Ensure notations are made for any missing fingerprint impression (i.e. amputation).**

**Do not use more than two retabs per fingerprint impression block.**

**Ensure no stray marks are within the fingerprint impression blocks.**

Training aids can be ordered online via the Internet by accessing the FBI's website at: [fbi.gov](http://fbi.gov), click on 'Fingerprints', then click on 'Ordering Fingerprint Cards & Training Aids'. Direct questions to the Identification and Investigative Services Section's Customer Service Group at (304) 625-5590 or by e-mail at [cliaison@leo.gov](mailto:cliaison@leo.gov).

#### PRIVACY ACT STATEMENT

**Authority:** The FBI's acquisition, preservation, and exchange of information requested by this form is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include numerous Federal statutes, hundreds of State statutes pursuant to Pub.L. 92-544, Presidential executive orders, regulations and/or orders of the Attorney General of the United States, or other authorized authorities. Examples include, but are not limited to: 5 U.S.C. 9101; Pub.L. 94-29; Pub.L. 101-604; and Executive Orders 10450 and 12968. Providing the requested information is voluntary; however, failure to furnish the information may affect timely completion or approval of your application.

**Social Security Account Number (SSAN).** Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

**Principal Purpose:** Certain determinations, such as employment, security, licensing, and adoption, may be predicated on fingerprint-based checks. Your fingerprints and other information contained on (and along with) this form may be submitted to the requesting agency, the agency conducting the application investigation, and/or FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. During the processing of this application, and for as long hereafter as may be relevant to the activity for which this application is being submitted, the FBI may disclose any potentially pertinent information to the requesting agency and/or to the agency conducting the investigation. The FBI may also retain the submitted information in the FBI's permanent collection of fingerprints and related information, where it will be subject to comparisons against other submissions received by the FBI. Depending on the nature of your application, the requesting agency and/or the agency conducting the application investigation may also retain the fingerprints and other submitted information for other authorized purposes of such agency(ies).

**Routine Uses:** The fingerprints and information reported on this form may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(b)) and all applicable routine uses as may be published at any time in the Federal Register, including the routine uses for the FBI Fingerprint Identification Records System (Justice/FBI-009) and the FBI's Blanket Routine Uses (Justice/FBI-BRU). Routine uses include, but are not limited to, disclosures to: appropriate governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities for application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoption checks; and as otherwise authorized by law, treaty, executive order, regulation, or other lawful authority. If other agencies are involved in processing this application, they may have additional routine uses.

**Additional Information:** The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

#### INSTRUCTIONS:

- \* 1. PRINTS MUST GENERALLY BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.
  2. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.
  3. FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.
- \*\* MISCELLANEOUS NO. - RECORD: OTHER ARMED FORCES NO. PASSPORT NO. [FP], ALIEN REGISTRATION NO. (AR), PORT SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS) VETERANS' ADMINISTRATION CLAIM NO. (VA).



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

To Whom It May Concern:

Please accept this letter as a request to affix the FBI seal and signature of a division official on the results of the enclosed applicant's FBI Criminal Background Check. These components are necessary because the applicant must obtain apostille certification of the background check as part of a requirement by the Spanish consular division to obtain a visa. The applicant will be a participant on our study abroad program in Valencia, Spain and thus, must obtain a visa.

**Per verbiage from the Spanish consular division:**

*Effective January, 01st 2011, the US Embassy in Spain will require for all US citizens the police clearance issued by the US Department of Justice - Federal Bureau of Investigation (FBI), notarized, translated into Spanish and **legalized with the Apostil Certification** where the police clearance letter was issued.*

**Per verbiage from the U.S. Department of State's website regarding obtaining apostille certification:**

*Documents requiring certifications with an apostille by the U.S. Department of State are those that have been signed by a federal official with the official Seal of that agency. These documents must include the official's title and his/her signature must be legible.*

It is hoped that this letter will prove sufficient to obtain the FBI seal and signature of a division official on the background check. Should you require anything further of the applicant in order to process this request, please let them know in the most expedient manner possible. Alternatively, you may contact our office directly using the information at the foot of this letter if there is anything further we can provide.

Sincerely

Tina Brooks

Immigration Officer

FSU International Programs