

## 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 \_\_\_\_\_

Referred By \_\_\_\_\_

IF APPLICABLE, PLEASE LIST THE REFERRING COMPANY OR ORGANIZATION AND CONTACT INFORMATION

#### Please complete the checklist below:

- I have completed the Delivery Options Information Form with all the required fields filled in accurately and completely. Don't forget to sign and date the form, and include email address.
- I have completed the FBI Identity History Summary Information Form with all the required fields filled in accurately and completely. Don't forget to sign and date the form.
- 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. Be sure to include the expiration date and three digit security code of the credit card that you are using.*)
  - Money Order
  - Please make the following payable to: Accurate Biometrics
    - Cashier's Check
    - Company/Agency Check
    - Pre-approved Billing Terms
  - All payments payable in US Dollars
  - **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