

ACCURATE BIOMETRICS

Form Application Instructions for FBI Personal Background Check Service



(also known as Departmental Order 556-73 or Identity History Summary – IdHS)

*****Per FBI requirements, applications submitted from outside the U.S. cannot be accepted or processed. Results can only be picked up within the United States or its territories. Please contact the FBI if you need to apply internationally.*****

Follow these simple steps to get your FBI Background Check/ Rap Sheet Report:

Please follow these instructions for filling out your application forms. Incorrectly filled out applications may delay the processing of your request.



Step 1: Complete the Delivery Options Form and the Identity History Summary Request Form

- **IMPORTANT:** Please do not alter your forms. This may cause a delay in processing. If you have special instructions for Accurate Biometrics, you may mention those instructions in a cover letter.
- Please read the form carefully and be sure to include all the required information. The Social Security Number (SSN) field is optional. If you include it, the last 4-digits of your SSN will appear in your report.
- FBI responses must be returned to the applicant's address or to the applicant's attorney. If the results are to be sent to an attorney, a letter of release on the attorney's letterhead must be included with your application; you will need to sign the letter along with the attorney.
- All applicants will have 1-time access to results at our secure web portal. Additional options are available for delivery of an additional hard copy print of the rap sheet report.
 - **OPTION #1 – Web Portal Service**
Not available for Koriva, this option does not include a print of the rap sheet report.
 - **OPTION #2 – Web Portal and USPS Mail Service**
Rap Sheet available securely online and also mailed out via USPS First Class mail.

- **OPTION #3 – Web Portal and Priority 2-Day service – Domestic (U.S.)**
Rap Sheet available securely online and delivered to a valid US address via Priority 2-Day service within 24 hours of processing, during normal business hours.



Step 2: Obtain two sets of your fingerprints

- Print two of the standard FBI FD-1164 fingerprint card form provided in the forms packet. It is acceptable to print the FD-1164 form on standard white printer/copy paper. Please use black ink when filling out the form.
- You will need to submit two completed *original* FBI FD-1164 fingerprint forms or cards. *Photo copies of the completed FBI fingerprint form are not acceptable.*

Note: The two fingerprint cards should be from two different fingerprinting attempts. The cards are compared to see which is of better quality. This helps lessen the chance of a rejection from the FBI.

Important Applicant Note: All applicants must use the standard FBI FD-1164 fingerprint card form; *do not submit fingerprints on non-FBI fingerprint card forms.*

- Your name, date of birth, and signature must be provided on each fingerprint card. Fingerprints should be placed on the standard FBI FD-1164 fingerprint form or card.

Note: Information on the application should match the information on the applicant fingerprint form. If there is a discrepancy, information from the applicant form will be used to generate your report.

- Individuals may NOT fingerprint themselves; fingerprints MUST be obtained from a law enforcement or other authorized fingerprinting contractor.
- Include two sets of rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken simultaneously (these are sometimes referred to as plain or flat impressions). All fingerprint boxes must be filled in, or exceptions must be noted.
- **Note:** We will also accept fingerprint cards created by printing on to the cards from an electronic capture by an authorized fingerprint provider such as a local law enforcement agency or licensed fingerprint contractor. (Still a physical card, not an electronic transmission).
- **IMPORTANT:** Include your complete email address in case there are any questions that could delay processing of your prints. A receipt email is available upon request. The Mailing Checklist included will help make sure you have everything.



Step 3: Review Rap Sheet report pick up and shipping options

Online Portal Pick-Up

All applicants will have 1-time access to results at our secure web portal. *Please note that your report will not be accessible on mobile phones, tablets or ipads.* The report is only accessible on a personal computer using Adobe Reader. *Those without access to a computer, should consider selecting one of the mail options.*

- Options #2 and #3 include delivery of an additional hard copy print of the rap sheet report. The only difference is the mail service.
 - OPTION #2 – Web Portal and USPS Mail Service
Rap Sheet available securely online and also mailed out via USPS First Class mail.
 - OPTION #3 – Web Portal and Priority 2-Day service – Domestic (U.S.)
Rap Sheet available securely online and delivered to a valid US address via Priority 2-Day service within 24 hours of processing, during normal business hours.
- For those who wish a printed copy to be mailed to you, please note that the costs above include the fee charged directly by the FBI, and all shipping and handling charges.
- The FBI Rap Sheet report is sent to you from Accurate Biometrics. If you choose to have your report sent via mail or expedited service, it will be printed and sent to you on white secure watermark paper.

Additional copies of your FBI Rap Sheet - \$10

- Note: If an extra copy of your FBI Rap Sheet is requested to be delivered via UPS or USPS, that copy will be printed in color on white secure paper featuring a watermark of the FBI seal in the background and the signature of the FBI Section Chief.



Step 4: Submit payment

- Option 1: Obtain a money order or cashier's check for the fee based on desired service in U.S. dollars made payable to Accurate Biometrics. Please be sure to sign where required.

- Option 2: Pay by credit card using the Credit Card Payment Form. Don't forget to include the expiration date and three digit security code of the credit card that you are using.
- Important notes:
 - Cash or personal checks will not be accepted for mail in service.
 - All payments must be payable in US Dollars
 - Payment must be for the exact amount.
 - If the request is for a couple, family, etc., include the total fee for each person. The payment may be processed as one credit card transaction.
 - [View our convenient payment options.](#)



Step 5: Fingerprint Applicant Consent Form

Please review the enclosed information about protection and security of your data privacy and biometric information; then sign and include the Fingerprint Applicant Consent Form.

Up-to-date Compliance information can also be found online at:
<https://accuratebiometrics.com/compliance>.



Step 6: Mail the required items to the following address

Accurate Biometrics – Departmental Order

500 Park Blvd, Suite 1260
Itasca, IL 60143

Review Required Items

Please review the checklist included in the forms packet to make sure you include everything or your departmental order processing may be delayed.

Your mailing must include:

- ☐ Signed Delivery Options form (Accurate Biometrics form)
- ☐ Signed Fingerprint Applicant Consent Form
- ☐ Signed Identity History Summary Request Form (FBI form)
- ☐ Two original FBI FD-1164 fingerprint cards
- ☐ Appropriate payment in U.S. dollars for each person or copy requested
- ☐ Please include checklist form

Important Notes

- ***Include a valid email address in case there are any questions that could delay processing of your prints.***
- *Payment receipt available upon written request submitted with application.*
- *Fingerprints are submitted real-time with results delivered often within minutes of submission. Once fingerprints have been submitted NO REFUND REQUESTS CAN BE GRANTED.*
- Accurate Biometrics, a certified FBI Channeler, is required to print the criminal history response *exactly as it is electronically received from the CJIS Division of the FBI*. This is in accordance with the FBI issued "Channeler Requirements for the Departmental Order Process," dated June 10, 2011.
- Federal Bureau of Investigation Notification: Channelers can only process Departmental Orders for US Citizens and Non-US Citizens who have permanent resident status; Non-US Citizens without permanent residence status must make the Departmental Order request directly to the FBI.
- Inquiries for Departmental Orders must be made by the individual applicant and the FBI response must be sent to the applicant or the applicant's attorney. If the FBI Rap Sheet is sent to an attorney, a letter of release must be signed by both the applicant and attorney on the attorney's letterhead.
- Access to one's rap sheet or FBI report to challenge, update or correct information is pursuant to Title 28 CFR Part 16.30 to 16.34.
- Accurate Biometrics, a certified FBI Channeler, is approved to electronically process FBI fingerprint background check requests in accordance with Department of Justice Order 556-73.

What happens if my fingerprints are rejected?

There is a possibility that your fingerprints will be successfully received by the FBI, but are unable to be processed by the FBI. If this occurs, you will receive a reprint notification to the email address you provided requesting another set of fingerprints to complete the transaction.

There are a small percentage of individuals in which the fingerprint image quality is very low. An individual, by the nature of their work or age, may have very thin or worn ridges in the pattern area.

You may submit multiple sets of fingerprints taken by a fingerprint technician or law enforcement agency. You may send additional fingerprint cards (FBI form FD 1164) to Accurate Biometrics with a

newly completed copy of the applicant information form, along with a copy of the rejection letter, and a money order or credit card form for \$10.00.

Note: If a third submission is required, the full processing fee must be submitted with the required forms and fingerprints.

To assist you in learning more about taking legible fingerprints, refer to the following site:
<https://www.fbi.gov/services/cjis/fingerprints-and-other-biometrics/recording-legible-fingerprints>

What comes back in the FBI Report Rap Sheet?

The FBI Report Rap Sheet is returned containing the following:

- FBI letterhead format in full color
- FBI Seal in full color
- Signature of presiding FBI CJIS Section Chief, Biometric Service Section
- FBI Transaction Control Number (TCN)
- Date search was completed
- Applicant name exactly as stated on the request form
- Applicant address if included on the request form
- SSN if included on the request form
- All Identity History Summary (IdHS) record information reported to the FBI when the background check was processed

Right to Report PII Breach to the FBI

If you believe that a breach of your Personally Identifiable Information (PII) has occurred as a result of our service, you have the right to report the incident to the FBI.

The FBI defines PII as*:

Personally Identifiable Information (PII) means information which can be used to distinguish or trace an individual's identity, such as name, social security number, or biometric records, alone or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, or mother's maiden name.

The FBI defines PII breach as*:

PII Breach means the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, unauthorized access or any similar term referring to situations where persons other than the authorized users, and for other than authorized purposes, have access or potential access to PII, whether physical or electronic.

Please report the PII breach as soon as possible by contacting the FBI CJIS division at (304) 625-2000 or by mail at:

FBI CJIS Division Attention:

Criminal History Analysis Team 1

1000 Custer Hollow Road

Clarksburg, WV 26306

For additional assistance, please call our Customer Service Team at (866) 361-9944 or email us at info@accuratebiometrics.com.

Thank you. We appreciate the opportunity to serve you.

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

DERECHOS DE PRIVACIDAD DE SOLICITANTES - JUSTICIA, NO CRIMINAL

Como solicitante sujeto a una indagación nacional de antecedentes criminales basado en huellas dactilares, para un propósito no criminal (tal como una solicitud para empleo o una licencia, un propósito de inmigración o naturalización, autorización de seguridad, o adopción), usted tiene ciertos derechos que se entablan a continuación. Toda notificación se le debe proveer por escrito.¹ Estas obligaciones son de acuerdo al Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, y Title 28 Code of Federal Regulations (CFR), 50.12, entre otras autorizaciones.

- Se le debe proveer una Declaración de la Ley de Privacidad del FBI (con fecha de 2013 o más reciente) por escrito cuando presente sus huellas digitales e información personal relacionada. La Declaración de la Ley de Privacidad debe explicar la autorización para tomar sus huellas digitales e información relacionada y si se investigarán, compartirán, o retendrán sus huellas digitales e información relacionada.²
- Se le debe notificar por escrito el proceso para obtener un cambio, corrección, o actualización de su historial criminal del FBI según delineado en el 28 CFR 16.34.
- Se le tiene que proveer una oportunidad de completar o disputar la exactitud de la información contenida en su historial criminal del FBI (si tiene dicho historial).
- Si tiene un historial criminal, se le debe dar un tiempo razonable para corregir o completar el historial (o para rechazar hacerlo) antes de que los funcionarios le nieguen el empleo, licencia, u otro beneficio basado en la información contenida en su historial criminal del FBI.
- Si lo permite la política de la agencia, el funcionario le podría otorgar una copia de su historial criminal del FBI para repasarlo y posiblemente cuestionarlo. Si la política de la agencia no permite que se le provea una copia del historial, usted puede obtener una copia del historial presentando sus huellas digitales y una tarifa al FBI. Puede obtener información referente a este proceso en <https://www.fbi.gov/services/cjis/identity-history-summary-checks> y <https://www.edo.cjis.gov>.
- Si decide cuestionar la veracidad o totalidad de su historial criminal del FBI, deberá presentar sus preguntas a la agencia que contribuyó la información cuestionada al FBI. Alternativamente, puede enviar sus preguntas directamente al FBI presentando un petición por medio de <https://www.edo.cjis.gov>. El FBI luego enviará su petición a la agencia que contribuyó la información cuestionada, y solicitará que la agencia verifique o corrija la información cuestionada. Al recibir un comunicado oficial de esa agencia, el FBI hará cualquier cambio/corrección necesaria a su historial de acuerdo con la información proveída por la agencia. (Vea 28 CFR 16.30 al 16.34.)
- Usted tiene el derecho de esperar que los funcionarios que reciban los resultados de la investigación de su historial criminal lo usarán para los propósitos autorizados y que no los retendrán o diseminarán en violación a los estatutos, normas u órdenes ejecutivos federales, o reglas, procedimientos o normas establecidas por el National Crime Prevention and Privacy Compact Council.³

¹ La notificación por escrito incluye la notificación electrónica, pero excluye la notificación verbal.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ Vea 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (anteriormente citada como 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) y 906.2(d).



Accurate Biometrics, Inc.

Biometrics Retention and Destruction Policy

Updated: November 18, 2024

IDFPR Live Scan Fingerprint
Provider
Agency License #262.000016

Accurate Biometrics, Inc.
500 Park Boulevard
Suite 1260
Itasca, Illinois 60143
Phone: (866) 361-9944

Section 1. Introduction

Accurate Biometrics, Inc. (“Accurate Biometrics”) is an Illinois headquartered licensed fingerprint vendor. Section 1240.535(c)(8) of the Illinois Administrative Code regulating fingerprint vendors provides: “A licensed fingerprint vendor must develop a written policy, made available to the public, establishing a retention schedule and guidelines for permanently destroying identifiers and other biometric information when the initial purpose for collecting or obtaining the identifiers or information has been satisfied or after 3 years from the individual's last interaction with the licensed fingerprint vendor, whichever occurs first. Absent a valid warrant or subpoena issued by a court of competent jurisdiction, a private entity in possession of biometric identifiers or biometric information must comply with its established retention schedule and destruction guidelines” (the “Regulation”). This Policy is drafted pursuant to the Regulation and in order to inform fingerprint applicants about how Accurate Biometrics handles, stores and processes certain applicant information. This Policy will be periodically updated.

Section 2. Retention Policy

2.1 Retention

Unless obligated by customer contract or the FBI CJIS Security Policy to maintain fingerprint images for a specific period of time, all identifiers and other biometric information, including fingerprint images may be retained for up to 60 days¹ from the date of receipt, fingerprint capture or card scan date, or the “date last modified”, in the case where the original fingerprint or card scan date was modified. Exhibit A (available upon request) is part

¹ This was previously 90 days in order to provide more convenience to fingerprint applicants. However, balancing applicant convenience with applicant security, Accurate

of this policy and contains an updated list of customer contract categories or names listing retention policies that differ from the above 60 days. Exhibit A will be updated from time to time. If a fatal or non-fatal error occurs requiring the re-transmission of fingerprint images, the “date last modified” will be updated, beginning a new 60-day retention period. The above time period is a proper retention period as it allows for the resubmission of fingerprints for customers and applicants who either do not receive reports or in instances where the initial fingerprint submission is not properly processed by the state or federal agency. This prevents inconveniencing the fingerprint applicant as they do not need to be re-printed in those instances. If an event outside of Accurate Biometrics’ control occurs, such as war, terrorism, pandemic, an act of God, etc. (a “Force Majeure”) the time frames in this Policy may be extended to take into account the Force Majeure.

When an error results in the need for a new set of fingerprint images to be taken, this creates a new fingerprint inquiry transaction with a new date of fingerprint capture, starting the 60-day retention date from the revised date of fingerprint capture.

When obligated by customer contract or the FBI CJIS Security Policy to retain fingerprint images for a specific period of time other than 60 days, Accurate Biometrics has electronically programmed its retention database to retain the digital images to the specific requesting agency requirements. Electronic retention has been built utilizing the purpose for which the fingerprints were captured, in addition to the requesting agency Originating Agency Identifier assigned by the Illinois State Police, Bureau of Identification or the Federal Bureau of Investigation

Accurate Biometrics recognizes there may appear to be a conflict between the Regulation and the

Biometrics has shortened this time period to 60 days. This may cause some applicants to be inconvenienced and need to be fingerprinted again.

requirements with respect to certain contracts with respect to the retention time frame, but believes the intent of the Regulation is not to conflict with governmental contractual requirements and can be reconciled by the fact that the initial purpose of the contractual requirement has not been met and the governmental entity is relying upon the fingerprinting agency for archival of its records. Additionally, the Act specifically provides that it does not apply to contractors of State or local governments and this further supports that the Regulations are not intended to restrict a government contractor from retaining records longer than 3 years. Therefore, a period of retention of greater than 3 years is warranted in certain circumstances. Accurate Biometrics receives biometrics as a government contractor and applicants should be aware that the retention time frames vary for different agencies.

If Accurate Biometrics is sold or merged the successor will have control over and access to all identifiers and other biometric information; however, the transaction document will require the successor to comply with the terms of the then current version of this Policy.

2.2 Retention of Employee Records

The identifiers and other biometric information of Accurate Biometrics' employees will be maintained by Accurate Biometrics in accordance with the time frames in this Policy.

Section 3. Permanent Destruction Policy

Section 3.1 Electronic Documents

All identifiers and other biometric information which are stored electronically are encrypted both in transit and at rest from the time of capture and while stored on a local server or backup hard drive. If they are backed up offsite, they are securely encrypted in the cloud so the cloud server provides no third-party access to them. Before the deadlines

in this Policy are met, secure electronic "delete" functions take place after which the identifiers and other biometric information are no longer accessible and permanently destroyed on the applicable hard drive, backup drive, or external cloud servers so the identifiers and other biometric information are no longer accessible after the time frames noted in this Policy.

Section 3.2 Physical Documents

Some identifiers and other biometric information may be received in paper form, e.g. fingerprint cards. Such identifiers and other biometric information are converted into an electronic/digital format. Thereafter the physical documents are placed in a file for a period of up to 30 days. On or before such 30 days expires, the physical documents are either shredded by Accurate Biometrics or placed in a secure shred bin and a third party securely shreds the contents of the shred bins on a bi-monthly basis.

Section 4. Exceptions to Policy

Absent a valid warrant or subpoena issued by a court of competent jurisdiction or other applicable law or legal requirement, Accurate Biometrics will comply with the Policy.

Section 5. Roles and Responsibilities

Accurate Biometrics has assigned its President to be responsible for overseeing and implementing the Policy.

Section 6. Definitions

The terms "identifiers" and "biometric information" are not defined by the Regulation; however the terms "biometric identifier" and "biometric information" are defined in the Illinois Biometric Information Privacy Act found at 740 ILCS 14/ (the "Act") and such definitions are applied in this Policy. Accordingly, whenever used within this

Policy, unless otherwise clearly documented:

- (a) "Biometric identifier" means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. Biometric identifiers specifically do not include other items listed in the Act or as otherwise determined by law.
- (b) "Biometric information" means any information, regardless of how it is captured, converted, stored, or shared, based on an individual's biometric identifier used to identify an individual. Biometric information does not include information derived from items or procedures excluded under the definition of biometric identifiers.

- (c) "Identifiers and other biometric information" means biometric identifiers and biometric information.

Section 7. Questions and Copies

This Policy is available to the public at <https://accuratebiometrics.com/compliance> and is also provided upon request. Questions related to the Policy should be directed to:

Attn: President

Accurate Biometrics, Inc.

500 Park Boulevard, Suite 1260

Itasca, Illinois 60143

e-Mail: privacy@accuratebiometrics.com

EXHIBIT A

to

Accurate Biometrics, Inc. Biometrics Retention and Destruction Policy

November 18, 2024

Customer Categories	Time Frame for Retention of Biometric Identifiers	Time Frame for Retention of Criminal History Record Information (does not constitute Biometric Information)
FBI Departmental Order 566-73 – Individual Requestor (Self Check)	Up to 30 days	The earlier of 30 days or within 2 business days of when successful delivery of Criminal History Record Information (CHRI) pick up or delivery occurs.
FBI Authorized Recipients/Agency	Up to 30 days	Up to 30 days
FBI Authorized Recipient - Centers for Medicare/Medicaid (Fed CMS) Fingerprint Task Order	For the life of the task order. During the final 60-day transition-out period of the last task order period, all data maintained and updated by the contractor for this task order shall be turned over to Fed CMS.	For the life of the task order. During the final 60-day transition-out period of the last task order period, all data maintained and updated by the contractor for this task order shall be turned over to Fed CMS.
State of Illinois – all Authorized Recipients fingerprint types (Agency), Illinois State Uniform Conviction Information Act (UCIA) (Self Check), Access and Review, Fee Applicant including Illinois Department of Financial and Professional Regulation (IDFPR), & Criminal Justice Applicant	Authorized Recipient (Agency) - up to 60 days after date of successful transmission of the fingerprint to Illinois State Police.	N/A
State of Illinois – state agency Fee Applicant with contract (various): ➤ Illinois Department of Central Management Services (CMS) and all agencies adopting CMS agreement – Illinois Department of Children and Family Services (DCFS), Illinois Gaming Board (IGB), Illinois Department of Human Services (DHS), Illinois Commerce Commission (ICC), Illinois Student Assistance Commission (ISAC) and other agencies falling under CMS.	For the life of the contract. Records may be retained for up to 3 years after the termination or expiration of the contract.	N/A
State of Illinois -- state agency Fee Applicant with contract ➤ Illinois Department of Public Health (IDPH).	For the life of the contract.	N/A

City of Chicago including the following agencies: Chicago Park District, Department of Family Services, Department of Business Affairs.	Up to 60 days	N/A
The Board of Education of the City of Chicago	For the life of the agreement. Records may be retained for 6 years after the termination or expiration of the Agreement	For the life of the agreement. Records may be retained for 6 years after the termination or expiration of the Agreement
State of California- Authorized Recipient (Agency) – Live Scan	Up to 30 days	N/A
State of California- Department of Insurance Only – Card Scan	Up to 180 days	N/A
Florida	Up to 60 days	N/A
Benchmark Analytics	Up to 3 years	N/A
Defense Counterintelligence and Security Agency- Support Secure Web Fingerprint Transmissions	Up to 30 days	N/A

FBI FD-1164 Fingerprint form with instructions for using FBI personal information codes



Questions? Call 1-866-361-9944, send us an email at info@accuratebiometrics.com, or use the chat box on our website: accuratebiometrics.com

Note: It is acceptable for a copy of the FBI FD-1164 fingerprint card in this pdf to be printed on standard white letter-sized printer paper for ink card processing.

Please print TWO fingerprint forms and have TWO sets of fingerprints taken.

Instructions for completing the personal information on the fingerprint forms:

All blue-shaded form fields must be filled out on the fingerprint form completely. You can enter the form fields on your computer and print 2 copies. Or you can print 2 blank copies and legibly print your personal information using **BLACK INK**.

- Note: On the FD-1164 Fingerprint Form, you are asked to enter your **Last Name** first, then your **First Name**, with the **Middle Name** last.
- Signature of Person Being Fingerprinted** – You must sign this section when your fingerprints are applied to the card/form. This signature should be your full legal name, and it must be signed in the presence of the agent taking your fingerprints, so **DO NOT sign the card before your fingerprinting visit**.
- Residence of Person Fingerprinted** – Enter the residence of the person being fingerprinted.
- Signature of Official and Date** – Card must be signed and dated by the agent taking your prints.
- Reason Fingerprinted** – Please fill in the reason for fingerprinting in this field.
- Date of Birth** – Date of Birth should be entered MM/DD/YYYY.
- Citizenship** – Please enter the country of your citizenship.
- Sex** – Use M for Male and F for Female.
- Race** – Use the following for race.

W – White	I – American Indian or Alaskan Native
H – Hispanic	A – Asian
B – Black	

- HGT** (Height) – Enter height in feet and inches-- for example 5'5".
- WGT** (Weight) – Enter weight in pounds – for example 140.
- Eyes** – Use the following abbreviations for Eye Color:

BLK – Black	GRN – Green
BLU – Blue	GRY – Gray
BRO – Brown	HZL – Hazel

- Hair** – Use the following abbreviations for Hair Color:

BLK – Black	GRY – Grey/partially grey
RED – Red	BLN – Blonde
WHI – White	BLD – Bald
BRO – Brown	

- Place of Birth (POB)** – Enter the US state or the country of birth if place of birth is out of the US.
- Social Security Number (SOC)** – Enter the social security number of the person being fingerprinted.

SEX CODE TABLE

<i>External Code</i>	<i>Literal</i>	<i>Description</i>
F	Female	Female
M	Male	Male
X	Unknown	Unknown Sex

EYE COLOR CODE TABLE

<i>Eye Color Literal</i>	<i>External Code</i>
BLACK	BLK
BLUE	BLU
BROWN	BRO
GRAY	GRY
GREEN	GRN
HAZEL	HAZ
MAROON	MAR
MULTICOLOR	MUL
PINK	PNK

HAIR CODE TABLE

BALD	BLD
BLACK	BLK
BLONDE (or strawberry)	BLN
BLUE	BLU
BROWN	BRO
GREEN	GRN
GRAY (or partially gray)	GRY
ORANGE	ONG
PURPLE	PLE
PINK	PNK
RED (or auburn)	RED
SANDY	SDY
WHITE	WHI
UNKNOWN	XXX

RACE CODE TABLE

External Code	Literal	Description (If Subject Is)
A	Asian or Pacific Islander	Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or other Pacific Islander
B	Black	A person having origins in any of the black racial groups of Africa
I	American Indian or Alaskan Native	American Indian, Eskimo, or Alaskan Native, or a person having origins in any of the 48 contiguous states of the United States or Alaska who maintains cultural identification through tribal affiliation or community recognition
U	Unknown	Of Indeterminable Race
W	White	Caucasian, Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

IDENTITY HISTORY SUMMARY REQUEST FORM

Information * *Denotes Required Fields*

*Last Name		*First Name	
Middle Name 1		Middle Name 2	

*Date of Birth:	*Place of Birth:	*U.S. Citizen or Legal Permanent Resident:
		☐ Yes ☐ No
*Country of Citizenship:	Country of Residence:	Prisoner Number (if applicable):
*Last Four Digits of Social Security Number:		

*Race (please check appropriate box):	
☐ Asian	☐ Black ☐ Caucasian ☐ Native American ☐ Unknown
*Sex (please check appropriate box):	
☐ Male	☐ Female ☐ Other

Address

C/O		ATTN	
*Address			
*City		*State	
*Postal (Zip) Code		*Country	
Phone Number		E-Mail	

Payment Enclosed: (please check appropriate box)

☐ CERTIFIED CHECK ☐ MONEY ORDER ☐ CREDIT CARD FORM

You may request a copy of your own Identity History Summary to review it or obtain a change, correction, or an update to the summary. This is not a national background check and may not include information from state repositories which would be included on an employment background check. If you are requesting a background check for employment or licensing within the U.S., you may be required by state statute or federal law to submit your request through your state identification bureau, the requesting federal agency, or another authorized channeling agency.

* **REQUESTOR SIGNATURE** **DATE**

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 FBI 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.

PAPERWORK REDUCTION ACT STATEMENT:

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.

DELIVERY OPTIONS

FBI Identity History

Summary Request Form



Please submit this completed form along with the other required forms from the "By-Mail" forms packet.

Per FBI requirements, applications submitted from outside the U.S. cannot be accepted or processed. Results can only be picked up within the United States or its territories. Please contact the FBI if you need to apply internationally.

☐ Check box and initial that you understand _____

* Indicates a Required Field

U.S. Citizen or Legal Permanent Resident*: ☐ Yes ☐ No

Sex*: _____ Race*: _____ Height*: _____ Weight*: _____

Hair Color*: _____ Eye Color*: _____

Social Security #: _____ - _____ - _____ ☐ Check box and initial that you understand _____

Please Note: Adding your SSN is optional, however if you want the last 4 digits of your SSN to appear on your response, we require the full SSN of the applicant. If an applicant wants the last 4 digits to appear on the response and does not want to provide the full SSN to an FBI Channeler (such as Accurate Biometrics), then they must make their background check request directly to the FBI.

Please indicate preferred method of sending your FBI report to you: (Choose just one option)

☐ **Option 1 – Web Portal Pick Up** – quick response time. FBI report access – a one-time digital download from the Accurate Biometrics customer website. This service allows the applicant to retrieve/save/print their individual FBI response, usually within 24 hours, after fingerprints are either processed using live scan (electronic capture) or card scan through our office (if FBI FD-1164 card(s) are submitted). Two factor authentication is required. ("How-to" instructions will be included in a confirmation email sent when your report is available for online pick-up.) You will get an email from us once your response has been returned to us from the FBI. Online access to the FBI response report is available online for 30 days via your computer following the email notice to the applicant. Once the report is accessed or 30 days (whichever is shorter), the record is permanently deleted.

☐ **Option 2*** – includes Option 1 **Plus US Mail** (First Class) to U.S. addresses only. Must complete the address area below.

____ Number of additional copies requested. **Additional copies are \$10 each** and will be added to your total processing charge.

☐ **Option 3*** – includes Option 1 **Plus 2-Day Priority Service** to U.S. addresses only. Must complete the address area below.

____ Number of additional copies requested. **Additional copies are \$10 each** and will be added to your total processing charge.

"Mail Results To" Information – the "mail to" name must be the name of the applicant requesting the Identity History Summary Report or the applicant's attorney. If response is being sent to the applicant's attorney, the attorney must include a letter of release statement on the attorney's letterhead and include signatures of both the applicant and the attorney.

See a sample attorney release letter here: https://accuratebiometrics.com/files/Attorney%20Release_DO_Sample.pdf

Please Note: **No PO boxes, No "In Care Of" or Third Parties are allowed in the address below.**

(The address below is only for mailing. It will not appear on the response form.)

APPLICANT SIGNATURE

PLEASE PRINT APPLICANT NAME

APPLICANT ATTORNEY NAME (IF ATTORNEY IS TO RECEIVE RESPONSE)

ADDRESS

CITY

STATE

ZIP CODE

Korvia

Fingerprint Applicant Consent

Last Name: _____ First Name: _____ MI: _____

Date of Birth: ____/____/____

Email Address of Applicant: _____

(Please print clearly in all capital letters)

I am allowing Accurate Biometrics, Inc., (and any of its agents), to capture and transmit my fingerprints. I have been provided the FBI Applicant Rights Brochure. I have been advised of the right to challenge or correct the accuracy or completeness of the information contained in the background report. I have been provided the FBI Privacy Act Statement. I have been notified about my right to report a PII breach to the FBI should I believe personal information has been compromised. I acknowledge reading the Retention and Destruction Policy for Fingerprints and Other Information" ("Policy") document which was made available to me. I understand that unless obligated by governmental customer contract or the FBI to maintain Biometrics for a specified period of time, all Biometrics will be retained by Accurate Biometrics, Inc. for 180 days from the date of receipt, fingerprint capture or card scan date, or the "date last modified" as set forth in the Policy. The Policy is also available upon request emailed to privacy@accuratebiometrics.com or by letter sent to: Attn: President, Accurate Biometrics, Inc., 500 Park Boulevard, Suite 1260, Itasca, Illinois 60143. By Signing Below, I acknowledge that I have read and agree to Accurate Biometrics' Policy included in this packet and also found at the following link: accuratebiometrics.com/compliance

APPLICANT CONSENT: My signature below indicates my agreement with all of the above and further certifies that all information provided by me related to obtaining fingerprint processing services is correct and that I am the person named below.

Signature of Applicant: _____ Date: _____

IDENTITY HISTORY SUMMARY REQUEST

FD-1164 (Rev. 11-1-20)

SIGNATURE OF REQUESTOR

ADDRESS

FINGERPRINTED BY

TYPE OR PRINT ALL INFORMATION IN BLACK
LAST NAME NAM FIRST NAME MIDDLE NAME

FBI LEAVE BLANK

DATE OF BIRTH DOB YYYY/MM/DD

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

SOCIAL SECURITY NO.

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

IDENTITY HISTORY SUMMARY REQUEST

FD-1164 (Rev. 11-1-20)

SIGNATURE OF REQUESTOR

ADDRESS

FINGERPRINTED BY

TYPE OR PRINT ALL INFORMATION IN BLACK
LAST NAME NAM FIRST NAME MIDDLE NAME

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DATE OF BIRTH DOB YYYY/MM/DD

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

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION, CLARKSBURG, WV 26306**

US Department of Justice Order 556-73

To assist with obtaining legible fingerprints:

1. Wash and dry fingers thoroughly.
2. Roll fingers from nail to nail, and avoid allowing fingers to slip.
3. Be sure impressions are recorded in correct sequential order.
4. Indicate in the appropriate fingerprint blocks if fingers are missing/amputated.
5. If some physical condition makes it impossible to obtain perfect impressions, submit the best that can be obtained.
6. Examine the completed prints for image quality.

Privacy Act Statement:

Authority: The collection of your fingerprints and associated personal information is authorized by 5 U.S.C. 552a and 28 C.F.R. 16.30-16.34.

Purpose: The FBI will use your information to search the Next Generation Identification (NGI), its biometric and identity history system, to locate your FBI Identification record (or lack thereof).

Routine Uses: The information you provide will be protected and the FBI may only share this information in accordance with the Privacy Act.

Disclosure: Provision of your fingerprints and associated personal information, including your Social Security number, is voluntary; however, without the information the FBI will be unable to process your request and search the NGI System for your FBI Identification record.

Paperwork Reduction Act Statement:

According to the Paperwork Reduction Act of 1995, no persons are required to provide the information requested unless a valid OMB control number is displayed. The valid OMB control number for this information collected is 1110-0046. The time required to complete this information collected is estimated to be 10 minutes, including time reviewing instructions, gathering, completing, reviewing and submitting the information collection. If you have any comments concerning the accuracy of this time estimate or suggestions for reducing this burden, please send to: Department of Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Washington, DC 20530.



Credit Card Payment Form

* Denotes Required Fields

Applicant

* Full Name _____

Company Name _____
(if applicable)

* Billing Address _____

Billing Address 2 _____

* City _____ * State/Province _____

* Postal (ZIP) Code _____ * Country _____

PAYMENT INFORMATION

(click to select card type)

Type of Credit Card: ☐ Visa ☐ Mastercard ☐ American Express ☐ Discover

Credit Card Number _____

Name on Credit Card _____

Expiration Date _____ CVV Code _____ Total Amount to be
Billed to Credit Card _____

Phone Number (including area code) _____

Email Address _____

I understand and agree to the cardholder agreement and by doing so, give Accurate Biometrics the permission to charge the above credit card for the amount listed.

Card Holder Signature _____

Date _____

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 Accurate Biometrics Fingerprint Applicant Consent Form. Please sign and date the form.
- ☐ 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