

SAMPLE

REQUEST FOR FBI IDENTIFICATION RECORD

*****INCLUDE YOUR COMPLETE MAILING ADDRESS*****

I am writing to request a copy of my FBI Identification Record. I am in the process of adoption internationally and currently working with (name of international adoption agency). Enclosed please find the Fingerprint Card # _____ and payment of \$18 per card.

I would also request that you attach a "Letter of Procedure" to the fingerprint card stating that the fingerprint cards/FBI Identification Record processed by the FBI are not signed by an FBI agent or official. This will help alleviate any problems and explain the absence of a signature to the officials in the foreign country where we are adopting.

Please provide this letter and return it with my fingerprint card/FBI Identification Record.

I appreciate your assistance with this matter.

Sincerely,

ALL PARTIES MUST SIGN THIS LETTER

Family Name

*****INSTRUCTIONS*****

- **Money Order** needs to be made out to "US Treasury", be sure to sign it.
- You should include your phone number (as well as your mailing address) in your letter.
- In the letter you should highlight the word "ADOPTION".
- If you include a pre-paid return envelope or air bill, it cuts a week off of processing time.
- On the outside of the envelope, write "International Adoption" and "Please Expedite".

Mail or Overnight to:

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