



## How to get FBI Clearances

*Please follow these instructions to obtain your FBI clearances.*

*These are required for any volunteer wishing to travel to Haiti with a Chances for Children group.*

1. Contact your local law enforcement department to determine where you can get fingerprinted for FBI clearances. If they are unsure as to how to conduct the fingerprinting, provide them with the instructions we have provided. Tell them you will need a current set of 10 rolled and 4 flat impression cards that you have received from the police. Your name, date and place of birth must be on the cards.
2. Prepare the following documents for your packet to the FBI by clicking on this hyperlink: <http://www.fbi.gov/hq/cjisd/fprequest.htm> To the right of the page you will find a column that is headed: "Forms and Links" Click on each hyperlink beneath the heading to see all the forms you will need.
  - a. Fill out a cover letter from the FBI website on your computer. Then print it.
  - b. Include the fingerprint cards you have had done by local law enforcement.
  - c. Include an:
    - i. \$18.00 certified check or money order payable to the Treasury of the United States. Or.
    - ii. Credit Card Payment Authorization form which is also available on the website.
  - d. Prepare a prepaid overnight envelope for quicker return.
  - e. Overnight (via Fedex, UPS, etc) the packet to:

**FBI**

**Criminal Justice Information Services Division**

**Attn: Record Request**

**1000 Custer Hollow Rd.**

**Clarksburg, WV 26306**

3. Include a return pre-paid waybill for return to you via Fedex, UPS, etc.

### **After you send the packet:**

Call the FBI Customer Service Line at **304-625-5590, Option 3**, four days after mailing your packet to be sure that the request is being processed.

**FBI automated instructions line: 304-625-3878.**

**To speak to an FBI representative: 304-625-5590, Option 3**

For the most up to date instructions please check out this link:

<http://www.fbi.gov/hq/cjisd/fprequest.htm>

Website: [www.fbi.gov](http://www.fbi.gov)

Email [do@leo.gov](mailto:do@leo.gov) to check when the fingerprints will be completed.