

Section 1 Applicant Biographic Information		Present this application along with two (2) forms of identification (refer to our website for a list of acceptable documents). Print legibly using black or blue ink. Complete all applicable sections. Incomplete applications will be rejected. Training will not be administered to applicants with incomplete applications / missing documents.									
Last Name			First Name			Middle Name					
Race / Ethnicity <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic / Latino <input type="checkbox"/> Native American <input type="checkbox"/> White <input type="checkbox"/> Unknown <input type="checkbox"/> Other (Please List) _____											
Date of Birth (MM/DD/YYYY) / /		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Hair Color		Eye Color		Height (Feet/Inches)		Weight (lbs.)	
Email Address				Social Security Number (opt.) - -		Passport Country		Passport Number			
Mailing Address				City		State		Zip		Primary (Cell) Phone Number - -	
Driver's License #				DL State		DL Expiration					
Place of Birth									Country of Citizenship		
City			State		Country						
Citizens Born Abroad			Non U.S. Citizens								
DS1350 Number			<input type="checkbox"/> Alien Registration Number			<input type="checkbox"/> Visa Number			<input type="checkbox"/> I-94 Number		
Applicant Certification											
Applicant Signature:						Date: / /					
Section 2 Company Information		This section MUST be completed by an authorized signer from the sponsoring company. Print legibly in black or blue ink.									
Employer						Job Title					
Access Requested: <input type="checkbox"/> Orange – Access to General Aviation Area <input type="checkbox"/> Blue – Access to Air Operations Area <input type="checkbox"/> Purple – Access to Sterile Areas <input type="checkbox"/> Red – Access to SIDA/Secured Area <input type="checkbox"/> Grey – Access to SIDA/Secured/Air Operations Area						Special Privileges (Mark ALL that apply): <input type="checkbox"/> Applicant requires escorting privileges <input type="checkbox"/> Applicant is a designated signatory <input type="checkbox"/> Applicant has an operational need for Movement Area Driving <input type="checkbox"/> Applicant requires Gate 51 Aircraft Access - Clicker <input type="checkbox"/> Applicant requires FIS Access (Requires CBP Approval) <input type="checkbox"/> Additional Access Requested: (Must Attach Request Form)					
Employer Certification											
The information I have provided is true, complete and correct to the best of my knowledge and belief and is provided in good faith. The employer certifies that the applicant has an operational need for the identification badge and / or special privileges indicated.											
Authorized Signatory Name (Print):						Date: / /					
Authorized Signatory Signature:						DO NOT SIGN UNTIL APPLICATION IS COMPLETED					

SENSITIVE SECURITY INFORMATION

WARNING: THIS RECORD CONTAINS SENSITIVE SECURITY INFORMATION THAT IS CONTROLLED UNDER 49 C.F.R. PARTS 15 AND 1520. NO PART OF THIS RECORD MAY BE DISCLOSED TO PERSONS WITHOUT A "NEED TO KNOW," AS DEFINED IN 49 C.F.R. PARTS 15 AND 1520, EXCEPT WITH THE WRITTEN PERMISSION OF THE ADMINISTRATOR OF THE TRANSPORTATION SECURITY ADMINISTRATION OR THE SECRETARY OF TRANSPORTATION. UNAUTHORIZED RELEASE MAY RESULT IN CIVIL PENALTIES OR OTHER ACTION. FOR U.S. GOVERNMENT AGENCIES, PUBLIC DISCLOSURE IS GOVERNED BY 5 U.S.C. § 552 AND 49 C.F.R. PARTS 15 AND 1520.

Section 3																										
Administrative Records (AIRPORT ONLY)																										
Badge #			Exp. Date / /			Badge #			Exp. Date / /			Clicker #														
Badge (Circle One): Returned			Lost/Damaged			Revoked			Badge (Circle One): Returned			Lost/Damaged			Revoked			Clicker: Returned			Lost			Revoked		
Badge Issuance						Badge Returned/Lost/Revoked																				
Two (2) forms of ID's				Initial:		Date:		Access Removed				Initial:		Date:												
Badge Photo Taken				Initial:		Date:		Reason:																		
CHRC Data Submitted		Renewal <input type="checkbox"/>		Initial:		Date:		Retrained* (For Revoked)				Initial:		Date:												
STA Data Submitted		Renewal <input type="checkbox"/>		Initial:		Date:		Badge Reissued** (For Revoked or Lost)				Initial:		Date:												
STA Approved		Renewal <input type="checkbox"/>		Initial:		Date:		Badge Destroyed				Initial:		Date:												
CHRC Approved		Renewal <input type="checkbox"/>		Initial:		Date:		STA Update (For Renewal)				Initial:		Date:												
TA Issued Identification Media				Initial:		Date:		STA Update				Initial:		Date:												
STA Update				Initial:		Date:		Discard Date:																		
Training(s):								Instructor:				Date:														
AOA SIDA MAT SMGCS																										
Fee Total: \$				Discard Date:				Notes:																		
Receipt #:																										

Section 4	
Certification	
<p>The information I have provided is true, complete, and correct to the best of my knowledge and belief and is provided in good faith. I understand that a knowing and willful false statement can be punished by fine or imprisonment or both (see Section 1001 of Title 18 of the United States Code) The badge issued to me is property of the Lakeland Linder International Airport and must be surrendered upon termination of employment or upon completion of work, and reported immediately to the Badging Office if lost, misplaced, or stolen.</p> <p>“I authorize the Social Security Administration to release my Social Security Number and full name to the Transportation Security Administration, Enrollments Services and Vetting Programs, Attention: Vetting Programs (TSA-10)/Aviation Worker Program, 6595 Springfield Center Drive, Springfield, VA 20598-6010.” I am the individual to whom the information applies and want this information released to verify that my SSN is correct. I know that if I make any representation that I know is false to obtain information from Social Security records, I could be punished by a fine or imprisonment, or both.</p> <p>Signature: _____ Date of Birth: _____</p> <p>SSN and Full Name: _____</p>	

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Section 5 Agreement

The applicant **MUST** read this section entirely before signing Section 1 of this application.

- **SCREENING NOTICE:** Any employee holding a credential granting access to a Security Identification Display Area may be screened at any time while gaining access to, working in, or leaving a Security Identification Display Area.
- All ID Badges remain the property of LAL and must be returned upon termination of employment or work assignment.
- My ID Badge cannot be transferred to another individual or used for any purpose by another individual.
- I will visibly display my ID Badge on my outermost garment, above my waist and below the neck, with the photo clearly visible whenever I am in the SIDA.
- I will not aid nor participate in "piggy-backing" (allowing unauthorized access to secure, sterile, or restricted areas) nor will I otherwise breach, disobey or disregard any security directive, plan or program at LAL.
- I acknowledge that in accordance with Title 49 CFR Part 1542.209 or Part 1544.229, I am obligated to disclose to LAL, within 24 hours, if I am convicted of a disqualifying criminal offense and surrender my ID Badge.
- I will immediately notify LAL if my ID Badge is lost, stolen, or otherwise unaccounted for.
- I acknowledge that only those individuals with the "Escort Privileges" notation on their ID Badge will be able to escort non-badged individuals in the sterile or secure areas of LAL.
- I acknowledge that all personnel, vehicles, and accessible property entering, or present, in the Sterile Area, Secured Area, SIDA ramps, Baggage Sort or AOA are subject to inspection by TSA. An individual is considered to be entering a Sterile Area, Secured Area, SIDA ramps, Baggage Sort or AOA once they present their ID Badge access media to the card reader for verification. An individual refusing such inspection is in violation of the Airport Security Program and TSA regulations may be subject to LAL and/or TSA sanctions.
- In addition to those listed above, I have agreed to comply with all rules and regulations according to LAL's Airport Security Program, the SIDA training and applicable TSA regulations. I acknowledge that I am subject to LAL and/or TSA sanctions
- The applicant **MUST** provide their valid driver's license to the Airport Badging Office prior to receiving Security Badge Training. Identification cards will not be accepted.
- If the applicant selects Movement Area Driver Training, a completed Movement Area Access Application must be completed and provided to the Airport Badging Office prior to receiving **ANY** training.
- The Airfield Driver's Handbook provides information for vehicle operators in the Air Operations Area (AOA) to establish and maintain safe operating procedures on the airfield. You may request a copy of the Airfield Driver's Handbook during your Security and Airfield Driver Training or by calling Airport Operations at 863-834-3298.
- Separate fees may apply for:
 - Initial Badging Fees for Tenants, Contractors, and Movement Area Driver Training
 - Renewal Badging Fees for Government, General Aviation, Tenants, Contractors, and Movement Area Drivers
 - Lost / Stolen / Unreturned badges
 - Damaged Badge Replacement
 - Gate Clickers.
- If a badge is renewed prior to its printed expiration date the renewal fee may be waived.
- Visit our website for a current fee schedule www.flylakeland.com
- The Transportation Security Administration TSAR Part 1542 requires that all individuals who apply for unescorted access to an airport's Secured Area undergo a fingerprint-based Criminal History Records Check (CHRC) that does not disclose a disqualifying criminal offense. An individual has a disqualifying criminal offense if the individual has been convicted, or found guilty by reason of insanity, any of the crimes listed below in the past 10 years.

<ol style="list-style-type: none"> 1. Forgery of certificates, false making of aircraft, and other aircraft registration violations 2. Interference with air navigation 3. Improper transportation of a hazardous material 4. Aircraft piracy 5. Interference with flight crew members or flight attendants 6. Commission of certain crimes aboard aircraft in flight 7. Carrying a weapon or explosive aboard an aircraft 8. Conveying false information and threats 9. Aircraft piracy outside the special aircraft jurisdiction of the United States 10. Lighting violations involving transporting controlled substances 11. Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements 12. Destruction of an aircraft or aircraft facility 13. Murder 14. Assault with intent to murder 15. Espionage 16. Sedition 17. Kidnapping or hostage taking 18. Treason 19. Rape or aggravated sexual abuse 	<ol style="list-style-type: none"> 20. Unlawful possession, use, sale, distribution or manufacture of an explosive or weapon 21. Extortion 22. Armed or felony unarmed robbery 23. Distribution of, or intent to distribute, a controlled substance 24. Felony arson 25. Felony involving a threat 26. Felony involving: <ol style="list-style-type: none"> a. Willful destruction of property; b. Importation or manufacture of a controlled substance c. Burglary; d. Theft; e. Dishonesty, fraud, or misrepresentation; f. Possession or distribution of stolen property; g. Aggravated assault; h. Bribery; or i. Illegal possession of a controlled substance punishable by a maximum term of more than 1 year. 27. Violence at international airports; 28. Conspiracy or attempt to commit any of the aforementioned acts
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- In accordance with the Federal Aviation Administration TSAR Part 1542.209, a copy of the criminal record received from the FBI will be provided to an individual only if requested in writing. The Airport Security Coordinator will address any questions concerning the results of the criminal history records check (CHRC). If an individual receives notice that a disqualifying crime was returned from their FBI criminal history records check, and the individual questions the validity of the criminal record, the individual must notify the Lakeland Linder International Airport within 30 days in writing of his or her intent to correct any information he or she believes to be inaccurate. If no notification is received from the individual, Lakeland Linder International Airport may make the final determination to deny unescorted access authority. Upon notification by the individual that a record has been corrected, the Lakeland Linder International Airport must obtain a copy of the revised FBI record prior to making a final access decision.
- Privacy Act Notice: The Privacy Act of 1974 5 U.S.C. 552a(e)(3)
 - Authority: 6 U.S.C. § 1140, 46 U.S.C. § 70105; 49 U.S.C. §§ 106,114, 5103a, 40103(b)(3), 40113, 44903, 44935-44936,44939, and 46105; the Implementing Recommendations of the 9/11 Commission Act of 2007, § 1520 (121 Stat. 444, Public Law 110-52, August 3, 2007); and Executive Order 9397, as amended.
 - Purpose: The Department of Homeland Security (DHS) will use the biographic information to conduct a security threat assessment. Your fingerprints and associated information will be provided to the Federal Bureau of Investigation (FBI) for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems including civil, criminal, and latent fingerprint repositories. The FBI may retain your fingerprints and associated information in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI. DHS will also transmit your fingerprints for enrollment into the US-VISIT Automated Biometrics Identification System (IDENT). If you provide your Social Security Number (SSN), DHS may provide your name and SSN to the Social Security Administration (SSA) to compare that information against SSA records to ensure the validity of the information.
 - Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C. 522a(b) of the Privacy Act, all or a portion of the records or information contained in this system may be disclosed outside DHS as a routine use pursuant to 5 U.S.C. 522a(b)(3) including with third parties during the course of a security threat assessment, employment investigation, or adjudication of a waiver or appeal request to the extent necessary to obtain information pertinent to the assessment, investigation, or adjudication of your application or in accordance with the routine uses identified in the TSA system of records notice (SORN) DHS/TSA 002, Transportation Security Threat Assessment System. For as long as your fingerprints and associated information are retained in NGI, your information may be disclosed pursuant to your consent or without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses.
 - Disclosure: Furnishing this information (including your SSN) is voluntary; however, if you do not provide your SSN or any other information requested, DHS may be unable to complete your application for a security threat assessment.
 - I authorize the Social Security Administration to release my Social Security Number and the full name to the Transportation Security Administration, Office of Transportation Threat Assessment and Credentialing (TTAC), Attention: Aviation Programs (TSA-19)/Aviation Worker Program, 601 South 12th Street, Arlington, VA 20598.
 - I am the individual to whom the information applies and want this information released to verify that my SSN is correct. I know that if I make any representation that I know is false to obtain information from Social Security records, I could be punished by a fine or imprisonment or both.

Section 6

Frequently Asked Questions

Please read this section for answers to our frequently asked questions.

- **How do I renew my badge?**
 - 1) You will need to complete a Security Access Application and have it signed by your company signatory.
 - 2) Register for one of the badging classes at FlyLakeland.com/badging-office.
 - 3) Provide any IDs that might have expired since the last time you applied for a badge.
 - 4) Return your old badge.
- **How do I report a badge and/or access issue?**
Contact Airport Operations at 863-834-4911.
- **How do I report a lost or stolen badge?**
Contact Airport Operations at 863-834-4911.
- **How does my badge expire?**
Badge expiration dates are printed on the front of the badge. It is the badge holder's responsibility to renew or return their badge prior to its expiration date or face an unreturned badge fee. In general, Non-MAT (Movement Area Driver) badges will expire two years from the date of issuance. MAT badges along with those persons who are designated as signatories will expire one year from the date of issuance.
- **I have a current badge, but I need access to another area of the airport. How do I receive additional access?**
Please contact the Airport Badging Office to request additional access.
- **I have a second job at the airport; do I need another badge?**
Your additional employer must authorize you to have a badge. You will need to complete a Security Access Application for that company.
- **I have changed companies; do I need a new badge?**
Yes, your new employer must authorize you to have a badge. You will need to complete a Security Access Application for that company and return your old badge before you are issued your new badge.

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LAKELAND LINDER INTERNATIONAL AIRPORT SECURITY ACCESS APPLICATION

New Applicant	<input type="checkbox"/>
Renewal	<input type="checkbox"/>
Lost Badge Replace	<input type="checkbox"/>

Last Name:	First Name:			
Section 6 Badging Checklist (AIRPORT ONLY)	Completed		Crosschecked	
<input type="checkbox"/> Application completed in entirety.	Initials:	Date:	Initials:	Date:
<input type="checkbox"/> Two forms of valid ID.	Initials:	Date:	Initials:	Date:
<input type="checkbox"/> Genetec profile current and correct.	Initials:	Date:	Initials:	Date:
<input type="checkbox"/> Old badge returned (if applicable).	Initials:	Date:	Initials:	Date:

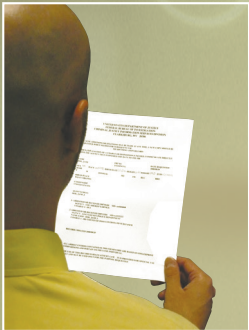
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How to Challenge and How to Obtain Your FBI Identity History Summary

What is an FBI Identity History Summary?



An FBI Identity History Summary, often referred to as a “rap sheet,” is a listing of certain information taken from fingerprint submissions kept by the FBI. The information is related to arrests, and in some instances, the information is related to federal employment, naturalization, or military service. If the fingerprint submissions are related to an arrest, the Identity History Summary includes the name of the agency that submitted the fingerprints to the FBI,

the date of the arrest, the arrest charge, and the disposition of the arrest, if known. All arrest information included in an Identity History Summary is obtained from fingerprint submissions, disposition reports, and other information submitted by authorized criminal justice agencies.

How do I challenge my FBI Identity History Summary?

If you believe your Identity History Summary contains inaccurate or incomplete information, you may request a change or correction by contacting the agency or agencies that originally submitted the information to the FBI. However, most states require that changes to Identity History Summary information be processed through their respective state centralized agency (State Identification Bureau). You may contact the respective State Identification Bureau for assistance, and, if applicable, request they provide the FBI with updates to your Identity History Summary. For the State Identification Bureau listing, refer to: www.fbi.gov/checks.

You may also send an electronic or written challenge request to the FBI’s CJIS Division. Your written request should clearly identify the information that you feel is inaccurate or incomplete and should include copies of any available proof or supporting documentation that validates your claim. For example, if your disposition information is incorrect or missing,

you may submit documentation obtained from the court having control over the arrest or the office prosecuting the offense. The FBI will contact the appropriate agencies in an attempt to verify or correct challenged entries for you. Upon receipt of an official communication from the agency with control over the data, the FBI will make appropriate changes and notify you of the outcome. Updating your FBI Identity History Summary can include having final disposition data entered, cases expunged, pardons entered, a conviction level changed, or rights restored. Once you have been notified of the outcome of your challenge, you may choose to obtain a copy of your Identity History Summary. Please see “How do I obtain a copy of my FBI Identity History Summary for personal review” in this brochure.

The FBI offers two options for submitting an Identity History Summary Challenge to the FBI:

Option 1: Electronically submit your challenge request:

- 1) Go to <https://www.edo.cjis.gov>.
- 2) Follow the steps under the “Challenging Your Identity History Summary” section.

Option 2: Submit a written request directly to the FBI:

**FBI CJIS Division
Attn: Criminal History Analysis Team I
1000 Custer Hollow Road
Clarksburg, WV 26306**

Summary Challenges are processed in the date order received.

How do I obtain a copy of my FBI Identity History Summary for personal review?

If you would like a copy of your Identity History Summary, you may submit a request to the FBI. The FBI offers three options for requesting your summary or proof that a summary does not exist.

Option 1: Electronically submit your request:

- 1) Go to <https://www.edo.cjis.gov>.
- 2) Follow the steps under the “Obtaining Your Identity History Summary” section.



Option 2: Submit your request directly to the FBI:

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

You are required to provide the following:

- 1) A completed Applicant Information Form.
- 2) Payment for the \$18 processing fee, either by certified check or money order made payable to the Treasury of the United States, or by a credit card. For credit card payment form and information, refer to: www.fbi.gov/checks.
- 3) A current fingerprint card bearing your name and date of birth. You must include rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken at the same time (these are sometimes referred to as plain or flat impressions). If possible, have your fingerprints taken by a fingerprinting technician. Previously processed cards or copies will not be accepted.

Option 3: Submit through an FBI-approved Channeler, which is a private business that has contracted with the FBI to submit your request on your behalf. The Channeler will then receive the electronic summary check results for dissemination to the individual. For a listing of FBI-approved Channelers, refer to: www.fbi.gov/checks.

Due to provisions within the Privacy Act of 1974, the FBI cannot provide Identity History Summary information via the telephone or facsimile.

What will I receive?

If we do not find an Identity History Summary on file, you will receive a response indicating that you have no prior arrest data on file at the FBI. If you do have an Identity History Summary on file, you will receive your Identity History Summary or "rap sheet."

If you submitted a request electronically directly to the FBI, you will receive a response electronically and an option for a response by First-Class Mail via the U.S. Postal Service.

If you submitted a request through the mail directly to the FBI, you will receive a response by First-Class Mail via the U.S. Postal Service.

Frequently Asked Questions

What is the processing time?

The FBI processes requests as quickly as possible; however, please allow several weeks for processing. The processing time will be less if your request is submitted electronically. Requests submitted to the FBI are processed in the date order they are received. You may obtain an estimate of the current processing time on our website; refer to www.fbi.gov/checks.

Can the FBI send the results to someone (or an agency) other than myself?

Under the U.S. Department of Justice Order 556-73, the results will be returned to the requestor or his/her designated representative. A signed release to return the results to the representative must accompany such a request.

Where can I get my fingerprints taken?

Local, county, or state law enforcement agencies may take your fingerprints for a fee. Also, some private companies offer this service. Check the business listings in your telephone book or search online. If using the Channeler option, please contact the FBI-approved Channeler for additional information.

Why was I told there was a problem with my Identity History Summary when I received a letter indicating that a search of the fingerprints I provided revealed no prior arrest data at the FBI?

There are several instances in which this might occur, such as:

- 1) Removal of arrest information may have been authorized since you were advised of the summary problem.
- 2) A previous search was conducted with a name and physical description only, and the descriptive data you provided matched or was very similar to that contained in another individual's summary. Positive identifications are made by fingerprint comparisons.
- 3) The arresting agency may not have supplied the information to the FBI. You will need to contact the state repository of the state in which the arrest occurred.

For additional information concerning an FBI Identity History Summary request and for recent updates to the procedures outlined in this brochure, please refer to:

www.fbi.gov/checks

Additional Concerns

Firearm Background Checks

The Criminal History Analysis Team I cannot access the National Instant Criminal Background Check System (NICS) information or comment on firearm-related issues. The NICS Customer Service can be reached at (877) 324-6427 for firearm issues only or visit their website at:

www.fbi.gov/nics

Licensing and Employment Background Checks

Certain background checks for licensing and employment must be conducted through specific state and federal channeling agencies. Contact the agency requiring the background check for correct procedures.

