

Instructions for FBI Fingerprint-based Background Check- required for all Driving School Instructors, CDL Third Party Testers, Janitorial Services, and Landlord Access After Hours

1. The individual must access the FBI website.
The FBI website is www.fbi.gov
2. Scroll down to **FBI Homepage**.
3. On the Homepage, scroll down to Services, Click on Criminal Justice Information Services, click on Identity History at the top of the page.
4. Scroll down to “How to Submit a Request” and click on **Option 1**: Submit your request directly to the FBI (can take 12 to 14 weeks for the results);
5. Follow the Instructions for submitting the request. The website will have the required application (Applicant Information Form) and fingerprint form (Standard Fingerprint Form FD-258) as well as the method of payment and the FBI mailing address. The website will also have a list of FBI-approved Channelers to submit your request. *Note: on the Applicant Information Form, indicate ‘personal review’ as the reason for the background check.*
6. The individual will take the fingerprint form and application to their local law enforcement office to complete the fingerprint process.
7. The individual then mails the completed application and fingerprint form to the FBI to initiate the background check.
8. The background check results will be mailed to the individual.

(continued on next page)

9. The individual needs to mail the background check results (original- no photocopies) to:

*Rachel Mount, Operations Manager
Drivers License Division
608 East Boulevard Avenue Bismarck,
ND 58505-0750*

OR

10. You can have the background check results sent directly to Rachel Mount by filling in the **Mail Results to Address** area on the Applicant Information Form.

C/O Drivers License Division ATTN Rachel Mount
Address 608 E Boulevard Avenue
City Bismarck State North Dakota
Postal (Zip) Code 58505-0750 Country U.S.A.
Phone Number (if different from above) 701-328-2604