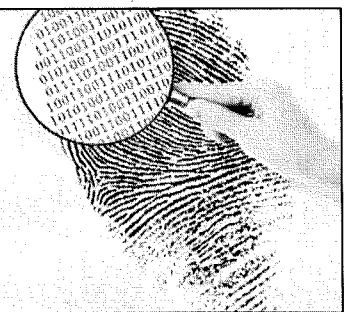




# American DataBank - FBI Instructions

110 Sixteenth Street, 8th Floor, Denver, Colorado 80202

Phone: 1-800-200-0853 / Fax: 303-573-1779



## Step 1: FBI Fingerprint Card

FBI Sample Card

Note: Red indicates required fields

**DO NOT FILL OUT CARD PRIOR TO GETTING PRINTS DONE!**

|                            |  |                            |  |  |  |                          |  |
|----------------------------|--|----------------------------|--|--|--|--------------------------|--|
| APPLICANT                  |  | LEAVE BLANK                |  | TYPE OR PRINT ALL INFORMATION IN BLACK |  | LEAVE BLANK              |  |
| LAST NAME <b>SMITH</b>     |  | FIRST NAME                 |  | MIDDLE NAME                            |  | FBI                      |  |
| ALIASES AKA                |  | OR                         |  | DATE OF BIRTH <b>DOB</b>               |  | DATE OF BIRTH <b>DOB</b> |  |
| IDENTITY CTR               |  | CLASS                      |  | SEX                                    |  | HAIR                     |  |
| YOUR NO <b>QCA</b>         |  | LEAVE BLANK                |  | RACE                                   |  | EYES                     |  |
| Name and address of school |  | FBI NO <b>FBI</b>          |  | CLASS                                  |  | SEX                      |  |
| PROGRAM NAME               |  | FBI SECURITY NO <b>SEC</b> |  | CLASS                                  |  | SEX                      |  |
|                            |  | FBI SECURITY NO <b>SEC</b> |  | CLASS                                  |  | SEX                      |  |

Please take the fingerprint card to a local law enforcement agency, or to another authorized individual/agency, to have your fingerprints rolled.

Please Note: If the card is bent/folded/severely warped, we will not be able to process it.

## Step 2: Letter to the FBI

**American DataBank**  
 110 16th Street, 8th Floor  
 Denver, CO 80202

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

RE: \_\_\_\_\_

I authorize American DataBank to send my fingerprints to the Federal Bureau of Investigation, Department of Justice. Please advise me of any additional information that is required of me.

If you have any questions, please call American DataBank at 1-800-200-0853. Thank you for your assistance in this matter.

Your signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

This form authorizes American DataBank to receive the results from the FBI.

On the form, please include:

- the date
- your school name
- your signature
- and your printed name.

## Step 4: Completion

Please mail all three (3) forms to the address below in the envelope provided:

American DataBank  
 110 16<sup>th</sup> Street, 8<sup>th</sup> Floor  
 Denver, CO 80202

The FBI will process these forms and return the results to American DataBank.

**Please Note:** This search can take up to 12 weeks. Results will be provided to the appropriate personnel with the program indicated on the student's initial request.

If the location that you are being fingerprinted only provides electronic fingerprints please have them print the digital copy onto the provided fingerprint card.

If you have any questions, please contact American DataBank at: 1-800-200-0853

Thank you,  
 Customer Service

## Step 3: Authorization for Release of Information

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I, \_\_\_\_\_, authorize the FBI to release the results of the fingerprint search of Criminal Justice Information Services Division's files to the following individual(s) / agency (ies):

Individual/Agency: American DataBank LLC

Address: 916 16th St, 8th Fl

Phone: Denver, CO: 80202  
303-573-1120

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct, and that I am the person named above, and I understand that any fabrication of this statement is punishable under the provisions of 18 U.S.C. Section 1001 by a fine of not more than \$10,000 or by imprisonment of not more than five years or both, and that reporting or obtaining information (i) under false pretenses is punishable under the provisions of 18 U.S.C. Section 1007 by a fine of not more than \$5000.

Your Signature: \_\_\_\_\_  
 (To be signed in the presence of a Notary)

**NOTARIZATION**

This form needs to be "Notarized" for signature verification. This can usually be done at a bank.

**Please Note:** The FBI will NOT accept any submissions whose Expiration of Commission is going to expire within 90 days of submitting fingerprint materials. Please double check the expiration date of the person notarizing your form.