

Criminal History Record



The information in this document is intended for U.S. citizens applying for the Japan Exchange and Teaching Program. Please read and follow these instructions carefully in order to correctly submit your criminal history record.

Requesting a Criminal History Record

There are two methods by which an applicant can provide a criminal history record: by applying directly to the FBI or by using an FBI-approved channeler (a private company authorized by the FBI to provide background checks using the FBI database). Learn more about each method below:

	FBI Criminal History	FBI-Approved Channelers
How to request a criminal record	Applicants complete an application form (Form I-783 available on the FBI website), have fingerprints taken, and provide payment. These documents must be sent together to the FBI. IMPORTANT: When completing the application form, the purpose for requesting must be listed as "Live, work, or travel in a foreign country."	The FBI website lists 13 approved channelers, but not all are able to provide a criminal record for the purpose of overseas employment. Additionally, information provided below will vary by channeler, so you must contact the channeler(s) to see what options are available near you.
Fingerprints	Applicants can use either a rolled-ink or LiveScan (electronic) method. Contact police stations or private companies in your area to see what options are available. The official fingerprint card can be downloaded from the FBI website. Fingerprinting often represents a separate cost from the application fee indicated below.	Channelers may have in-house fingerprinting services or may require you to send a completed fingerprint card to them. Please contact the channelers for details. Fingerprinting may represent a separate cost from the application fee or may be included in the fee listed by the channeler.
Processing	10 - 12 weeks	2 days - 3 weeks
Fee to Apply	\$18 (plus fingerprinting costs. See above)	~\$40-\$100
Document Type	The FBI will provide a criminal record in the mail in a large orange envelope with a clear window showing the applicant's name and address. NOTE: In some cases, applications may be rejected (poor quality of fingerprints, etc.) If you receive an envelope from the FBI that does not appear as indicated above, this is a rejection notice. Please open it immediately. You will need to make a new request for a criminal history record.	Some channelers only offer a download option or an option which must be emailed or remotely accessed online by a third party (such as the JET Office). The JET Program Office does not accept electronic documents, so you must provide a hard-copy. <i>Note: As of fall 2016, 3M Cogent Systems, Daon Trusted Identity Services, and Morpho Trust do not issue FBI background checks for the purpose of foreign employment. Please avoid using these companies.</i>
Where to send results	Applicants should direct results to be sent to themselves. When you receive the results, DO NOT OPEN THEM. Send the unopened results to your interview location. Also, see NOTE above.	All channelers require that the results be sent back to the individual requesting them. When you receive the results, DO NOT OPEN THEM. Send the unopened results to your interview location.
Website	https://www.fbi.gov/services/cjis/identity-history-summary-checks	https://www.fbi.gov/services/cjis/identity-history-summary-checks/list-of-fbi-approved-channelers-for-departmental-order-submissions