FBI Background Check

The information in this document is intended for U.S. citizens applying for the Japan Exchange and Teaching Program.

Requesting an FBI Identity History Summary Check
Applicants can obtain this by applying directly to the FBI or by using an FBI-approved channeler. <u>You must request a hard copy of your results</u>. Electronic background checks (including printed copies of electronic checks) will not be accepted.

Applicants who have lived in another country other than Japan for at least 12 consecutive months during the preceding five years must submit a criminal record from that country as well.

	FBI Identity History Summary Check Electronic Request *or* Request by Mail		FBI-Approved Channelers
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
Processing	3-5 business days	14-16 weeks	2 days- 3 weeks
Fee	$18 (plus fingerprinting costs)		~$40-$100
How to Request	Applicants complete the Applicant Information Form on the FBI website. Submit fingerprints electronically via a third party or a hard-copy by mail. Submit payment online.	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.	The FBI website lists 13 approved channelers, however not all are able to provide a criminal record for the purpose of overseas employment or hard copies of the background check. Additionally, information provided below will vary by channeler, applicants must contact the channeler(s) to see what options are available.
	<u>Important</u>: When completing the application form, the purpose for requesting must be listed as **"Live, work, or travel in a foreign country."**		
Fingerprints	Applicants can use either a rolled-ink or live scan (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. **This often has a separate cost from the application fee indicated above.** Send the fingerprints with your application (for mail requests) or email confirmation (for electronic requests) to the FBI. <u>Note</u>: The JET Program Office cannot submit live scan requests or provide ORI numbers.		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.
Document Type	The JET Program Office does not accept electronic documents, so you must provide a hard-copy. The FBI will provide a criminal record in a large orange envelope with a clear window showing the applicant's name and address. <u>Note</u>: 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.		The JET Program Office does not accept electronic documents, so you must provide a hard-copy. *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.*
Where to send results	Applicants should have their results mailed to their personal mailing address. When you receive the results, **<u>DO NOT OPEN THEM</u>**. The JET Program Coordinator from your interview location will provide you further information about how to submit the unopened results.		All channelers require that the results be sent back to the individual requesting them. When you receive the results, **<u>DO NOT OPEN THEM</u>**. The JET Program Coordinator from your interview location will provide you further information about how to submit the unopened results.