

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. The check must be issued after September 1st, 2019 in order to be acceptable for the 2020 JET Program Application. Emailed/printed PDF's 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.

Candidates who are seeking Early Departure consideration or who have a criminal background need to submit an FBI Background Check by the time of their interview. All other candidates should wait until they receive their acceptance notification to begin requesting their background checks.

FBI Identity History Summary Check <i>Electronic Request</i> <i>or</i> <i>Request by Mail</i>		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
Fee	\$18 (plus fingerprinting costs)	
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 Form I-783, available on the FBI website, have fingerprints taken, and provide payment. Mail these documents together to the FBI.
	Note: When completing the application form, the purpose for requesting must be listed as "Live, work, or travel in a foreign country."	
Fingerprints	Using the official fingerprint card (downloaded from the FBI website), applicants can use either a rolled-ink or live scan (electronic) method for fingerprints. Contact police stations or private companies in your area to see what options are available. Fingerprints are often 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.	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.
	Note: The JET Program Office cannot submit live scan requests or provide ORI (employer) numbers.	
Accepted Background Check Formats	<ul style="list-style-type: none"> Unopened hard copies in the original envelopes (recommended) <i>or</i> Electronic background checks submitted by providing the e-mail from the FBI which gives access to download the background check from the FBI website directly, including the link and the pin. Electronic Background checks are only available for 90 days, so JET applicants choosing to submit via this option must plan accordingly. For early departure candidates, the background check must be accessible both at the time of your interview and on 2/18. For regular departure candidates, Background Checks will not be accepted until after JET Program acceptance notifications are given. Note: Opened hard copies and PDFs that are e-mailed or printed and sent to the JET Program Office will not be accepted.	
Where to send results	For hard copies, applicants should have their results mailed to their personal mailing address. When you receive the results, DO NOT OPEN THEM. The JET Program Coordinator from your interview location will provide you further information about how to submit the unopened results or electronic background checks.	