

FBI Identity History Summary 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 February 22nd, 2024 in order to be acceptable for the 2024 JET Program's Sports Exchange Advisor (SEA) 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 have a criminal background need to submit an FBI Background Check ideally by the application deadline, Friday, April 5th. In the case the applicant is unable to obtain their Criminal Record by the deadline, a document proving that they have applied will be accepted. In this instance, the background check itself must be submitted by Monday, April 15th. All other candidates should wait until notification results to begin requesting their background checks.

★ Due to the nature of the application window and timeline, the JET Program USA Office highly recommends making an **Electronic Request** and obtaining a digital copy of the FBI Background Check over a hard-copy submission.

FBI Identity History Summary Check			FBI-Approved Channelers
	Electronic Request (recommended)	or Request by Mail	
Website	FBI Identity History Summary Checks		List of Approved FBI Channelers
Processing	3-5 business days	2-4 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 Form I-783, available on the FBI website, have fingerprints taken, and provide payment. Mail these documents together to the FBI.	The FBI website lists approved channelers, however not all are able to provide a criminal record for the purpose of overseas employment. The information provided below will vary by channeler. Applicants must contact the channeler(s) to see what options are available.
	<i>Note: When completing the application form, if asked for the purpose of requesting the background check, put "Live, work, or travel in a foreign country."</i>		
Fingerprints	Using the official fingerprint card , applicants can use either a rolled-ink or live scan method for fingerprints. Contact police stations or private companies in your area to see what options are available. Your local USPS may also have digital fingerprinting services (ensure the USPS location offers this service). 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.
	<i>Note: The JET Program Office cannot submit live scan requests or provide ORI (employer) numbers.</i>		
Accepted Background Check Formats	<ul style="list-style-type: none"> Unopened hard copies in the original envelopes; or Electronic background checks (recommended) submitted by forwarding the e-mail from the FBI which gives access to download the background check from the FBI website directly (link and the pin). Electronic Background checks have limited viewing availability, so SEA applicants choosing to submit via this option must plan accordingly. <p><i>Note: The JET Program USA Office will provide applicants with further instructions about how to submit the hardcopy results or electronic background checks.</i> For hard copies, applicants should have their results mailed to their personal mailing address. <i>Please note that hard copies that are already opened and PDFs that are e-mailed or printed and sent to the JET Program Office will not be accepted.</i></p>		