

How to Obtain a Personal Criminal History Record Report

All applicants applying for an educator credential issued by the District of Columbia’s Office of the State Superintendent of Education (OSSE) are required to submit a **Personal Criminal History Record (PCHR)** report when filing their application. To obtain a copy of your PCHR report, you must submit a request directly to the FBI’s Criminal Justice Information Services (CJIS) Division or submit a request through an FBI approved “channeler” agency that has the ability to provide any United States citizen or legal permanent resident the right to request a copy of their own personal FBI criminal background check. PCHR reports must be issued within the previous 12 months from the date an application is submitted and shall remain valid with OSSE for a period of up to four (4) years from the date the report was generated.

***Special Note:** Applicants currently employed and that have been recently fingerprinted by the DC Public Schools (DCPS) as their current employing agency will not need to submit a PCHR report, because the DCPS agency provides OSSE with automated access to their employee’s clearance results. Current employees will need to confirm with the DCPS Office of Human Resources that their record has been made available to OSSE.

A. Requesting your report through an F.B.I. approved channeler agency

Below is a list of FBI approved channeler agencies that receive fingerprint submission and other relevant data and forwards that information to the FBI’s CJIS Division to receive your report results for dissemination back to you as the requester. **To use a channeler, you must be a U.S. citizen or legal permanent U.S. resident.** In most cases, when using a channeler agency you may expect to receive your results in just a few days.

When contacting these agencies, be prepared to:

1. Complete an initial registration process.
2. Find a local fingerprinting location to visit using that channeler agency’s website.
3. Inform the channeler agency that you are requesting a report for ‘*Personal Review*’.
4. Schedule a date to have your fingerprints collected.
5. Receive your results back in the time as specified by the channeler agency.
6. Once you receive your results, you must upload ALL pages of that report when submitting your online application.

LIST OF FBI APPROVED CHANNELER AGENCIES

3M Cogent Systems www.cogentid.com (614) 718-9691	Accurate Biometrics www.accuratebiometrics.com (773) 685-5699 Schedule fingerprinting	Biometrics4All, Inc. www.applicantservices.com (714) 568-9888 Schedule fingerprinting
Daon Trusted Identity Services, Inc. www.daontis.com/fl/index.html (703) 797-2562	Fieldprint, Inc. www.fieldprint.com/FBI (877) 614-4364 Schedule fingerprinting	Inquiries, Inc. www.inquiriesinc.com (866) 987-3767 Schedule fingerprinting

How to Obtain a Personal Criminal History Record Report Continued

LIST OF FBI APPROVED CHANNELER AGENCIES (cont'd)

MorphoTrust www.IdentoGO.com/FBICheck (877) 783-4187 Schedule fingerprinting	National Background Check, Inc. www.nationalbackgroundcheck.com (877) 932-2435 Schedule fingerprinting	National Credit Reporting www.myFBIreport.com (800) 441-1661 Schedule fingerprinting
SureID, Inc. www.sureid.com (855) 531.5827	Telos Identity Management Solutions, LLC https://enroll.idvetting.com (800) 714-3557	TRP Associates, LLC dba ID Solutions www.trpassociates.net (877) 885-1511
VetConnex www.vetconnex.com (952) 224-8656 Schedule fingerprinting		

(This information is accurate as of August 2016)

B. Requesting your report directly from the F.B.I.

If you wish to submit a PCHR request directly to the FBI as an individual, or if you are not a U.S. citizen or legal permanent U.S. resident, or you are outside of the U.S., you must follow the steps below. Making a request using this method will take approximately 12 to 14 weeks to process.

1. Complete the FBI's [Applicant Information Form](#).
2. Obtain a set of your personal fingerprints. Your fingerprints should be placed on a [standard fingerprint form \(FD-258\)](#) commonly used for applicant or law enforcement purposes. The FBI will accept FD-258 fingerprint cards on standard white paper stock.
3. Submit payment by credit card or by money order or cashier's check in the amount of \$18.00.
4. Make sure to provide/submit all required information to ensure that your request is properly processed.
5. Mail your request and other required documents to:
FBI CJIS Division – Summary Request
1000 Custer Hollow Road
Clarksburg, WV 26306
6. Once you receive your results, you must upload ALL pages of that report when submitting your online application.

For more information, please visit the FBI's website at: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.