



Dear Prospective Adoptive Parent(s):

To obtain an FBI background clearance you must submit:

1. A completed cover letter (fill out enclosed cover letter for each applicant)
2. A release of information form (fill out enclosed release for each applicant)
3. Proof of identity, which consists of a set of your fingerprints (original card, no copies) with your name, date of birth, place of birth, address, height, weight, eye color, hair color, social security number and employer. Fingerprints should be placed on a standard fingerprint form (FD-258) commonly used for applicant or law enforcement purposes. Have your fingerprints taken by a fingerprinting technician at CCBI or Law Enforcement Agency.
4. Include \$18 U.S. dollars (per applicant) in the form of a money order or certified check, made payable to the Treasury of the United States.

Be sure to sign and date where required!

Mail items 1, 2, 3 and 4 to the following address:

**FBI CJIS Division – Record Request
1000 Custor Hollow Road
Clarksburg, West Virginia 26306**

Please note: if any of the above items are missing or incomplete, the request will be returned.

Allow approximately 8-10 weeks for processing, upon receipt to the FBI. Send these in such a way that allows you to track delivery & receipt.

Homestudies will not be approved until final clearance has been received by the agency.

Thank you,

A Child's Hope

Date: _____

Requestor Name: _____

Requestor Address: _____

Attention Record Request:

I, _____, am requesting a criminal history background check for adoption pursuant to NCGS 114-19.7 & 48-3-309. Please mail the results of the check to the following address.

PLEASE EXPEDITE – ADOPTIVE PLACEMENT PENDING!

**A Child's Hope
434 Fayetteville Street, Suite 1860
Raleigh, NC 27601**

If you have any further questions, please contact me at:

Telephone: _____ Email: _____

Sincerely,

(Date)

The Federal Bureau of Investigation
C.J.I.S. Division
Record Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

To Whom It May Concern:

I, _____, am requesting a criminal history background check as a part of the process of our pre-adoptive homestudy for adoption pursuant to NCGS 114-19.7 & 48-3-309. Please mail the results of the check to the following address:

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**A Child's Hope
434 Fayetteville Street, Suite 1860
Raleigh, NC 27601**

This letter authorizes the release of the results to A Child's Hope.

Sincerely,

(Signature)

(Date)

Date: _____

Requestor Name: _____

Requestor Address: _____

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