
FBI Name Checks for Fingerprint Submissions Rejected Twice Due to Image Quality

When can I request a Name Check?

A Name Check can be requested when the fingerprints have been rejected twice for image quality by the FBI's Criminal Justice Information Services (CJIS) Division.

Who can request a Name Check?

The Name Check is limited to state, federal, and regulatory agencies that already have legal authority to submit fingerprints for non-criminal justice purposes.

If you have submitted fingerprints as part of the Departmental Order Process, please refer to this site: www.fbi.gov/about-us/cjis/identity-history-summary-checks

How do I get the Name Check procedure started?

Complete the attached Name Check request form and submit via one of the following methods:

- Fax: (304) 625-5102
- Email: CKNAMECHECK@FBI.GOV
- Mail:
 - FBI CJIS Division
 - Attn: Name Check Request
 - 1000 Custer Hollow Road
 - Clarksburg, WV 26306

What do I need to include with my Name Check request?

- Reason for request: Adoption, Foster Care/Child Placement, Double Amputee, or Other. (Double amputee requests also require a fingerprint card with "AMP" stamped in each fingerprint block and all biographic data completed on the card.)
- The Originating Agency Identifier (ORI) of the agency and corresponding address.
- Contact information for the agency including agency preference for receipt of the results, either by fax or email.
- The Transaction Control Number(s) [TCNs], name, date of birth, sex, and race from the rejected fingerprint submissions. (Exception: TCNs are not required for double amputee requests.)

NOTE: If a candidate is identified to an existing criminal record, the requesting agency will be provided with a copy of the Identity History Summary Report (IdHS).

Is there a time limit for obtaining these Name Checks?

Yes. The Name Check request must be submitted within 90 days of the last rejection date. The first rejection must be within 1 year prior to the second rejection.

Who can I contact if I have further questions about the Name Check process?

Should you have any questions, please contact the Biometric Services Section (BSS) Customer Service line at (304) 625-5590 between the hours of 8:00am and 5:00pm Eastern Standard Time, Monday through Friday. You may also call the Name Check informational line at (304) 625-9450 that will provide you with the date that the FBI is currently processing as we process in order received.

CJIS NAME CHECK REQUEST

*Reason for Request:

- Adoption
- Foster Care/Child Placement
- Double Amputee
- Other (employment, licensing, etc.)

Please complete this form to request a name check. Please be advised that an individual's fingerprints must be rejected twice for image quality prior to requesting a name check. **PLEASE TYPE OR PRINT CLEARLY**

*ORI of State/Federal/Regulatory Agency: _____

*Name and Address of requesting agency:

Name: _____

Address: _____

*Your agency's Point of Contact (POC) for the response: _____

*Phone number of POC: _____

*Choose your preferred method of receiving responses:

Fax number of POC: _____

Email address: _____

PLEASE COMPLETE ALL OF THE ABOVE FIELDS

Subject of Name Check

*Two TCN's (E#s) of the subject's fingerprint submission:

(1) _____ (2) _____

*Name: _____ Alias: _____

*Date of Birth: _____ Place of Birth: _____ *Sex: _____ *Race: _____

Social Security Number: _____ Miscellaneous Number: _____

State Identification Number: _____ OCA: _____

***Please note the asterisked fields are required for Name Check searches. The results provided will be the result of the biographic information included in the original fingerprint submission.**