



# **IDENTITY HISTORY SUMMARY REQUEST FORM**

**Office Location:  
217 Miracle Strip Parkway, STE 124  
Fort Walton Beach, Florida 32548**

**Phone: 850-462-2416  
OFFICE HOURS: MON – FRI 10 AM to 5 PM  
Weekends by Appointment Only**

Have questions, feel free to call us!

## IDENTITY HISTORY SUMMARY REQUEST FORM

**Information** \* *Denotes Required Fields*

*Last Name	*First Name
Middle Name 1	Middle Name 2

*Date of Birth:	*Place of Birth:	*U.S. Citizen or Legal Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No
*Country of Citizenship:	Country of Residence:	Prisoner Number (if applicable):
*Last Four Digits of Social Security Number:		

*Race (please check appropriate box): <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Caucasian <input type="checkbox"/> Native American <input type="checkbox"/> Unknown	
*Sex (please check appropriate box): <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	

**Address**

C/O	ATTN
*Address	
*City	*State
*Postal (Zip) Code	*Country
Phone Number	E-Mail

**Payment Enclosed:** (please check appropriate box)

CERTIFIED CHECK       MONEY ORDER       CREDIT CARD FORM

*You may request a copy of your own Identity History Summary to review it or obtain a change, correction, or an update to the summary. This is not a national background check and may not include information from state repositories which would be included on an employment background check. If you are requesting a background check for employment or licensing within the U.S., you may be required by state statute or federal law to submit your request through your state identification bureau, the requesting federal agency, or another authorized channeling agency.*

\* **REQUESTOR SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRIVACY ACT STATEMENT**

The FBI's acquisition, retention, and sharing of information submitted on this form is generally authorized under 28 USC 534 and 28 CFR 16.30-16.34. The purpose for requesting this information from you is to provide the FBI with a minimum of identifying data to permit an accurate and timely search of FBI identification records. Providing this information (including your Social Security Account Number) is voluntary; however, failure to provide the information may affect the completion of your request. The information reported on this form may be disclosed pursuant to your consent and may also be disclosed by the FBI without your consent pursuant to the Privacy Act of 1974 and all applicable routine uses.

**PAPERWORK REDUCTION ACT STATEMENT:**

Under the Paperwork Reduction Act, you are not required to complete this form unless it contains a valid OMB control number. The form takes approximately 3 minutes to complete.



**National  
Background  
Information**

## ORDER AND DISCLAIMER

Promo Code

FBI Criminal Report \$ \_\_\_\_\_  
Shipping \$ \_\_\_\_\_  
Additional Copies \_\_\_\_\_ @ \$9.00 each \$ \_\_\_\_\_  
Quantity  
**\*\*Total FBI Report Payment** \$ \_\_\_\_\_

### Delivery and Handling Options

- Online (Internet) Access - Free
- USPS First Class Mail (No tracking) – \$3.00 \*
- USPS Priority Mail (2-3 Day Delivery) – \$18.00 \*
- FedEx (Overnight Delivery) – \$55.00 \*

*\* Mailing price includes FBI Report on  
tamper-proof paper*

### Payment Type

- Cashier's Check     Money Order     Credit Card (Include Credit Card Authorization form)

### Please check one box

**\*\*Pricing does include fingerprint rolling fees for mailing ink cards, or live scan fees for electronic submissions.  
Signed Identity History Summary Request Form and this form must be included with order.**

## FBI Criminal Report Disclaimer

I declare under penalty of perjury under the laws of the United States of America that the enclosed fingerprint impression is that of the person completing this form, and that all of the information submitted on the **FBI Criminal Report Request** form is true and correct.

Applicant acknowledges that information sent through electronic mail, United States Mail, and courier service is not secure. Applicant further acknowledges that NCR may not alter any of the information contained in the FBI report, even if there are obvious errors. Applicant waives, disclaims, and holds NCR harmless from and against any inadvertent disclosure of Applicant's FBI report and from any inaccuracies contained within said FBI report, provided that nothing herein affects any intentional, wrongful disclosure of Applicant's FBI report or the contents thereof.

If you have a criminal history record, you have the opportunity to complete or challenge the accuracy of the information in the record. You should be afforded a reasonable amount of time to correct or complete the record. The procedures for obtaining a change, correction, or updating of your FBI criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.34. Information on how to review and challenge your FBI criminal history record can be found at [www.fbi.gov](http://www.fbi.gov) under "Services" and then "Identity History Summary Checks" or by calling (304) 625-5590. For more information regarding the Privacy Act, you can go to the National Background Information website at <https://www.nbinformation.com/forms> under Forms & Procedures and view and/or download a copy of the Applicant's Privacy Rights.

Applicant's Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_