

FBI Identity History Summary Checks

Below is an overview of how to request your Identity History Summary (IHS) from the FBI and how to obtain and submit fingerprints. **Please visit the FBI website for current and complete guidance on obtaining your IHS.**

FBI website: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>

Overview

Option 1: Electronically Submit Your Request Directly to the FBI

Visit the FBI website above to submit your request (except fingerprints).

Obtain a Set of Your Fingerprints:

If you submit a request electronically directly to the FBI, you may go to any of the 81 participating [U.S. Post Office locations](#) nationwide upon completion of your request to submit your fingerprints electronically as part of your request. Additional fees may apply.

Fingerprints taken with ink or via live scan are acceptable also. Locations that can capture fingerprints electronically (Live Scan) and with ink are available on the State of California Department of Justice website: <https://oag.ca.gov/fingerprints/locations?county=Stanislaus>. It is best to call ahead to make sure the entity can accommodate your request. If your fingerprints are taken via a live scan device, a hard copy must be generated so the fingerprint card can be mailed to the FBI.

If you choose not to use a U.S. Post Office location to submit your fingerprints electronically, then you may still mail your completed fingerprint card, along with your confirmation email, to the address listed on your confirmation email. 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.

Option 2: Submit Your Request Directly to the FBI via the Mail

Visit the FBI website above, print out and complete the [Applicant Information Form](#)

Obtain a Set of Your Fingerprints:

Fingerprints taken with ink or via live scan are acceptable. 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.

Locations that can capture fingerprints electronically (Live Scan) and with ink are available on the State of California Department of Justice website: <https://oag.ca.gov/fingerprints/locations?county=Stanislaus>. It is best to call ahead to make sure the entity can accommodate your request. If your fingerprints are taken via a live scan device, a hard copy must be generated so the fingerprint card can be mailed to the FBI along with the signed applicant information form and fee.

Mail the required items listed above—signed applicant information form, fingerprint card, and payment for each person to the following address:

FBI CJIS Division – Summary Request
1000 Custer Hollow Road
Clarksburg, WV 26306