

## SAMPLE LETTER REQUESTING A FBI CRIMINAL BACKGROUND CHECK

July 30, 2005

FBI  
CJIS Division  
1000 Custer Hollow Rd.  
Clarkburg, WV 26306

RE: FREEDOM OF INFORMATION ACT REQUEST

To Whom It May Concern:

This is a Privacy Act Request. I would like to receive a copy of my criminal record from the FBI. The following information should assist you in your search for my records.

Full Name: John George Smith  
Date of Birth: 1/1/1970  
Social Security Number: 123-45-6789  
Place of Birth: Detroit, Michigan, U.S.A.

I have enclosed my fingerprints and a certified check or money order for \$18.00 made payable to the Treasurer of the United States. **[Note:** If you cannot afford the \$18.00 fee, you need to include a notarized affidavit stating you are unable to pay.]

Please send a copy of my criminal record to me at the following address:

2001 Some St., NW  
Detroit, Michigan 12345

In case you have any questions, you can reach me at 123-456-7890.

Thank you in advance for your prompt reply.

Sincerely,

John George Smith

### **"Privacy Act Request":**

Write this both in the letter and on the envelope underneath your return address.

### **Also Include:**

- A \$18 money order made out to "Treasurer of the United States" or a notarized affidavit that you are unable to pay.
- A set of fingerprints.