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**ATTN: ONLY TO BE USED BY CANDIDATES  
APPLYING FOR ENTRANCE TO OUR LADY OF  
GUADALUPE SEMINARY**  
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## **FBI IDENTIFICATION RECORD REQUEST**

*You will need to request an identification check from the Federal Bureau of Investigations. If you live outside of the United States, you will need to obtain a check from your national policy agency.*

*For the national FBI check, please complete the following:*

1. Complete the FBI cover letter. (*you can access a copy at [www.fsspolgs.org/cover.pdf](http://www.fsspolgs.org/cover.pdf)*). Be sure to add the seminary address as the location where the results should be mailed to: *FSSP Vocations Office, 7880 West Denton Road, Denton, NE 68339.*
2. Take a copy of the fingerprint form ([www.fsspolgs.org/fingerprint.pdf](http://www.fsspolgs.org/fingerprint.pdf)) to your local law enforcement office and have a fingerprinting technician assist you with its completion. Your law enforcement agency may wish to use their own fingerprint form, which the FBI will accept.

Be sure to bring along valid photo identification and a document which reflects both a date and place of birth (ie. birth certificate).

3. Obtain a money order or certified check, made out to “*Treasury of the United States,*” in the amount of \$18.00.

If you wish to pay the FBI by credit card, you will need to use their payment form (*you can access a copy at [www.fsspolgs.org/creditcard.pdf](http://www.fsspolgs.org/creditcard.pdf)*). They will not accept cash or personal checks and they will not use credit card payments for expedited mail services.

4. Mail the cover letter, fingerprint form, and payment to:

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

If you are missing any of the necessary components or the fingerprints taken are not to FBI specifications, they will return your request unprocessed. Please note that it can take the FBI several weeks to complete a records check (*however we generally receive them in 3-4 weeks*).