

FBI RECORDS CHECK

U.S. citizens may be asked to present a "certificate of good conduct" or "lack of a criminal record" for a variety of reasons for use abroad including employment, residency, adoption, school attendance. The U.S. Embassy cannot provide criminal record information for individuals who have visited or resided in the United States. However, these records can be requested of the Federal Bureau of Investigation (FBI) in Washington, DC. The Criminal Justice Information Services (CJIS) Division of the FBI centralizes criminal justice information and provides accurate and timely information and services to local, state, federal, and international law enforcement agencies, the private sector, academia, and other government agencies.

HOW TO MAKE THE REQUEST: The subject of an identification record may obtain a copy of their **Criminal History Summary** by submitting a written request to the CJIS. Address: 1000 Custer Hollow Road, Clarksburg, WV 26306, Attention: Special Correspondence Unit. Tel: 001(304) 625-3878; Fax: 001 (304) 625-5102. The request must be accompanied by satisfactory proof of identity, consisting of name, date and place of birth, and a set of roll-inked fingerprint impressions. You must also include your complete mailing address. If you have a deadline (e.g., an immigration deadline), please include the deadline in your cover letter and on the outside of the envelope. Please note that the FBI will not provide copies of arrest records to individuals other than the subject of the record.

FBI RECORD PROCESSING FEE: There is a processing fee in the amount US \$ 18. Payment may be made through a certified check or money order payable to the Treasury of the United States, or by credit card. For additional information about credit card payment and sample of letter of request, you may wish to visit the [FBI website](#).

HOW TO TAKE YOUR FINGERPRINTS: A set of your fingerprints (original prints, no copies), with your name, date of birth and place of birth should be placed on a standard fingerprint form (FD-258) , available on the [FBI website](#) or at the US Embassy in Lisbon, Consulate in Ponta Delgada, Azores (Phone: 296 282 216). You may take your own fingerprints, have them taken at a local police station, or have them taken at the U.S. Embassy COOP for 60,00 Euros. To set up an appointment, call 21-770 2378 Mondays and Fridays from 1:00pm to 4:00pm and Tuesdays, Wednesdays and Thursdays from 9:00am to 12:00pm. By email: cooplisbon@state.gov or gomesmm@state.gov

HOW TO CERTIFY YOUR FBI RECORD FOR USE IN PORTUGAL: Portuguese authorities may require authentication of the original FBI record and its translation.

The CJIS Division will authenticate fingerprint search results for international requests by placing the FBI seal and the signature of a division official on the results if requested at the time of submission. Documents prepared in this way may then be sent to the U.S. Department of State by the requester to obtain an apostille if necessary. An apostille is a certification that a document that has been "legalized" or "authenticated" by the issuing agency through a process in which various seals are placed on the document.

Alternatively, the Portuguese Consulate in Washington can also authenticate the original document and make the translation and/or certify the translation.

Their fees are as follows:

- Original FBI record certification: US \$25.57
- Translation certification: US\$ 33.40
- Translation and its certification: US\$ 44.62 (should you choose to have the Portuguese Consulate do the translation)

Payments must be made by Certified Check or Money Order.

Please contact the Portuguese Consulate (Tel: 001-202-350-5498) before sending your request.

Address: 2012 Massachusetts Avenue, NW Washington, D.C. 20036.

NOTE: Fees are subject to change without notice.