



American Embassy

Bangkok, Thailand

American Citizen Services Unit
95 Wireless Road
Bangkok 10330

Telephone: (66) 2-205-4049, Fax: (66) 2-205-4103

Website: <http://bangkok.usembassy.gov>

REQUESTING A U.S. CRIMINAL RECORD 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 adoption, school attendance, employment, etc.

To request a U.S. criminal record check, follow these steps:

1. **Research if the country or the organization requesting the records requires the documents to be authenticated.** Your findings will help you determine how to proceed.
2. **Request your criminal record.**

Option A: Local/State Police

Contact the local or state police department where you reside or last resided in the USA; request that the police conduct a local or state criminal records search and provide you with a document reflecting that there is no history of a criminal record. If fingerprinting is required, see option B, below. Please note that local or state police departments may require your *personal appearance* in order to conduct a search and there is an extra step involved in authenticating local or state records versus FBI records.

Option B: Federal Bureau of Investigation (FBI)

Obtain a blank fingerprint card from the U.S. Embassy or print Form FD-258 (<http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/fd-258-1>) on standard white paper stock and take it to the Thai Police Clearance Service Center for inking (<http://www.pcscenter.sb.police.go.th/eng/#>).

Complete an FBI Applicant Information Form (<https://forms.fbi.gov/identity-history-summary-checks-review/q384893984839334.pdf>). Mail the information form, the fingerprint card, and \$18 via credit card payment form (<http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/credit-card-payment-form>) or a certified check or money order made out to the **Treasury of the United States** to:

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

Allow 12 weeks for processing and be sure to include a phone number or email address where the FBI can reach you with any questions.

3. If Required: Get your criminal records authenticated

Option A: U.S. Embassy Bangkok, American Citizen Services (ACS)

Make a notary appointment on the ACS website: <http://bangkok.usembassy.gov/service.html>. Bring the local, state or FBI criminal record check results to ACS. Complete a blank affidavit that attests to the validity of the records and have the affidavit notarized for a fee. **Important: This often satisfies requirements in Thailand, but it is not a legal authentication and may not satisfy your specific requester or organization.**

Option B: Local/State Police with/without U.S. Department of State Authentications Office

Submit the criminal record check results to the Secretary of State in the same state where the check was conducted and request authentication. Every state has different procedures. Secretary of State authentication may satisfy your requirements or you may need to take the additional step of having the document further authenticated by the U.S. Department of State Office of Authentications (see below).

Option C: FBI with/without U.S. Department of State Authentications Office

When requesting your Identification Record from the FBI, **ask that it be authenticated with the FBI seal for international use.** FBI authentication may satisfy your requirements or you may need to take the additional step of having the document further authenticated by the U.S. Department of State Office of Authentications (see below).

U.S. Department of State Authentication

To request U.S. Department of State authentications service, submit: 1.) Form DS-4194 (<http://www.state.gov/documents/organization/183033.pdf>). 2.) The *original* document with an official's original and/or stamped signature with the raised and/or stamped seal of the federal or state agency, 3.) A fee of \$8 per document in the form of a check or money order made out to the **U.S. Department of State**, and 4.) A self-addressed prepaid envelope. Be sure to indicate where the document will be used, which will determine if the Authentications Office issues an Authentications Certificate or an Apostille. Note that the U.S. Department of State will only authenticate documents that have already been authenticated by the issuing organization and bear an original seal; local or state documents must be certified by the Secretary of State from the state in which the documents were recorded. Mail the complete packet to:

Office of Authentications
U.S. Department of State
CA/PPT/S/TO/AUT
1st Floor
1150 Passport Services PL
Dulles, VA 20189-1150

Additional Information

Travel.State.Gov—Criminal Records Checks:

<http://travel.state.gov/content/passports/english/abroad/legal-matters/criminal-record-check.html>

Department of State Office of Authentications: <http://travel.state.gov/content/travel/english/legal-considerations/judicial/authentication-of-documents/office-of-authentications.html>

FBI Identify History Summary Checks: <http://www.fbi.gov/about-us/cjis/identity-history-summary-checks>

Submitting and Identity History Summary Request to the FBI: <http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/submitting-an-identity-history-summary-request-to-the-fbi>

National Association of Secretaries of State Apostilles/Authentication Services: <http://www.nass.org/state-business-services/apostilles-document-authentications/>