

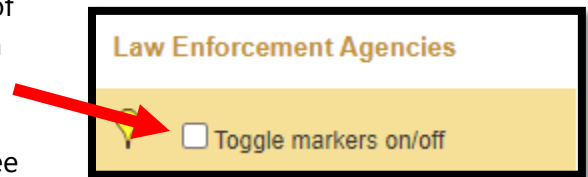
Obtaining an FBI Fingerprint and Background Check

The FBI requires two specific forms: **FD-258 (Fingerprint Form)** and **Form 1-783**. These forms are available on the [UMC Website in the Seminary Forms Section](#).

You are applying to the FBI for the Fingerprint and Background Check as an individual.

To locate FBI authorized fingerprint locations, click on the following link and enter your zip code: [National Background Information - Fingerprinting \(nbinformation.com\)](http://nbinformation.com) You will see options for LiveScan sites. LiveScan is more expensive but many of their sites offer full-service fingerprint and application online options.

Click on the checkbox for Toggle markers on/off to see local law enforcement agencies approved by the FBI to make your fingerprints:



Bring two copies of the FD-258 form with you to the FBI authorized location and have two sets of the fingerprint forms made. These will go to the FBI along with your application for a criminal background check.

Form 1-783 is the actual background check application. You must complete it.

There is an \$18 fee to submit all the information to the FBI. The FBI does not take checks. However, you can do this by credit card. The [FBI Background Check-Credit Card Payment Form](#) is available on Seminary, Seminary Forms section of the UMC website.

Complete the 1-783 and mail it with the two fingerprint cards (FD-258) and the completed FBI Background Check-Credit Card Payment Form to the FBI. The address is on the bottom of the application form:

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

The FBI indicates that the approval process takes two to four weeks. Plan accordingly. The UMC Education Committee cannot send your information for UMC Board approval until you have provided all the necessary information.