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FBI BACKGROUND CHECK OVERVIEW

It’s time to begin the process of applying for an FBI Background Check, a required document for your Spanish Student Visa. This process is only required for students who will be 18 years of age or older as of THURSDAY, JULY 7TH, 2022.

Please be sure to read this document in its entirety as it contains pertinent information regarding your immigration documentation and travel.

PASSPORT
A passport book is required for travel for your program.

If you:
• DO NOT HAVE A PASSPORT
• DO NOT HAVE A CURRENT PASSPORT THAT MEETS ALL VISA AND VALIDITY REQUIREMENTS
• HAVE NOT YET APPLIED FOR A PASSPORT
Please contact ip-visas@fsu.edu IMMEDIATELY.

If you already have your passport, please verify the following visa and validity requirements:
• Your passport has validity for at least 6 months beyond your planned return from Spain
• Your passport contains at least 2 blank visa pages

Processing times for passport applications are significantly delayed, so it is imperative that you apply for your passport as soon as possible.

If you are currently awaiting issuance of your passport, please contact us at ip-visas@fsu.edu. Please continue to submit all required documentation to FSU International Programs by the specified due dates – we will compile your application and send it for approval once all required documents have been received.

FBI BACKGROUND CHECK
The FBI Background Check is a nationwide criminal history report that certifies you have not committed any serious criminal offenses which could disqualify you from receiving a visa. International Programs contracts with FBI-approved Channeler, National Background Information (NBI) – it is essential that you complete your Background Check through this channeler as they provide the proper documentation requested by the Spanish Consulate.

FINGERPRINTING
Fingerprinting is a required step in your FBI Background Check. It is recommended that you complete your fingerprinting at a Preferred Live Scan Location authorized through NBI as these are the only locations that can transmit your fingerprints to the channeler.

To find a Preferred live Scan Location near you, visit NBI’s website HERE.

We recommend contacting the listed location via their listed phone number PRIOR to visiting the location in-person, to confirm operating hours and appointment availability.
If you are unable to locate a fingerprinting facility, please contact us at ip-visas@fsu.edu.

**SUBMISSION TO FSU IP**
Once you receive your FBI Background Check, you must mail the **ORIGINAL PHYSICAL COPY** to International Programs at the following address:

ATTN: Brianna Ratkiewicz  
FSU International Programs  
282 Champions Way  
Suite A5500  
Tallahassee, FL 32306-2420

When mailing FSU IP your FBI Background Check:
- **Your shipment MUST BE TRACKABLE**
- Please ensure that your shipment will arrive to International Programs by **MONDAY, MAY 9TH, 2022**

You may use the courier of your choice when mailing your background check to FSU IP, however, we recommend using UPS or FedEx to ensure accurate mailing times. Please be aware that using USPS First Class mail could result in significantly delayed mailing times.

**IMPORTANT WARNING**
Please be aware that any expenses incurred during the visa process are completely non-reimbursable by International Programs under any circumstance.

We MUST receive your FBI Background Check by **MONDAY, MAY 9TH, 2022**, in order for FSU International Programs to apply for your visa on your behalf.

If you are unable for any reason to submit your FBI Background Check by the deadline, please contact International Programs immediately at ip-visas@fsu.edu.
FBI BACKGROUND CHECK INSTRUCTIONS

FSU International Programs will not be able to reimburse fees paid towards a background check under any circumstances.

You will utilize the company, National Background Information (NBI), to complete your FBI Background Check and Fingerprinting. If you have any issues during this process, you MUST contact NBI directly at (800) 441-1661 or support@nbinformation.com.

FSU International Programs will NOT be able to advise on any issues related to the FBI Background Check or Fingerprinting process.

Please read and follow the instructions below to obtain your FBI Background Check:

1. Go to the website for National Background Information, found HERE.

2. Scroll to the bottom of the home page – in the box titled “Get Your Application Forms and Instructions Immediately” type and submit your email address. Picture below:

   ![Get Your Application Forms and Instructions Immediately](image)

   • All necessary documents will be sent to the email address you entered – if you do not receive the forms, check the “junk” or “spam” folders in your email, or submit your email address again.

3. Fill out the “FBI Criminal Report Request” first. All information entered in the application should be that of the student, not the parent(s) or guardian(s).

   • When selecting the shipping option, you must select USPS Priority Mail (not recommended) or FedEx Overnight Delivery. Using USPS First Class Mail will likely cause significant delays.

4. If you wish to pay with credit card, you must fill out the “Credit Card Authorization” form. The name on the credit card DOES NOT have to match the name on the Criminal Report Request. The total amount due will automatically generate at the bottom of the first page of the Criminal Report Request. Please ensure that the “total amount to be billed to the credit card” field matches this amount.

   • In order to help track your progress, please use promo code: FSU3.

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5. Find a fingerprinting location near you by visiting NBI’s site, HERE.

You’ll be able to search for a fingerprinting location by entering your city, state, or zip code OR by clicking on the state of your choice on the bottom of the page.

You have 2 options when selecting a fingerprinting location:

- **Preferred Live Scan Location (Recommended):** these are companies that work directly with National Background information and can upload and transmit your fingerprints and other documents virtually. Not all live scan locations are contracted with NBI, so it is important that you only utilize a live scan location if it is listed on NBI’s website.

  We recommend contacting the listed location via their listed phone number PRIOR to visiting the location in-person, to confirm operating hours and appointment availability.

- **Law Enforcement Agency:** if there are no Preferred Live Scan Locations in your area, you can also have your fingerprints taken at a local Law Enforcement Agency.

  You must fill out form FD-258 which will be included in the initial email from NBI, or can be accessed, HERE. Guidance on how to complete this form is included in this packet.

  We recommend printing out and bringing in personal copies of form FD-258 to be used for fingerprinting. When completing ink-rolled fingerprints, it is recommended you complete and submit two copies to prevent possible rejection of your background check request due to poor quality prints – please note there may be extra cost involved.

**Important:** When you arrive at a location for fingerprinting, you will be required to provide 2 forms of identification, one of which must be a government issued photo ID.

The following are acceptable forms of photo identification:

- State Issued Driver’s License
- State Issued Identification Card
- US Passport
- Work Visa (with photo)
- Military Identification Card

6. Once you have completed the FBI Criminal Report Request and fingerprinting, you will submit all documents to NBI

- If you utilized a Preferred Live Scan Location, all documents will be collected at the live scan location and submitted digitally to NBI.

- If you utilized a Law Enforcement Agency to complete the fingerprinting process, you must collect all documents and mail them to the following address:
National Credit Reporting  
ATTN: FBI Consumer Report Request  
6830 Via Del Oro, Suite 105  
San Jose, CA 95119

Please mail your fingerprints and documents to National Background Information using USPS Priority (*not recommended*) or FedEx trackable mail, as USPS First Class mail can cause significant delays in return time. **DO NOT fold your prints** – this may also result in rejection of your background check request.

If you have any questions or issues during this process, you **MUST** contact NBI directly at (800) 441-1661 or support@nbinformation.com
EXAMPLE FD-258 FORM

This form is only required if you are completing your fingerprinting at a Law Enforcement Office and will be submitted to National Background Information.

### Applicant

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>FBI</th>
<th>LEAVE BLANK</th>
</tr>
</thead>
</table>

**Signature of Person Fingerprinted**

**Signature of Official Taking Fingerprints**

**Student’s Signature Here**

**Student’s Home Address**

**Reason Fingerprinted**

"VISA APPLICATION"

### Fingerprints

1. L. Thumb
2. R. Index
3. L. Middle
4. R. Ring
5. L. Little

6. L. Thumb
7. L. Index
8. L. Middle
9. L. Ring
10. L. Little

[ FINGERPRINTS WILL BE TAKEN IN THIS SECTION BY AN OFFICIAL ]

### Miscellaneous

Left four fingers taken simultaneously: L. Thumb, R. Thumb, L. Index, R. Index.