

INSTRUCTIONS FOR FBI CRIMINAL CHECK

PLEASE READ ALL INSTRUCTIONS CAREFULLY

Current processing time for requests submitted electronically is estimated to be 48 hours upon receipt of the fingerprint card.

1. Go to <https://www.edo.cjis.gov>.
2. Follow the steps under “Obtaining Your Identity History Summary” to include submitting payment of \$18 through a redirected secure site to complete the payment process.
3. You will receive a response electronically **and** an option to receive a response by First-Class Mail via the U.S. Postal Service.
4. THERE ARE TWO OPTIONS TO COMPLETE YOUR FINGERPRINTING

OPTION A: Obtain and take the fingerprint card, your driver’s license and social security card to your local law enforcement office to obtain fingerprints. (Please note that if you live in Prince William County, VA, the Prince William County Police Dept. has waived the fee for Prince William County Fire and Rescue applicants. Their fingerprint office is located at 8406 Kao Circle, Manassas, VA 20110. Please immediately identify yourself as a Prince William County Fire and Rescue applicant.) Mail the fingerprint card and copy of confirmation email to:

FBI CJIS Division
ATTN: ELECTRONIC SUMMARY REQUEST
1000 Custer Hollow Road
Clarksburg WV 26306

OPTION B: You may visit a participating U.S. Post Office location to submit your fingerprints electronically as part of your request. You may go to any of the 88 participating U.S. Post Office locations nationwide upon completion of your request. Additional fees may apply.

Please note: Your electronic application status will indicate “INSUFFICIENT” until your fingerprints are received.

5. Submitting your results to Prince William County:

Electronic Results: Once you receive an email from CJIS with a link to your summary request forward, the ORIGINAL email to firerescuejobs@pwcgov.org.

We **can not** accept electronic results in any other format.

USPS Paper Results: If you receive your results via USPS mail, please forward the **sealed, unopened background check** to us at:

Prince William County Dept. of Fire and Rescue
Personnel Section
8494 Kao Circle
Manassas, VA 20110

We **can not** accept results that have been opened by the applicant.