

FREQUENTLY ASKED QUESTIONS

- **What is the processing time?** Once the Board receives the completed fingerprint cards from the applicant, the cards and the applicant's check are sent to the FBI. The results typically require at least two weeks. However, an applicant may have to repeat the process if the prints are smudged or cannot be read.
- **Can the Board share the results with someone other than me?** No. The record is confidential and cannot be reproduced, disseminate, e-mail or distribute the confidential record. The Board will ask for further information depending on the information received. The Board may provide a copy to the applicant.
- **Can I challenge the results?** Yes, keep in mind the fingerprint is associated with an arrest record rather than a name or other identifier. Results are extremely accurate.
- **Where can I get my fingerprints taken?** Local, county or state law enforcement agencies may take your fingerprints for a fee. Private companies offer a livescan service – check the business listings online or in the yellow pages. If finger prints are taken at a livescan site, please enclose either the card printed at the livescan sit or the acknowledgement form printed by the livescan.
- **Can I receive information from the Board about the FBI results over the phone?** No. **FAX?** No
- **Can I have a copy of my record for personal review?** You may obtain a copy of your FBI Identification Record by sending a request to: **Federal Bureau of Investigation**

CJIS Division

Attention: Record Request

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