

DEPARTMENT OF CORRECTION

CRIMINAL HISTORY REQUESTS

In accordance with federal regulations, the Idaho Department of Correction is unable to release any criminal history information to applicants. To obtain your personal criminal history, you will need to send the Federal Bureau of Investigation (FBI) the following:

1. A set of your fingerprints on a blue applicant card or other standard size fingerprint card. You can obtain a set of fingerprints from your local law enforcement agency. Depending on the agency there may be an additional fee for fingerprinting.
2. A clearly printed or typed letter requesting the criminal history check, the reason why the criminal history check is being requested, and a complete return address.
3. A cashier's check or money order (no cash or personal checks) for \$18.00 made out to the **US Treasury**.

Send the three (3) above items to:

FBI COMPLEX
ATTN SPECIAL CORRESPONDENCE UNIT
1000 CLUSTER HOLLOW ROAD
CLARKSBURG, WV 26306

If you need to contact the Special Correspondence Unit at the FBI, you can reach them at 1-304-625-3878.