

Criminal Record Check Guideline (U.S.A)



This is a direction on obtaining police clearance certificates from U.S.A

To obtain an FBI clearance:

1. Go to a local police station, FBI field office, or Immigration Service Center and **obtain a fingerprint form, fill out the form and get fingerprinted.**
2. **Mail the card with a certified cheque or money order for US\$18 made payable to the "U.S. Treasury" to the following address :**

FBI

CJIS Division

Attn: Special Correspondence - Mode - D2

1000 Custer Hollow Road

Clarksburg, West Virginia

26306 USA

3. Include a letter stating the request and reason for the FBI Clearance certificate. **You have to state your deadline or a date that you would expect to receive the clearance.**

To obtain a Local Police clearance:

A resident of the US can obtain a police clearance through their local police station.

For more information on how to get a criminal record from the United States, Americans should please contact the **American Citizen Services** section of the embassy of The United States of America at:

FAX : 82-2-397-4101

DSN FAX : 721-4101

E-mail: seoul_acs@state.gov

8:30 am until 12:00 noon, Monday through Friday.

Closed on American and Korean holidays

E-mail: American citizens in the Seoul area with specific problems that are not addressed on the ACS pages may **e-mail the American Citizen Services sections of the U.S. Embassy Seoul at seoul_acs@state.gov.** Please include your name, telephone number with area code and your address in Korea with zip code in your e-mail so that we may respond as appropriate.

All conditions above must be met, otherwise documents will be returned by regular postal service, even if funds or credit card information is provided to pay for courier service.