

**FBI RECORDS CHECK:** U.S. citizens may be asked to present a "certificate of good conduct" or "lack of a criminal record" for a variety of reasons for use abroad including employment, residency, adoption, school attendance. The U.S. Embassy cannot provide criminal record information for individuals who have visited or resided in the United States. However, these records can be requested of the Federal Bureau of Investigation (FBI) in Washington, DC. The Criminal Justice Information Services (CJIS) Division of the FBI centralizes criminal justice information and provides accurate and timely information and services to local, state, federal, and international law enforcement agencies, the private sector, academia, and other government agencies.

**HOW TO MAKE THE REQUEST:** The subject of an identification record may obtain a copy thereof by submitting a written request to the CJIS. Address: 1000 Custer Hollow Road, Clarksburg, WV 26306, Attention: Special Correspondence Unit. Tel: 001(304) 625-3878; Fax: 001 (304) 625-5102. The request must be accompanied by satisfactory proof of identity, consisting of name, date and place of birth, and a set of roll-inked fingerprint impressions. You must also include your complete mailing address. If you have a deadline (e.g., an immigration deadline), please include the deadline in your cover letter and on the outside of the envelope. Please note that the FBI will not provide copies of arrest records to individuals other than the subject of the record.

**FBI RECORD PROCESSING FEE:** There is a processing fee in the amount US \$ 18. Payment may be made through a certified check or money order payable to the Treasury of the United States, or by credit card. For additional information about credit card payment and sample of letter of request, you may wish to visit the FBI website <http://www.fbi.gov/hq/cjisd/fprequest.htm>

**HOW TO TAKE YOUR FINGERPRINTS:** A set of your fingerprints (original card, no copies), with your name, date of birth and place of birth should be placed on a standard fingerprint form (FD-258) , available on the FBI website or at the US Embassy in Lisbon, Consulate in Ponta Delgada, Azores (Phone: 296 282 216) or Consular Agency in Funchal, Madeira (Phone: 291 235 636). Fingerprints for US citizens can be taken at no charge at the Embassy. You must set up an appointment with the Consular Section by calling 21-770 2122 between 2:00pm and 4:00pm from Monday to Friday.

**HOW TO CERTIFY YOUR FBI RECORD FOR USE IN PORTUGAL:** Portuguese authorities may require additional certification of the original FBI record and its translation. The Portuguese Consulate in Washington can certify both documents. Their fees are as follows:  
Original FBI record certification: US \$25.57  
Translation certification: US\$ 33.40  
Translation and its certification: US\$ 44.62 (should you choose to have the Portuguese Consulate do the translation)  
Payments must be made by Certified Check or Money Order.  
Please contact the Portuguese Consulate (Tel: 001-202-350-5498) before sending your request. Address: 2012 Massachusetts Avenue, NW Washington, D.C. 20036.