



Procedure for Wyoming Statewide Background Checks

The State of Wyoming requires a hard copy of the fingerprint card, printed and submitted to the Wyoming Division of Criminal Justice. If you have a Member that is living or serving in the State of Wyoming, please complete the following procedure for the Wyoming statewide check.

1. **Capture and transmit:** The CSC Coordinator will interact with the Member as usual to capture the electronic fingerprint record that will be forwarded to the Accurate Biometrics network for processing to the FBI. (Please refer to the Accurate Biometrics Wyoming Manual--found in this envelope--for the guide to capturing the Member's fingerprints.)
2. **Submit Applicant Information Form:** The CSC Coordinator will have the Member complete the "Applicant Information Form" to complete the FBI check. This form must be faxed or scanned to Accurate Biometrics (fax to 773-685-5876 or scan to Jennie Ebervein at jebervein@accuratebiometrics.com) BEFORE submitting the Member's fingerprints.
3. **Email Accurate Biometrics:** After collecting and submitting the Member's fingerprints, the CSC Coordinator will email Sean Cottrell at Accurate Biometrics (spcottrell@accuratebiometrics.com) to notify him of the names and TCNs of the Members whose cards need to be printed to complete the Wyoming statewide check.
4. **Intercept and print :** Upon receiving the email notification, Accurate Biometrics will intercept the electronic fingerprint record before transmission to the FBI and create an FBI FD-258 hard card (the card required for the Wyoming statewide check) to be printed with corresponding demographic data as captured in the electronic record. If the CSC Coordinator fails to email Sean the names and TCN numbers of the Members prior to submitting the Member's fingerprints, there is the risk that Accurate Biometrics may not be able to capture the prints onto the Wyoming card.
5. **Send cards to EBI:** Accurate Biometrics will print out the requested cards and send them to EBI to complete the Wyoming State Background check.
6. **Request Wyoming Check in JOne:** The CSC Coordinator must request a check in JOne to include the Wyoming statewide check when placing an order.
7. **Statewide Check Completed:** Once EBI receives both the order request in JOne and the Wyoming card from Accurate Biometrics, EBI will send the cards to the Wyoming Division of Criminal Justice and will handle further details of the Wyoming background check process.
8. **Results:** CSC Coordinator checks results of the Wyoming statewide check through EBI's JOne system.