



## Guide for FBI Checks Using Rolled Ink Prints\*

\*Rolled prints can be used in dire circumstances to run the FBI check through Accurate Biometrics. The highly preferred method is using the livescan technology. **Coordinators MUST receive approval from Jami PRIOR to having a Member submit rolled ink prints.**

1. Member will need to obtain TWO sets of rolled prints. Options for obtaining fingerprints are campus police/campus safety; local police department; local sheriff's office; private fingerprinting service. Coordinator can refer to "*Spreadsheet on Fingerprinting Availability on Campus*" for recommended location, found on the Compact Service Corps website (<http://www.ccmountainwest.org/programs/csc/coordinators>).

If the Member is already serving in another location, the local police department can refer the Member to the nearest facility with fingerprinting availability. Member needs to make sure that cards are provided at the fingerprinting location. If cards are not provided, Compact Service Corps can mail blank fingerprinting cards to the Member or the Member can download a card from the FBI website (<http://www.fbi.gov/about-us/cjis/background-checks>).

2. Member will need to complete Accurate Biometrics Applicant Information Form, available on the Compact Service Corps website ([http://www.ccmountainwest.org/sites/default/files/accurate\\_biometrics\\_request\\_form\\_2\\_3.pdf](http://www.ccmountainwest.org/sites/default/files/accurate_biometrics_request_form_2_3.pdf)).
3. Member will provide both sets of fingerprints and Accurate Biometrics Applicant Information Form to the Coordinator. If the Member needs to mail the fingerprint cards to the Coordinator, be sure that the cards are not folded or creased.
4. Member requests reimbursement for the fingerprinting cost directly to Campus Compact of the Mountain West, using the invoice template available on the Compact Service Corps website (<http://www.ccmountainwest.org/sites/default/files/fingerprinting-reimbursement-form-web.pdf>). The original receipt must be attached to the invoice.

5. Coordinator will need to add their email address to the Accurate Biometrics Applicant Information Form, in addition to the Member's email address, so that the Coordinator receives email notification with the TCN number. The Coordinator will then have access to the FBI criminal history check results.
6. Coordinator will mail TWO sets of fingerprint cards, cover letter and Accurate Biometrics Applicant Information Form to:

Accurate Biometrics  
Attn: Sean Cottrell  
4849 N. Milwaukee Ave, Suite 101  
Chicago, IL 60630

Be sure fingerprint cards are not folded or creased. Coordinator will need to include a cover letter indicating that FBI criminal history check is for Compact Service Corps AmeriCorps Program which can be found on the Compact Service Corps website ([http://www.ccmountainwest.org/sites/default/files/fbi-check-ink-prints-ab-cover-letter-web\\_0.pdf](http://www.ccmountainwest.org/sites/default/files/fbi-check-ink-prints-ab-cover-letter-web_0.pdf)).

7. Once the FBI check is completed by Accurate Biometrics, both the Coordinator and Member will receive an email with the TCN number and steps to access the Member's FBI report. The report must be viewed and uploaded to EBI within 14 days.