



How to obtain an Apostilled Criminal Record Check?

1. Use the following chart to determine what type of background check and Apostille you will need.

Were you a resident of Maryland/Virginia/District of Columbia <u>since high school</u> ?	
	<p>You need a State-level criminal record check & State-level apostille</p> <ol style="list-style-type: none">1. Obtain a set of fingerprints from your local police authorities or authorized fingerprinting services2. Forward your fingerprints to the State-level Criminal Justice Information Sharing Department3. Get your document notarized4. Forward your document to the Department of State to get it apostilled
	<p>You need a National-level criminal record check & National-level apostille</p> <ol style="list-style-type: none">1. Obtain a set of fingerprints from your local police authorities2. Fill out the FBI Application Information Form3. Forward your fingerprints to the FBI's Criminal Justice Information Sharing Department4. Get your document notarized5. Forward your document to the U.S. Department of State to get it apostilled

2. Follow the detailed information in the next pages on how to get a State- or National-level Apostilled Criminal Record Check

Obtaining a State-Level (Maryland) Apostilled Criminal Record Check

1. Visit the MD State Dept. of Public Safety & Correctional Services

<http://www.dpscs.state.md.us/publicservs/bgchecks.shtml> or call 410-764-4501

Please keep in mind that it will take some time to obtain an Apostilled Criminal Record Check, so you must send out the application and required documents as soon as possible.

2. Obtain a set of fingerprints (at your local/state level police station)

Option 1 – From any authorized location that provides fingerprinting services

<http://www.dpscs.state.md.us/publicservs/fingerprint.shtml>

Option 2 – From your local law enforcement agency to be fingerprinted on the state fingerprint card known as Form 015.

3. Send your documents (with Associated Fees)

You may overnight it to

CJIS-Central Repository
6776 Reisterstown Road, Suite 102
Baltimore MD 21215

or mail it to

CJIS-CR
P.O. Box 32708
Pikesville, MD 21282-2708.

The associated fee must be paid by credit card, check or money order in United States currency.

4. Get it notarized

Take your State-level CRC to the nearest bank/notary public and get it notarized.

5. Obtain a State-Level Apostille

Please refer to <http://www.sos.state.md.us/Certifications/FAQ.aspx#apos> or call 410-974-5520 to get more information about the Apostille.

- a. Take the document to the Clerk of the Circuit Court for certification, in the in the county where the notary was commissioned. Visit

<http://www.mdcourts.gov/circuit/directory.html> to find out a list of Circuit Court Clerks' Offices

- b. Take the document to the Office of the Secretary of State for certification.

Office of the Secretary of State
16 Francis Street
Annapolis, MD 21401

Obtaining a State-Level (Virginia) Apostilled Criminal Record Check

1. Visit the VA State Police

http://www.vsp.state.va.us/CJIS_Criminal_Record_Check.shtm or call 804-674-6718

Please keep in mind that it will take some time to obtain an Apostilled Criminal Record Check, so you must send out the application and required documents as soon as possible.

2. Fill out the Criminal History Record Name Search (SP-167) Form

<https://apps.vsp.virginia.gov/ncjis/publicformrequest.do?methodToCall=loadRequestForm&formName=SP167>

Please check "VISA-International Travel" checked at the top of the form. it can only be returned to the requester only and it does require their signature under "Affidavit For Release Of Information" section and be notarized.

Two copies need to be printed by the requester, which will be bar coded. They will keep one copy for their records and submit the second copy alone with their payment of \$15 to the address located on the form. The request will be processed and a letter signed and notarized by Virginia State Police, returned to the individual only in approximately 10-14 business days. In addition, you have to select "VISA" for Search Type and "Criminal History and Sex Offender Search" for Request Type.

3. Get it notarized

Take your State-level CRC to the nearest bank/notary public and get it notarized.

4. Obtain a State-Level Apostille

<http://www.commonwealth.virginia.gov/Authentications/authentications.cfm>

Documents must be *properly notarized by a Virginia notary* (as allowed by law) **within the past 12 months prior to presenting to our office** for authentication. If the document is not properly notarized by a *Virginia notary*, it will be returned for correction/completion. Please notice **that beginning Monday, May 7, 2012, the Secretary of the Commonwealth's Office will use a new format when issuing an Apostille. Check their website for updates after May 6, 2013.**

-Fill out the cover letter

<http://www.commonwealth.virginia.gov/Authentications/AuthenticationsRequest.pdf>

<http://www.commonwealth.virginia.gov/Authentications/AuthenticationsRequest.doc>

- Include the fee for authentication of notarized documents payable to the Secretary of the Commonwealth and mail OR drop off it to

Secretary of the Commonwealth's Office

Authentication Division

1111 East Broad Street, 1st Floor

Richmond, VA 23219

Obtaining a National-Level Apostilled Criminal Record Check

1. Visit the FBI Website – <http://www.fbi.gov/hq/cjisd/fprequest.htm>

Please keep in mind that it will take more than 6 weeks to obtain an Apostilled Criminal Record Check, so you must send out the application and required documents as soon as possible.

2. Complete Application Information Form

<http://www.fbi.gov/about-us/cjis/background-checks/applicant-information-form>

Please indicate “international request (VISA)/employment in South Korea” on the Reason for Request section of the Applicant Information Form. Please refer to the attachment “Apostille” at the top.

3. Obtain a set of fingerprints (at your local/state-level police station)

Please indicate “to apply for the FBI Criminal Background Check needed for international request (VISA)/employment in South Korea” on the “Reason Fingerprinted” section of the Fingerprint Form.

4. Submit payment

Option 1 – Money order or cashier’s check of \$18 U.S. Dollars, paid to the Treasury of United States.

Option 2 – Pay by credit card using the credit card payment form

5. Review the FBI Identification Record Request Checklist

<http://www.fbi.gov/about-us/cjis/background-checks/fbi-identification-record-request-checklist>

Mail all required items (applicant information form, fingerprint card, and payment) to the following address:

FBI CJIS Division – Record Request
1000 Custer Hollow Road
Clarksburg, WV 26306

6. Obtain the Apostille

After receiving the Criminal Record Check from FBI, mail it to the US Department of State at the following address with the fee. Please refer to <http://www.state.gov/m/a/auth/index.htm>

U.S. Department of State
Authentications Office
518 23rd Street NW.
SA-1
Washington, DC 20520

*The documents must include the official's title and his/ her signature must be legible. Please also note that the U.S. Department of State will **NOT** issue an Apostille for State-issued documents.*

