

How to get your FBI *criminal background check* or Certification of “absence of police criminal records”

Please follow the following instructions:

Step 1: Contact the FBI

The clearance must be verified by **fingerprints**. The certificate must have the FBI seal for International Purposes and issued by the **U.S. Department of Justice – Federal Bureau of Investigation**. Contact FBI at (304) 625-5590 or at www.fbi.gov/checks This process may take up to two months.

Please note that there are FBI compilers that act as expeditors for the FBI. There are many of them. If you wish to use a rush service you may request your FBI background check by engaging the services of some of the following FBI expeditors:

- 1) Biometrics4all

<https://www.applicantservices.com/>

Results from the FBI will become available within 48 hours after your fingerprints have been submitted.

- 2) My FBI Report

<http://www.myfbireport.com/>

- 3) Identogo

<http://www.identogo.com>

It operates in about 12 States. They will get you back your FBI background check in email form in 24 hours and a hard copy in 2-10 business days. It costs about 110.00 USD. It may be probably cheaper to get your fingerprint email done at the Police department and send it directly to the FBI, but once you get the document it needs to be apostilled in Virginia. Identogo will also get it apostilled for an additional fee.

Step 2: Have your FBI criminal background check apostilled

As soon as you receive your FBI background check you must request the Apostille from the U.S. Department of State. Contact them at (202) 647-4000.

If you want to avoid the hassle of having to go through the US Department of State you may use any of the following Rush US Department of State FBI Apostille companies.

1) US Apostille <https://www.usapostille.com/> may be one of the cheaper ways of getting the FBI background check apostilled. It costs 50.00 USD plus the cost of your selected return mail.

2) US Authentication Services

<http://www.usauthentication.com/index.php>

Step 3: Whenever you have your FBI background check apostilled proceed to translate it to Spanish

The FBI background check and the Apostille attached to it must be officially translated to Spanish. It has to be a certified and sworn translation to Spanish.

In the United States there are several sworn translators from English to Spanish who are certified by the Ministry of Foreign Affairs of the Spanish Government. Please contact them via telephone or email and ask them to work on a *traducción jurada* (sworn translation) of the FBI criminal background check and Apostille attached to it. You may send the sworn translator an email attaching a scanned copy of the FBI criminal background check and Apostille, so that they may translate same. The translator will ask a permanent address from you, so as to send you his or her original sworn translation via courier.

You may contact any of these sworn translators in the US:

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