

CJIS BIOGRAPHIC VERIFICATION REQUEST INSTRUCTIONS

(formerly referred to as a Name Check)

Can I request a CJIS Biographic Verification?

- A Biographic Verification is available to any federal, state, and regulatory agency that currently has the authority to submit fingerprints for noncriminal justice purposes.
- If you have submitted fingerprints as part of the Departmental Order process, please refer to: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

When can I request a CJIS Biographic Verification?

One of the following criteria must be met for the CJIS Division to process a CJIS Biographic Verification request.

- The individual is permanently, physically incapable of providing fingerprint images or is a double amputee.
 - The individual's name, date of birth, sex, and race must be included in the request.
- The individual's fingerprints are illegible due to medical degradation of ridge detail, age, or nature of work.
 - Two fingerprint submission image quality rejections must have been received, including at least one L0008 rejection with a message literal stating, "The quality of the characteristics is too low to be used. Candidate(s) were found. Please resubmit a new set of fingerprints for comparison to the candidate(s)."
 - The request must include the Transaction Control Numbers (TCN) from the two previous rejections.
 - The TCN format is: E—followed by the current or previous year and 15 additional numerals. Example: E2021012000000345678

How do I submit a request for a CJIS Biographic Verification?

- Complete the attached request form.
- Email the completed form to CJISBioVerify@fbi.gov.
 - Biographic verification results will be emailed to the requesting agency. If the results should be sent to another authorized agency, please include the appropriate official email address in the request.

Is there a time limit for obtaining these CJIS Biographic Verifications?

- Yes. The Biographic Verification request must be submitted within 90 days of the last rejection date. The first rejection must be within 1 year prior to the second rejection.

Who can I contact if I have further questions about the CJIS Biographic Verification process?

- Email CJISBioVerify@fbi.gov.