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.

CJIS BIOGRAPHIC VERIFICATION REQUEST

*ORI of State/Federal/Regulatory Agency: TYPE HERE

Name and Address of requesting agency:

Name: TYPE HERE

Address: TYPE HERE

Name of agency's Point of Contact (POC) for the response: TYPE HERE

Phone number of POC: TYPE HERE

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*Reason for Request: (Mark appropriate reason for request.)

☐ **Permanently Physically Incapable or Double Amputee** (If selected, complete Section One)
An individual whose medical condition or disability permanently prevents the collection of any fingerprint impressions.

☐ **Fingerprint Impressions Are Determined To Be Illegible** (If selected, complete Section Two)
An individual whose fingerprints impressions are of insufficient quality due to medical degradation of ridge detail, age or nature of work.

SECTION ONE: PERMANENTLY PHYSICALLY INCAPABLE OR DOUBLE AMPUTEE

*Name (Last, First, Middle): TYPE HERE

*Date of Birth (MM/DD/YYYY): TYPE HERE   *Sex: *Race: TYPE HERE

Alias Name (Last, First, Middle): TYPE HERE   Place of Birth: TYPE HERE

Social Security Number: TYPE HERE   Miscellaneous Number: TYPE HERE

State Identification Number: TYPE HERE   OCA: TYPE HERE

SECTION TWO: FINGERPRINT IMPRESSION ARE DETERMINED TO BE ILLEGIBLE

*Name (Last, First, Middle): TYPE HERE

*Two TCNs of the subject's fingerprint submission one of which is required to be the L0008 error message with the caveat of "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)."

(1) TYPE HERE   (2) TYPE HERE

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*Asterisk fields are required in accordance with the type of request. E-mail the completed form to CJISBioVerify@fbi.gov. CJIS staff will respond to the original e-mail. The FBI notes the NGI System or FBI CJIS Division staff can neither confirm nor deny positive identification based on a biographical search.