

INSTRUCTIONS FOR

1) *CPS History Check - Must accompany the petition for adoption.*

- Petitioners must go to the Department of Human Service
- Request from the receptionist a CPS History Check.
- Immediately deliver results to the Court.

2) *National Criminal History Check*

How to Request a Copy of the FBI Record - Must accompany adoption petition.

1. [Complete cover letter](#) and Authorization for Release of Information (attached). Letter must request the results be sent to: **Barry County Trial Court-Family Division: 206 W. Court Street, Ste. 302 Hastings, MI 49058**

The Authorization for Release of Information must be notarized and submitted to the FBI in order to have the results mailed to the court.

- If for a couple, family, etc., all persons must sign [cover letter](#)
- Include your complete mailing address. Please provide telephone number and/or email address, if available.

2. Fingerprint Card

- Obtain a set of your fingerprints (original card, no copies). Your name and date of birth **must be** provided on the fingerprint card. Fingerprints should be placed on a [standard fingerprint form \(FD-258\)](#) commonly used for applicant or law enforcement purposes.
- Include rolled impressions of all ten fingerprints and impressions of all ten fingerprints taken simultaneously (these are sometimes referred to as plain or flat impressions.)
- If possible have your fingerprints taken by a fingerprinting technician (this service may be available at a Law Enforcement Agency/Barry County Sheriff's Department.)
- Previously processed fingerprint cards will not be accepted.

3. Payment

- Include \$ 18 - U.S. dollars in the form of a money order, certified check made payable to the Treasury of the United States (please be sure to sign where required), or you may pay by [credit card](#). **Note: No cash, personal checks, or business checks will be accepted.**
- Must be exact amount
- If for a couple, family, etc., include \$18 for each person
- If paying by credit card you must include the completed [credit card](#) payment form
- Credit cards will not be used for expedited mail services

4. Items #1, #2, and #3 (of FBI Record) must accompany the petition, along with a postage paid envelope addressed to: FBI CJIS Division – Record Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306

Please Note: *If any of the above items are missing or incomplete, the request will be returned. Additional items sent not required for processing will not be returned. Allow approximately 13 weeks for processing, upon receipt to the FBI. Adoptions will not be finalized until receipt of criminal history.*

REVISED 10/5/05

COVER LETTER

Date:

Requestor Name: _____

Requestor Address: _____

Attention Record Request:

I, _____, am requesting a criminal history background check for personal review pursuant to 28CFR§16.30-16.34. Please mail the results of the check to the following address:

Barry County Trial Court - Family Division

206 West Court Street, Ste. 302

Hastings, Michigan 49058

I have a reason/date that requires expeditious handling (optional):

(PLEASE PLACE DATE/REASON ON OUTSIDE OF MAILING ENVELOPE)

Date Required: _____

Reason: _____

If you have any further questions, please contact me at:

Telephone: _____

Email: _____

Sincerely,

(Signature)

AUTHORIZATION FOR RELEASE OF INFORMATION

I _____, authorize the FBI to release the results of the fingerprint search of Criminal Justice Information Services Division's files to the following individual(s)/agency (ies):

Individual/Agency: Barry County Trial Court-Family Division

Address: 206 W. Court St., Suite 302

Hastings, Michigan 49058

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct, and that I am the person named above, and I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. Section 1001 by a fine of not more than \$10,000 or by imprisonment of not more than five years or both, and that requesting or obtaining any record(s) under false pretenses is punishable under the provisions of 5 U.S.C. 522a(i)3) by a fine of not more than \$5,000.

Your Signature _____
(To be signed in the presence of a Notary)

NOTARIZATION

Subscribed and sworn to before me, this _____ day of _____, of the year _____.

Signature of Notary: _____

Expiration Date of Commission: _____

Notary Seal or Stamp