

Healthcare Program Students

RE: FBI Fingerprint Instruction

Dear Student,

You will need the following documents to complete your FBI fingerprint request.

Included in this packet are:

a. FBI Fingerprint Card

Please take the fingerprint card to a local law enforcement agency, or to another authorized individual/agency, to have your fingerprints rolled. Please see the sample FBI fingerprint card (included) for detailed instructions.

Please note: If the card is **bent/folded/severely warped**, we will not be able to process it.

b. Letter to the FBI

This form authorizes American DataBank to receive the results from the FBI. On the form, please include: the **date, your school name** (in the blank provided), **your signature, and your printed name.**

c. Authorization for Release of Information

This form needs to be “**Notarized**” for signature verification. This can usually be done at a bank.

Please mail the above three (3) forms to:

American Databank
910 16th Street, Suite 550
Denver, CO 80202

The FBI will process these forms and return the results to American DataBank. This search can take up to eight weeks. Results will be provided to the appropriate personnel with the program indicated on the student’s initial request.

If you have any questions, please contact American DataBank at 1-800-200-0853.

Thank you.

Customer Service
American DataBank LLC
1-800-200-0853
303-573-1779 (Fax)