

Due to regulations set out by the Spanish Ministry of Finance and Public Administration it is now a requirement for all students considering a placement working with minors in Spain to obtain a background check conducted by the United States Federal Bureau of Investigation (FBI).

Please note: FBI background checks apply to U.S. Citizens only. Non U.S. Citizens should obtain their respective country's equivalent of a background check.

All students considering any type of placement that involves working with minors MUST have a background check completed in the United States before arriving in Spain. You are required to bring a copy of this background check for the Placement Team to review and keep on file. You will not be able to start your placement without it.

***Important: Plan ahead! Please start working on this immediately. It takes more than three months to get your F.B.I. record back after you submit your fingerprints.**

- The current **processing time is twelve to fourteen weeks** for FBI background checks.
- Students should start this process as soon as they know they will be going to Madrid to ensure they have everything completed and in-hand prior to departure.
- A Hague Apostille must be affixed on the document, which is approximately twelve business days from the date of receipt by the Office of Authentications.

The following [instructions](#), found at www.fbi.gov/services/cjis/identity-history-summary-checks, will guide you through how to submit a request for a criminal history record to the FBI. **It is important you follow the instructions found on the FBI's website for the most up-to-date information on process, requirements, and cost.** Below is a summary of the steps:

Step 1: Complete the Applicant Information Form

- The Applicant Information Form can be found [here](#) (<https://forms.fbi.gov/identity-history-summary-checks-review>)
- You will need to write by hand on the bottom of the form that the document will need “authentication for the Apostille”.

Step 2: Obtain a set of your Fingerprints

- Place your fingerprints on standard white paper stock using a [standard fingerprint form](#)
- You should also indicate this on the fingerprint card in the “Reason Fingerprinted” box “For study abroad program”.
(FD-258, available at <https://www.fbi.gov/file-repository/standard-fingerprint-form-fd-258-1.pdf/view>)
- If possible, have your fingerprints taken by a fingerprinting technician, which may be available at a law enforcement agency (ie. Your local or campus police office)

Step 3: Submit Payment

- A credit card, money order, or certified check for \$18 US dollars is acceptable and made payable to the Treasury of the United States

- Cash, personal checks, or business checks ARE NOT accepted forms of payment

Step 4: Review and Mail the Required Items

- Review the [Identity History Summary Request Checklist](https://www.fbi.gov/file-repository/identity-history-summary-request-checklist.pdf/view) to ensure that you have completed and included the needed information before sending in your request (<https://www.fbi.gov/file-repository/identity-history-summary-request-checklist.pdf/view>)
- Mail the required items to the following address:
FBI CJIS Division- Summary Request
1000 Custer Hollow Road
Clarksburg, WV 26306

Step 5: Obtain Apostille on Returned Document

- Information on where to obtain the Apostille can be found [here](https://travel.state.gov/content/travel/en/legal-considerations/judicial/authentication-of-documents/requesting-authentication-services.html#Mail) (<https://travel.state.gov/content/travel/en/legal-considerations/judicial/authentication-of-documents/requesting-authentication-services.html#Mail>)
- To obtain this authentication costs \$8 - \$10 US dollars

EXPEDITING OPTIONS:

FBI-Approved Channelers may expedite the process and the list is available on the website: <https://www.fbi.gov/services/cjis/identity-history-summary-checks/list-of-fbi-approved-channelers-for-departmental-order-submissions>.

It is recommended that students who are U.S. citizens consider using an FBI-approved channeler (Option #2) as explained on the FBI's website in order to significantly speed up processing time.