

Steps to Take for FBI Background Check and Local Police and Court Clearances

- o Print out documents that are posted on the website OhalaAdoptions.org under the Background Check Link.
- o *Two Fingerprinting Forms* (per person) must be printed on cardstock or can be picked up from one of Ohala' Adoptions' Directors.
- o At the top of the Fingerprinting Form, fill out the information blocks – Write 'Adoption' under "Reason Fingerprinted", leave blank the blocks asking for "OCA, UCN, and MNU".
- o Take both forms to the Guam Police Department's Records and I.D. office located on the main floor of the ITC Building. The fee for Fingerprinting is \$34. Cash Only
- o While at the Guam Police Department's Records and I.D. office, you can also obtain your *Local Police Clearance*. Provide current and valid photo identification card. The fee for Police Clearance is \$15. Cash Only
- o Complete the *Privacy Act Statement Form*. If the request is for a couple, family, etc., each person must complete and sign a form.
 - o To fill in "Mail Results to Address", include:
C/O: Lori Boss
Address: 122 Concepcion Rd, Barrigada GU 96913
Phone Number: 671-688-4673
- o Complete the *Credit Card Payment Form* (if using Credit Card for payment). You can also pay with a Certified Check or Money Order. Important note: Cash, personal checks, or business checks WILL NOT be accepted and sending any of these will delay processing of your request. Fee for FBI Fingerprinting Processing is \$18 per person.
- o Place both Fingerprint Cards, Privacy Act Statement Form, and Payment or Credit Card Payment Form into a document mailer. Documents and Payment for multiple persons may be included in the same mailer. You may choose to add tracking or confirmed delivery if desired.
 - o Mail to the following address:
FBI CJIS Division – Summary Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306
- o A *Local Court Clearance* can be obtained at the Superior Court Records Section at the Northern Court Satellite at the Dededo Mall. The fee for the Court Clearance is \$20.00. Cash Only
 - o The following information must be provided:
 - Your full name
 - Date of birth
 - Social security number
 - Current and valid photo identification card

Please call 671-475-3349 or 671-475-3370 for information and current hours of operation.