

## Informational Notice for Applicants

Personnel Security Consultants, Inc. (PSC) is part of a network of affiliates that provide fingerprinting services for individuals seeking their own FBI criminal history record or proof that a record does not exist. Individuals may submit fingerprint cards directly to PSC or make an appointment and be printed through our secure livescan portal. We return results via secure email immediately upon receipt of results from the FBI. The fee to obtain your own fingerprint record is \$45.00 for mail-in submissions and \$55.00 for on-site services. Individuals may pay via credit card or money order. PSC Contact: Fingerprint Team, 505 242-0848, 2116 Vista Oeste Place, NW, Building 3 Albuquerque, NM 87120.

### How the My Fingerprints Works



- Make an appointment with PSC to have your fingerprints scanned (photo ID is required) **OR**
- If you are unable to be printed at PSC, make an appointment with your local police department and mail your completed fingerprint card to PSC.



- Your fingerprints will be securely transmitted via an approved FBI Channeler.
- The FBI Channeler returns results via secure email immediately upon receipt of results from the FBI. The average turn around time is 24 hours.



- If you have requested an adjudication for your employer, you will forward the results received from the FBI to PSC for adjudication.
- We will forward the adjudicated results to your employer.

### Required Forms

**Applicant Information Form** – This form is required along with a set of fingerprint cards or the form can be completed prior to a livescan submission.

**Adjudicator's Release** - This form is required for individuals requesting an adjudication and forwarding to a PSC employer partner.

## Why Do Individuals Obtain their Own FBI Record?

Individuals seeking their FBI fingerprint criminal history typically make this request for the following reasons.

- To satisfy an employment or volunteer requirement.
- To satisfy a requirement to live, work, or travel in a foreign country.
- To satisfy a requirement for adopting a child in the U.S. or internationally.
- Their personal review.
- To challenge the information on record.



## Partnering with Employers/Volunteer Organizations

After individuals obtain their FBI results they may elect to forward the results directly to PSC. We will screen the record under the Fair Credit Reporting Act, research missing dispositions, and prepare a pre-adjudication worksheet for the employer. Utilizing our secure portal, the pre-adjudication worksheet is then forwarded to the employer for their employer/volunteer screening purposes.

## Obtaining Your Record

Once your fingerprint record is available you will receive an email notice directly from [responses@trpassociates.net](mailto:responses@trpassociates.net). This is the FBI Channeler. Within the email you will receive a link to our secure portal, click the link and register by providing your name, address, and telephone number. The telephone number must either be a cell phone number or a direct land line. If you provided a cell number, you will receive a text with an authentication code. If you provided a direct land line, you will receive a telephone message with an authentication code. Use this code to finish your registration and to obtain your FBI fingerprint result. Once you have reviewed your fingerprint result, you can forward the results to PSC for pre-adjudication and transmission to your employer.

## Frequently Asked Questions

How do I challenge my record?

You may challenge your record by sending your challenge, in writing, to the FBI's CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306. The Correspondence Group will contact the appropriate agencies in an attempt to verify or correct the challenge entry for you. When challenging, you should submit any supporting documentation you have in your possession that indicates the final outcome of the arrest(s) or the basis for your challenge.

Where can I get my fingerprints taken?

Local, county, or state law enforcement agencies may take your fingerprints. Some may charge a fee. Contact PSC if you need assistance locating a fingerprinting solution in your area if a law enforcement agency is not an option for you.

Do I have to share my FBI result with my employer?

Once you receive your FBI result you may choose not to release the record to your employer/potential employer. There may be employment consequences; who you choose to share your results with is at your discretion.

**For more information about the My Fingerprint Program.**

Please contact us directly at 1-877-856-1329 or visit our website at [www.pscprotectsyou.com](http://www.pscprotectsyou.com)