NC STATE BUREAU OF INVESTIGATION

Adoption Process

Instructions for Requesting Your North Carolina Criminal History Record For Adoption Purposes

— Domestic or International —

SBI – Criminal Information and Identification Section

2/23/2016

This informational packet includes all the necessary documentation and requirements needed to obtain a copy of your North Carolina criminal history record. Packet also includes instruction for the local law enforcement agency to assist in this process.

ADOPTION PROCESS — Domestic or International

The Adoption Process (domestic or international) enables you to receive a copy of your North Carolina criminal history record from the NC State Bureau of Investigation (SBI). This record check consists of a search for previous arrest(s) and associated disposition(s), if available, for which the SBI received a fingerprint card from an arresting agency in North Carolina. The process does not include any criminal history information that may be maintained at the national level or by another state.

There is a $14.00 fee to process each request for the Adoption Process (domestic or international). Each process is a biometric (fingerprint-based) search of the SBI's computerized criminal history file.

A complete set of legible fingerprints, including all ten fingers, is required to conduct your request. Exceptions are made for finger amputations and other deformities. If the fingerprints are of insufficient quality to conduct the search —or if the fingerprint card is not completely and accurately filled out— the fingerprint card will be returned to you. Another set of fingerprints would then be required to continue your request.

You will receive a formal response on SBI letterhead by US Mail about the findings of the Adoption Process (domestic or international). If a criminal history record matches the fingerprint card you provide, a copy of that record will be attached to your SBI response letter.

Read these guidelines on the following pages to request the Adoption Process:

- Legal Authorization for Adoption Process
- Instructions for Law Enforcement Officer Taking Fingerprints
- Request Form Instructions

Requests are accepted only by US Mail. In-person direct delivery is not permitted. Results of the search are sent to you by first-class US Mail. **The SBI does not use shipping alternatives such as FedEx or UPS**. Upon receipt of the results, you are free to share the information with whomever you choose. However **the SBI is not legally authorized to send search results to a third party**.

For further questions, please call the SBI at (919) 582-8600.

LEGAL AUTHORIZATION FOR ADOPTION PROCESS
— Domestic or International

NC Administrative Code
Title 14B Chapter 18
Subchapter 18B.0404

(a) An individual may obtain a copy of his or her own criminal history record by submitting a written request to the NC State Bureau of Investigation, Criminal Information and Identification Section, Attention: Applicant Unit— Adoption Process, Post Office Box 29500, Raleigh, NC 27626-0500.

The written request must be accompanied by a **certified check OR money order in the amount of $14.00 payable to the NC State Bureau of Investigation**. No cash is accepted and no personal check is accepted. Written request must contain proof of identity* to include:

1. Complete name and address
2. Race
3. Sex
4. Date of birth
5. Social security number — *Optional* **
6. Legible set of fingerprint impressions

* Proof of identity will be required when you get fingerprinted at your local law enforcement agency.

** Disclosure of social security number is entirely voluntary and not required. If disclosed, the social security number will be only used to assist with accurate identification/exclusion of possible criminal history records.

(b) The response shall be submitted only to the individual. Copies of the response shall not be provided to a third party.

(c) The accuracy or completeness of an individual's record may be challenged by submiting the "Request Criminal History Written Exception" form.

(d) Upon receipt of the "Request Criminal History Written Exception," the Criminal Information and Identification Section (CIIS) shall initiate an internal record audit of the challenger's record to determine its accuracy. If any potential inaccuracies or omissions are discovered, CIIS shall coordinate with the arresting agency to review the charge information previously submitted by that agency. Appropriate action shall be taken based on, in part, information provided by the arresting agency. CIIS shall inform the challenger in writing of the results of the audit.

(e) If the audit fails to disclose any inaccuracies, or if the challenger wishes to contest the results of the audit, he or she is entitled to an administrative hearing pursuant to G.S.150B-23.

History Note: Statutory Authority G.S. §§ 114-10, 114-10.1, and 114-19.1 were recodified as G.S. §§ 143B-902 through 143B-905 effective July 1, 2014 by Session Law 2014-100. North Carolina Administrative Code 12 NCAC 04I.0404 effective August 1, 2014 was recodified to 14B NCAC 18B.0404 effective November 1, 2015.

FINGERPRINTING FOR THE PURPOSES OF AN ADOPTION — Domestic or International

Instructions for Law Enforcement Officer Taking Fingerprints

The bearer of this letter is seeking to obtain a copy of his or her criminal history record information through the Adoption Process. Authorization for this process is found in 14B NCAC 18B.0404 of the NC Administrative Code. In order to complete the Adoption Process Request Form, the requestor must be fingerprinted by a law enforcement official. Then the requestor must mail those fingerprints to the NC State Bureau of Investigation. **The following necessary steps are done by law enforcement officer.**

Step 1 — Identity Verification

Verify the identity of the bearer of this letter by requesting a driver's license or another government-issued picture identification card. Ensure the identifying data on the ID card corresponds to the identifying data provided by the requestor.

Step 2 — Completing Fingerprint Process

The fingerprints must be collected using a FD-258 Applicant Fingerprint Card.

The following is required information to be included on the fingerprint card:

1. Name of person requesting the Adoption Process
   - *Include all married and maiden names if the requestor is a female*
2. Race, sex, and date of birth
3. Date, address, and signature of requestor
4. Reason fingerprinted: Adoption Process
5. Date and signature of the officer taking the fingerprints. The law officer's signature indicates that he/she has verified the proof of identity of the bearer of this letter.
6. Social Security Number – *Optional* *

* *Disclosure of social security number is entirely voluntary and not required. If disclosed, the social security number will be only used to assist with accurate Identification or exclusion of possible criminal history records.*

Step 3 — Provide Fingerprint Card

Upon completion of the fingerprinting process, provide individual with the completed fingerprint card. The requestor must include the fingerprint card with other required documentation and fee in mailed packet to the NC State Bureau of Investigation.

Thank you for your assistance in this matter.
For further questions or clarification, contact the SBI at (919) 582-8600.

NORTH CAROLINA

STATE BUREAU OF INVESTIGATION

DEPARTMENT OF PUBLIC SAFETY

PAT MCCRORY
GOVERNOR

B. W. COLLIER
DIRECTOR

INSTRUCTIONS

MAIL all required items below (1-3) **to the SBI at the address shown — US Mail only is accepted.**

NO PERSONAL DELIVERY PERMITTED

1. **Obtain a set of your fingerprints** at your local law enforcement agency (police department or sheriff's office) on a FD-258 Applicant Fingerprint Card. Give page 5 of this packet to the law enforcement officer who takes your fingerprints. **DO NOT FOLD FINGERPRINT CARD into mailing envelope**

2. **Include certified check OR money order** (**$14.00** fee for each request) payable to the NC State Bureau of Investigation. Do not endorse the back of certified check or money order. Multiple requests may be submitted in one envelope. **NO CASH ACCEPTED and NO PERSONAL CHECKS ACCEPTED**

3. **Complete Request Form** below. Make a copy for your personal records and mail original form to the SBI.

If any required items (1-3) are missing or incomplete, your request will be returned to you.

SEND BY US MAIL to:

NC State Bureau of Investigation
Criminal Information and Identification Section
Attention: Applicant Unit — Adoption Process
Post Office Box 29500
Raleigh, NC 27626-0500

Request Form – Adoption Process

TYPE FILLABLE FORM BELOW **-OR-** PRINT COPY & **CLEARLY** PRINT

No Cash or Personal Checks Accepted

Applicant's Full Name: _____ Date: _____

Applicant's Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone Number: _____

Date of Birth: _____ Sex: *(Check **X** one)* ☐ Male ☐ Female Race: _____

Reason for Request: _____

Requests accepted by US Mail only. The results are sent directly to you by first-class US Mail.
The SBI does not use companies such as Federal Express-Overnight or UPS Shipping.
Do not send a prepaid envelope as it will be returned to you with your request.

> THE SBI CANNOT SEND RESULTS TO A THIRD PARTY <

For further questions, please call the SBI at (919) 582-8600.