

Division of Criminal Investigation
ATTN: ATS
208 South College Drive
Cheyenne, Wyoming 82002
307-777-7181

BACKGROUND CHECK INSTRUCTIONS – PLEASE READ CAREFULLY

(For Additional information please go to: <http://wyomingdci.wyo.gov/dci-criminal-justice-information-systems-section/criminal-records-section/criminal-history-checks>)

Wyoming criminal history record information may be available for non-criminal justice purposes pursuant to Wyoming § 7-19-106(k). Upon request for background check information as outlined in the following procedures, the Division will respond with a form letter indicating no record or previous record with attached arrest information, to the location indicated on the fingerprint card. The following procedures have been compiled to assist individuals and agencies in submitting non-criminal justice requests for criminal history information and must be closely followed. Failure to follow instructions will result in the card being rejected until corrections are made.

1. The individual must be fingerprinted on the standard FBI 8 x 8 BLUE applicant fingerprint card provided by the Division or any law enforcement agency.

Fees:

- **State Background Check: \$15:** This includes not only Wyoming, but all states within the Western Identification Network (Alaska, Washington, Oregon, Idaho, Montana, Utah, and Nevada).
- **FBI Background Check \$24:** FBI Background checks are only available through agencies with authorization by Wyoming State Statute. Visit www.fbi.gov for information about FBI background checks.
- **The Division of Criminal Investigation charges \$5 for fingerprinting services.**
 - If the applicant's agency does not provide it, fingerprinting may be done by a local law enforcement agency or by the Division of Criminal Investigation. DCI takes appointments for fingerprinting services at 307-777-7181.

Payment must be made before background checks can be processed. Failure to send proper payment will result in the cards being returned to the applicant or requesting agency.

2. The information on the top portion of the fingerprint card: Name, date of birth, reason fingerprinted, descriptive information, etc., must be completed. See appropriate FBI codes on back of this sheet. Please print legibly or type this information in **black ink** and **do not use highlighters** on the cards. If submitting your request via mail, please include a telephone number and physical address.

3. The "Employer and Address" section indicates where results are to be sent.

4. Submit the completed fingerprint card and the appropriate fee, in the form of a certified check or money order made out to the *Office of the Attorney General*, to the Division at the above address. The State will accept a single payment for the total by money order or certified check made payable to the Office of the Attorney General. **No Personal Checks** will be accepted. **CASH IS NOT ACCEPTED.**

DO NOT FOLD FINGERPRINT CARDS!!!

FBI Codes

EYE COLOR

<u>COLOR</u>	<u>CODE</u>	<u>COLOR</u>	<u>CODE</u>
Black	BLK	Blue	BLU
Brown	BRO	Gray	GRY
Green	GRN	Hazel	HAZ
Maroon	MAR	Multicolored	MUL
Pink	PNK	Unknown	XXX

HAIR COLOR

<u>COLOR</u>	<u>CODE</u>	<u>COLOR</u>	<u>CODE</u>
Bald	BLD	Purple	PLE
Black	BLK	Red or Auburn	RED
Blond or Strawberry	BLN	Sandy	SDY
Blue	BLU	White	WHI
Brown	BRO	Unknown or Completely Bald	XXX
Green	GRN	Orange	ONG
Pink	PNK		

RACE

American Indian or Alaskan Native – a person having origins in any of the original peoples of the Americas and maintaining cultural identification through tribal affiliations or community recognition.

CODE
I

Asian or Pacific Islander – a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian sub-continent or the Pacific Islands.

A

Black – a person having origins in any of the black racial groups of Africa.

B

White – a person having origins in any of the original peoples of Europe, North Africa, or Middle East.

W

Unknown

U

Records for Hispanics should be entered with the race code most closely representing the individual.

CITIZENSHIP

United States = US CANADIAN MEXICO AUSTRALIAN, etc.
RESIDENT ALIEN = RA (Include number)

PLACE OF BIRTH (POB): Must show the appropriate 2-letter State/Country code

*Nebraska's two letter state code is NB, not NE.