

## STEP BY STEP GUIDE ON REQUESTING YOUR FBI BACKGROUND CHECK AND THE HAGUE APOSTILLE SEAL

**General summary of this process:** This is a two step process.

1. First you will request the FBI Background Check.
2. Second you will send this document via post for The Apostille of the Hague Convention.

Be sure to thoroughly read the information on the websites linked below. They contain the full details you need to ensure a smooth process. When in doubt, defer to the instructions on the FBI and State Department websites.

### **PART ONE:**

**FBI Background Check** (a.k.a. Identity History Summary). Reports are available 48 hours after receipt of electronic fingerprints, or up to 10 after receipt of fingerprint cards by mail.

**Getting started:** Thoroughly review the [FBI Background Check website](#) to understand how to obtain a background check online. The part on “How to Submit a Request” explains 7 steps that will help you understand the process before you begin. Read them fully.

#### **Helpful tips:**

- When completing Step 2 Select Preferences, we recommend receiving your results electronically by email to speed up processing times.
- When completing Step 3 Submit your Fingerprints, you have two options to submit your fingerprints, either electronically or through a law enforcement office. Your FBI Background Check will not begin processing until the FBI receives your fingerprints. Therefore, we recommend submitting them electronically as it is much faster. See further information below:
  - Option 1: Electronically via a participating [US Post Office](#) – with this option you must complete the online application and payment first. **Recommended option.**
  - Option 2: Get fingerprints at local, county or state law enforcement office. For best results, take the help document from the website with you. If you send by mail, use a faster mail service (such as Priority Mail) to reduce mailing time.
- When completing Step 4 Submit Payment, payments by credit card will be accepted. You will be redirected to another secure site to complete the payment process.

When you are ready to begin requesting your FBI Background check, enter your email in the blue box to the rights of steps 1-7 on their webpage to begin the process.

When you receive the FBI Background Check Results, next you must complete Part two to obtain The Apostille of the Hague Convention from the U.S. Department of State

### **PART TWO**

**The Apostille of the Hague Convention**– This is the equivalent of a having a document notarized, however it is the only form of doing so that makes the document valid at an international level. It is obtained from the U.S. Department of State. You must send them your FBI Background Check via post. Once they receive it, it will take approximately four weeks to process and to fix the seal to your FBI Background Check, and then they will send it back to you also via post.

**Getting started:** thoroughly review the [Requesting Authentication Services website](#) of the U.S. Department of State. Follow instructions for the BY MAIL process. Avoid using the “Check if an apostille is needed” tool, as it can be confusing for what you need to do.

**Documents required:** You will submit the following:

- Form Ds-4194
- Original Report of the FBI Background Check. Make a copy and keep it for yourself (the original does not need to be notarized before sending it to the U.S. Department of State).
- Fees
- Pre-paid, self-addressed return envelope (see below)



**Helpful tips:**

- DS-4194 Spain: the country of use for the Apostille is Spain
- Payment of fees. Fees are currently 20.00 per document. Personal check or money orders are the only acceptable forms of payment when using the mail-in service. See more specific instructions about personal check on the Department of State website.
- Pre-paid, self-addressed return envelope: This should be USPS (not FedEx). Using a pre-paid, trackable and expedited service will speed up and secure the return of the Apostilled FBI Background Check to you. This will be similar to when you provided a return envelope as part of your visa application. However, be sure to include a pre-paid stamp (not postage meter) on the envelope in this case. Your local post office can help you with this.
- Since the FBI Report is a federal document, **you must obtain the Hague Apostille Seal from the U.S: Department of State, not from a local, state level authority.** State agencies cannot authenticate federal documents.

See the following sample DS-4194 for help on how to complete the form.

Questions? Contact the Study Abroad Team at [studvabroad@clm.ugr.es](mailto:studvabroad@clm.ugr.es)

**- Example forms on following pages -**



U.S. Department of State

**REQUEST FOR AUTHENTICATIONS SERVICE**

SECTION 1: CUSTOMER CONTACT INFORMATION			
Name (Last, First, MI) <b>Last Name, First Name, Middle initial</b>		Suffix/Prefix (blank)	E-mail <b>your email</b>
Home Phone your home phone number (can be cell)	Extension (blank)	Cell Phone your cell number (can be same as home number)	Extension (blank)
Work Phone you can use your cell number again	Extension (blank)	Case Type (If Federal Agency Must Be Official Business) Individual <input checked="" type="checkbox"/> Specify <b>self</b> (write "self" in this line)	
Country <b>USA</b>	Formal Mailing Address		
	Line 1 <b>your street address</b>		
	Line 2 <b>(can be apartment number or left blank)</b>		
	City <b>your city</b>		
	State <b>your state</b> ZIP Code <b>your zip code</b>		
SECTION 2: COURIER/REPRESENTATIVE CONTACT INFORMATION			
Are you submitting/retrieving this request on behalf of another individual? <b>No</b>		Name (Last, First, MI) <b>n/a (write "n/a" here)</b>	
Company <b>n/a (write "n/a" here)</b>		Phone Number <b>n/a (write "n/a" here)</b>	Extension (blank)
SECTION 3: SHIPPING DETAILS (FOR MAILED IN REQUESTS ONLY)			
Delivery Method <b>Self-Addressed Stamped Envelope</b>		Specify <input checked="" type="checkbox"/> <b>USPS Priority Mail</b> (we suggest you use this service)	
Tracking Number include tracking number for Priority Mail return envelope you include for them to return the Apostille to you			
Shipping Address <input type="checkbox"/> Same address as above		Shipping Address	
		Line 1 <b>enter address where you will have the Apostille</b>	
		Line 2 <b>returned to you... or click "same address as above"</b>	
Country <b>USA</b>		City <b>to the left if it is the same address</b>	
		State _____ ZIP Code _____	
SECTION 4: DOCUMENT INFORMATION (CONTINUED ON NEXT PAGE)			
Country	Number of Documents	Document Type	Document Label (Official Use Only)
<b>Spain</b>	<b>1</b>	FBI Criminal Background Recd <input checked="" type="checkbox"/>	<b>(blank)</b>
		FBI Criminal Background Recd <input checked="" type="checkbox"/>	
		FBI Criminal Background Recd <input checked="" type="checkbox"/>	
SECTION 5: PROJECTED COST			
Total Number of Documents <b>1</b>		Estimated Cost <b>\$20</b>	



Name (Last, First, MI)		Suffix/Prefix	E-mail
SECTION 4: ADDITIONAL DOCUMENTS (CONTINUED)			
Country	Number of Documents	Document Type	Document Label (Official Use Only)
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	
		FBI Criminal Background Rec	

