



U.S. Department of Justice

Federal Bureau of Investigation

Clarksburg, WV 26306

Dear Customer:

Enclosed, please find a Departmental Order 556-73 information packet. In order to obtain a copy of your FBI Identity History Summary or proof that a summary does not exist, please follow the instructions closely, ensuring that you provide all the required information. Although the FBI employs the most efficient methods for processing these requests, processing times may vary up to twelve weeks depending on the volume of requests received.

Forward your completed request to:

FBI CJIS Division - Summary Request
1000 Custer Hollow Road
Clarksburg, WV 26306

If you have any questions or need assistance, please contact the Customer Service Group at (304) 625-5590 or via e-mail at identity@ic.fbi.gov.

Criminal History Analysis Team
Criminal History Information and Policy Unit
Biometric Services Section
Criminal Justice Information Services Division