

 National Criminal Background Check Instructions

Hello,

We are delighted you would like to become a Visitation Monitor with the Toby Center. As you will be working directly with children, it is necessary for us to know you have a blemish free criminal background.

The criminal background check is based on the FBI profile and facilitates the background check based on your finger prints.

To obtain this required background check, you will first need to register online at:

1. <https://www.edo.cjis.gov/#/>
2. There, scroll down to Obtaining Your Identify History Summary (in gray)
3. Then, scroll to How To Submit a Request where you’ll see the blue email window.
4. Enter your email in the blue window and then follow the steps.
5. You will then receive instructions emailed to the address you have provided.

Once you receive your instructions, then you can

1. A. Request electronically through a post office:

print out the fingerprint cards and you can submit a request electronically directly to the FBI by visiting a participating U.S. Post Office location (see here for current list of [participating post offices](https://www.edo.cjis.gov/#/org/USPS): https://www.edo.cjis.gov/#/org/USPS

1. or you may also choose to mail your completed fingerprint card along with a copy of your confirmation e-mail to:

FBI CJIS Division

ATTN: ELECTRONIC SUMMARY REQUEST

1000 Custer Hollow Road

Clarksburg, WV 26306

Or

1. you may review any of the vendors which can supply the FBI criminal background checks known as FBI Channelers which may provide Live Scan Services near your home: See FBI.gov, for a complete list, or,
2. you may find [www.accuratebiometrics.com](http://www.accuratebiometrics.com) to be highly available at your local UPS Store. Visit <https://accuratebiometrics.com/nationwide/services/individual/fingerprint-collection-network/#collapseOne1> for list of available locations nearest you.

The Toby Center will not be able to obtain your background check so we ask you to forward that for our review upon your receiving it. When you receive your background check, kindly email to Dr. Mark Roseman at mark.roseman@thetobycenter.org, or info@thetobycenter.org . Upon review and acceptance, you will be invited to complete your enrollment as a Team Member of the Toby Center!

We look forward to working with you!