

MYTH: Individuals cannot obtain a copy of or challenge an Identity History Summary (IdHS), often referred to as a criminal history record or "rap sheet."

FACT: The Federal Bureau of Investigation (FBI) is authorized (via U.S. Department of Justice Order 556-73) to issue copies of FBI Identification Records to subjects of the records upon request.

FBI Identity History Summary Information

In accordance with the Attorney General's Order, the FBI will release copies of an individual's record to that individual upon submission of the following information to the FBI's Criminal Justice Information Services (CJIS) Division:

- A completed [Applicant Information Form](#)
- Payment for the \$18 processing fee, either by certified check or money order made payable to the Treasury of the United States, or by a credit card. For credit card payment form and other relevant information, refer to: <http://www.fbi.gov/checks>.
- A current fingerprint card listing the individual's name and date of birth. The fingerprint card must include rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken at the same time (referred to as plain or flat impressions). If possible, fingerprints should be taken by a fingerprinting technician. Previously processed cards or copies will not be accepted.

Upon completion of this request, the individual will receive, via the U.S. Postal Service, an official copy of his/her IdHS, or a U.S. DOJ Order 556-73 response indicating that there is no arrest information maintained on him/her within the FBI Criminal File. An individual may also request an IdHS check by electronically submitting a complete set of fingerprint impressions to the FBI's CJIS Division through an FBI-approved Channeler. Upon completion of a search of the FBI Criminal File, the appropriate response will be returned to the [FBI-approved Channeler](#) for dissemination to the requesting individual.

Challenging FBI IdHS Information

In order for an individual to effectively challenge any arrest information contained within the FBI Criminal File, the individual should first undergo the U.S. DOJ Order 556-73 process. Once an individual has received a U.S. DOJ Order 556-73 response and wishes to challenge information maintained within the FBI Criminal File, the individual has two options for challenging the information:

1. the individual may contact the owner of the information in order to obtain the agency's specific challenge procedures; or
2. the individual can provide a signed, written request to

the FBI's CJIS Division stating that he/she wishes to challenge IdHS information maintained on him/her within the FBI Criminal File.

In this request, the individual should clearly identify the information he/she feels is inaccurate or incomplete, and should include all available proof or documentation that would substantiate the claim that the IdHS information is inaccurate or incomplete. If the individual chooses to challenge the information through a third party, such as an attorney, the individual must also include a signed statement authorizing the FBI's CJIS Division to release information to the third party. Once the verification and any IdHS modification processes are complete, the FBI's CJIS Division's Biometric Services Section Chief will provide a signed letter to the individual, which will provide the individual complete details regarding the results of the individual's IdHS information challenge.

For More Information:

- FBI Identity History Summary Checks [Website](#)
- [How to Challenge and How to Obtain Your FBI Identity History Summary](#)
- [Challenging FBI Identity History Summary Information](#)

What is a REENTRY MYTH BUSTER?

This Myth Buster is one in a series of fact sheets intended to clarify existing federal policies that affect formerly incarcerated individuals and their families. Each year, more than 600,000 individuals are released from state and federal prisons. Another 11.4 million individuals cycle through local jails. When reentry fails, the social and economic costs are high – more crime, more victims, more family distress, and more pressure on already-strained state and municipal budgets.

Because reentry intersects with health and housing, education and employment, family, faith, and community well-being, many federal agencies are focusing on initiatives for the reentry population. Under the auspices of the Cabinet-level Interagency Reentry Council, federal agencies are working together to enhance community safety and well-being, assist those returning from prison and jail in becoming productive citizens, and save taxpayer dollars by lowering the direct and collateral costs of incarceration.

For more information about the Reentry Council, go to: <https://csgjusticecenter.org/nrrc/projects/firc/>