

**Arkansas State Police**  
**Instructions for FBI Fingerprint Background Check Submissions**

**Step 1: Schools must meet the following requirements**

1. Subscription account with the Information Network of Arkansas (INA) which requires an annual fee of \$75 for up to 10 users.
  - a. New subscribers will be required to sign an agreement for conducting state and FBI background checks.
  - b. Existing subscribers will be required to print and sign an agreement to gain access to request FBI background checks. The agreement for existing subscribers is available upon login to the CBC system and can be found under the Search tab.
  - c. This agreement can be faxed to 501-324-8904 or can be scanned and emailed to [epaxton@ark.org](mailto:epaxton@ark.org).
2. The new agreement will indicate that schools will now pay INA for the state and the FBI fee through monthly billing.
  - a. State checks: \$22
  - b. FBI checks: \$19.25

**Step 2: Determine the method for fingerprinting**

1. **For electronic fingerprint capture:** The school will request the background check through the Criminal Background Check System and the school will then instruct the applicant to go to a harvester location (See attached list or login to the Applicant Status Check online application). **IMPORTANT:** Do not send money to the State Police for the fingerprint check. If electronic scanning is used, provide the applicant with the following information and/or the attached document for the Applicant Status Check application.
  1. Visit <http://www.arkansas.gov/fbistatus>.
  2. Obtain the Search ID.
  3. Find a location.
  4. Visit <http://www.arkansas.gov/fbistatus> to track the status of the FBI check at anytime.
  5. Contact 1-877-727-3468 for questions or problems.
2. **For paper fingerprint cards:** The school will request the background check through the Criminal Background Check System (CBC) and the school will need to write the INA electronic transaction number (i.e. EDC000706343) in the upper right corner of the fingerprint card (labeled FBI leave blank) before submitting it to the State Police. INA will bill the school for the state and FBI check. **IMPORTANT:** Do not send money to the State Police for the fingerprint check.



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**Step 3: Request the background check**

1. Enter the required applicant information for the state check (First name, Last name, date of birth, race, sex and purpose or Code section).
2. If a FBI check is needed, select the state and FBI option. **Note:** The FBI option will not appear unless the school has the authority to request FBI checks and has submitted the agreement to INA.
3. Enter the additional required fields (eye color, hair color, height, weight, social security number and state of birth) as well as any other information that will be helpful for tracking the applicant. Enter the applicant's email address if they want to be notified when they can go get their fingerprints scanned electronically.
4. Click the button labeled Step 2 to initiate the search.
5. Confirm the information entered and view the total cost of the search. The state fee and the FBI fee are broken out separately.
6. Click the button labeled Submit Search.
7. The state results will be displayed instantly unless it needs more information from the agency. If more information is needed for the state check, the FBI request will remain in "Pending" status until the state check is released from ASP.
8. Print out the state result and record the search ID and the transaction number. You can search for the response by the search ID in the "History" tab once the result has been returned. The transaction number will be used to track and match up the FBI request once it gets submitted to the FBI.
9. You can view the status of the state and FBI checks in the "Pending" tab. The state status will show either "Pending" or "Complete". The FBI status will show either "Pending," "Fingerprint Pending," "Sent to FBI" or "Complete".
10. Once the applicant's fingerprints are received by the Arkansas State Police (either by the paper card or electronically), they are sent to the FBI for processing. The status will change to "Sent to FBI."
11. The results will be returned to the CBC system and the school will be notified. The status is now "Complete" and the search is moved from the "Pending" tab to the "History" tab.
12. The results can be viewed by clicking on the "History" tab and searching by any of the available parameters.
13. Print out the result for your records because it will expire 14 days from the time you view it.

