

**Form Letter to Challenge FBI Checks**

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**CERTIFIED MAIL**

(Applicant's Address)

(Date)

FBI-CJIS Division  
Attention: Special Correspondence Unit  
1000 Custer Hollow Road  
Clarksburg, West Virginia 26306

To Whom It May Concern:

I would like to request a copy of my FBI background investigation report. Enclosed is a certified check or money order in the amount of \$18.00 to cover the processing costs. This request is being made solely to challenge the accuracy of the information contained therein.

Sincerely,

(Signature)

**CERTIFICATE OF ACKNOWLEDGMENT OF INDIVIDUAL**

City/County of \_\_\_\_\_

Commonwealth/State of \_\_\_\_\_

Acknowledged before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Notary Public)