

Form Letter to Challenge FBI Checks

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)