

American DataBank is now able to process student requests for FBI fingerprints electronically through Accurate Biometrics (AB) an approved FBI channeler. The following is an outline of the process:

Please check each box below as you complete each step:

- Student places an order within Complio for FBI Electronic Fingerprint and pays for their order, which is required for all MSN students.
- Upon successful payment the student is emailed a current fingerprint card and the required forms that are currently used by American DataBank. A form specified to Accurate Biometrics will also need to be emailed to the student for completion. The turnaround time to receive results is within 5-10 days. The student must print out the card and bring the card with them to the Law Enforcement Agency.
- The student will then have their fingerprints rolled through a law enforcement agency (*it is recommended that they have two cards for the fingerprints*). The student also needs to complete the two current forms and the Accurate Biometrics specific form. The forms are as follows: Applicant Information Form/Letter to the FBI and two (2) Fingerprint Cards. The student mails the fingerprints to American DataBank (*110 16th Street 8th Floor Denver, CO 80202*) - Please include **“Attention: Electronic Fingerprint Division”**.
- American DataBank receives the results and scans one set of the fingerprints with the Accurate Biometrics form to ****Accurate Biometrics** for processing.
- If the student provided a second set of fingerprints American DataBank will keep the second set of the fingerprints in case the first fingerprint set that were originally submitted are rejected.
- Accurate Biometrics provides a “Transaction Confirmation Number (TCN)” upon successful receipt of the prints and forms. The TCN is emailed to the student along with instructions on how to access their results. A video is available for the students:
<http://www.americandatabank.com/VideoDirectory/csfp.html>.
- The student needs to upload their results directly into their Complio account where at this time will be reviewed by a Complio representative.

****Accurate Biometrics is a FBI Channeler. If you have any questions please feel free to contact us.**

*****The results can ONLY be accessed on a PC/MAC desktop computer, not a cell phone, or tablet as this may cause the students to lose their results***.**

*****The results can only be viewed ONCE. The student will need to save their results to their desktop and/or a file on their computer. *****

*****FAILURE TO SAVE THE DOCUMENT AND/OR FOLLOW THESE INSTRUCTIONS STRICTLY MAY CAUSE THE STUDENT TO RE-ORDER AND RE-PAY FOR THEIR FINGERPRINTING!*****