BOARD OF BAR EXAMINERS

OF THE DELAWARE SUPREME COURT

PROCEDURES FOR CRIMINAL BACKGROUND CHECKS

Applicants will need to obtain a complete criminal history record. This will involve both a Delaware State Bureau of Investigation ("SBI") and Federal Bureau of Investigation ("FBI") record. Therefore, the applicant will be required to appear in person at one of the below Delaware SBI locations to be fingerprinted. Due to the length of time that it will take for these reports to be processed, it is recommended that you submit your request no later than August 1st . The Board must have all criminal background checks by November 1st for an applicant to be eligible to be admitted in the December ceremony. Neither the Board nor the SBI nor the FBI makes any guarantee regarding the timing of the receipt of the reports. No applicant will be admitted until both the SBI and FBI reports have been received by the Board. Applicants who are not admitted during the same calendar year in which they pass the bar exam, may be required to get an additional background check run to ensure that the report is current. Make sure for both the SBI and FBI checks that you request that the reports be sent directly to the Board. Reports submitted by an applicant will not be accepted. The following are the locations based on county for fingerprinting. Please note that this is the information that the Board has received regarding hours, etc. It is recommended that you contact the SBI directly to verify the information as it may change.

Sussex County

Delaware SBI provides fingerprinting services at Troop 4, in Georgetown, on the corner of Shortly Road and Route 113, across from the Delaware Division of Motor Vehicles.

Hours of operation are:

- Every other Wednesday, from Noon to 6:30 p.m.
- **by appointment only**
- Call (302) 739-2528 for information

Kent County

Delaware SBI is located at Suite 1B, 655 Bay Road, Dover, DE 19901.

Hours of operation are:

- Monday, 9:00 a.m. to 7:00 p.m.
- Tuesday through Friday, 9:00 a.m. to 3:00 p.m.
- **No appointments are necessary** as it is a walk in facility.
- Call (302) 739-5871 for information and directions.

New Castle County

The SBI office is located in Delaware State Police Troop 2, on Route 40, in Bear, just west of the Fox Run Shopping Center, between Rt. 72, and Rt. 896.

The hours of operation are:

- Monday, Thursday, and Friday, 8:30 a.m. to 3:30 p.m., closed for lunch from 12 to 12:30.
- Tuesday, 11:30 a.m. to 6:30 p.m., closed for lunch from 4:00 to 4:30,
- **Troop 2 is by appointment only**, which can be scheduled by calling (302) 739-2528

The SBI Background Check is $45.00, and the applicant will also need to pay $10 to the SBI for the fingerprint cards that the applicant will need for the FBI. The applicant may use cash, credit or debit cards, bank checks, money orders, or company checks made out to Delaware State Police. The Delaware State Police do not accept personal checks.

A Criminal History Background Check is obtained through fingerprints. You will need to bring a photo Identification. A Driver's License, School ID, or State ID would be sufficient. It is not required to be a Delaware License. You do not need to bring a social security card or a birth certificate.

If you need further information please call 302-739-5871, or visit http://dsp.delaware.gov/SBIinfo.shtml. Prices and hours of operation are subject to change.

When the applicant requests the SBI check, there is an authorization form to have the results sent directly to a third party. The applicant must authorize SBI to send the results directly to Board of Bar Examiners, Carvel State Office Building, 820 North French Street, 11th Floor, Wilmington, DE 19801. The results may take up to 8 weeks.

The applicant must also request a copy of his or her own FBI Identification Record. To do so, the applicant should follow the procedures set forth below. It is recommended that applicants get fingerprinted for the FBI check at the same time that they appear for their SBI prints.

1. Complete cover letter. This is obtainable at the FBI's website. http://www.fbi.gov/hq/cjisd/fprequest.htm (sample attached)

- Include your complete mailing address. Please provide telephone number and/or email address, if available.

2. Fingerprint Card

- Obtain a set of your fingerprints (original card, no copies). Your name and date of birth ***must be*** provided on the fingerprint card. As noted, you may obtain a fingerprint card for $10 from the Delaware State Police when you are being fingerprinted for the Delaware criminal history check.
- Include rolled impressions of all ten fingerprints and impressions of all ten fingerprints taken simultaneously (these are sometimes referred to as plain or flat impressions.)
- Previously processed fingerprint cards will not be accepted.

3. Payment

- Include $ 18 - U.S. dollars in the form of a money order, certified check made payable to the Treasury of the United States (please be sure to sign where required), or you may pay by credit card. ***Note: No cash, personal checks, or business checks will be accepted.***
- Must be exact amount
- If paying by credit card you must include the completed credit card payment form
- Credit cards will not be used for expedited mail services

4. The results will go directly to the applicant. DO NOT OPEN THE ENVELOPE When the background report is received, forward the sealed envelope to the Board. If the envelope has been opened, the Board will not accept the record.

Mail the required items #1, #2, and #3 (listed above) to the following address:

FBI CJIS Division – Record Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

Your request to the FBI needs to be postmarked by August 1st. Please keep proof that you made your request by the above date.