

BOARD OF BAR EXAMINERS OF THE DELAWARE SUPREME COURT

INSTRUCTIONS FOR OBTAINING CRIMINAL HISTORY REPORTS

You must obtain certified personal criminal history reports from Delaware and the Federal Bureau of Investigation (“FBI”).

The method to obtain these reports has changed. The Delaware State Police no longer conducts the background checks. Identogo is the exclusive provider for the State of criminal history reports. You can also obtain an FBI criminal history report from Identogo or certain US Post Offices.

If you choose to use Identogo for both state and federal reports, you will need to make an appointment for each background check. **Make sure the location you pick does both – not all Identogo centers do the federal background checks.** Instructions for Identogo are below.

The reports will be sent to you by email. You are responsible for uploading the reports to your BBEDE Application. You will be required to present the originals at your Character and Fitness interview should you be successful on the Exam so be sure to keep them in a safe place.

Delaware Criminal History Report

To schedule an appointment for a Delaware criminal history report, go to <https://uenroll.identogo.com/>.

You should enter **27RVGT** as the service code.

FBI Criminal History Report

To schedule an appointment for a FBI criminal history report you will need to make a separate appointment with Identogo at <https://www.identogo.com/services/history-check/fbi-history-check>.

Your Agency Identifier is “Personal Review”

You should enter **111VVQ** as the service code.

OR

USPS is offering digital fingerprinting services for the FBI criminal history report at the USPS location “Wilmington Box” 147 Quigley Blvd, New Castle DE 19720 from 10:00 am – 3:00 pm. They accept walk ins. Please visit <https://ips.usps.com/IdentityCapture/> for info on what you need to provide.

WARNING: If you choose to mail your fingerprints to the FBI it can take up to 90 days to receive your criminal history report.