



## BOARD OF BAR EXAMINERS OF THE DELAWARE SUPREME COURT

### **INSTRUCTIONS FOR OBTAINING CRIMINAL HISTORY REPORTS**

You must obtain a complete criminal history background check. This will require you to obtain criminal history reports from the Delaware State Bureau of Investigation (“SBI”) and the Federal Bureau of Investigation (“FBI”).

Additional information on how to obtain required criminal history reports is below. Due to the length of time that it may take for these reports to be processed, the Board of Bar Examiners (“Board”) strongly encourages you to begin making the necessary arrangements as soon as possible. The Board must have all criminal history reports by September 1 for you to be eligible to be admitted in the December ceremony.

No guarantees are made regarding the timing of the preparation, delivery or receipt of criminal history reports. You will not be admitted until the Board has received the required reports. If you are not admitted during the same calendar year in which you pass the Delaware Bar Exam the Board may require you to obtain updated reports.

The reports should be sent to you. You are responsible for uploading the reports to your Application and then immediately mailing the original paper copies to the Board’s Executive Director. **Do not have these reports sent directly to the Board—the Board will not upload the documents to your application.**

### **SBI Criminal History Report**

To obtain your SBI report, you must appear in person at an SBI office to be fingerprinted. You will need to bring a valid and current form of photo identification, such as a driver’s license, passport, or government- or school-issued identification card. Information regarding office locations, hours of operation, how to schedule an appointment, fees, and payment options is available on the SBI’s web page at <http://dsp.delaware.gov/SBIinfo.shtml>, or by calling 302-739-5884.

## **FBI Criminal History Report**

You are responsible for obtaining your criminal history report from the FBI. You will need to have a fingerprint card prepared in order to obtain the report. You may do this when you appear in person at an SBI office to order your SBI criminal history report. It will require payment of an additional fee, which you can find on the SBI's web page at the hyperlinked address above. You are also free to have your FBI-compliant fingerprint card prepared through another law enforcement agency or a private fingerprinting service provider if you do not reside in Delaware.

Complete information and forms for obtaining your FBI criminal history report, including a helpful checklist, can be found on the FBI's *Identity History Summary Checks* web page, available at <http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/identity-history-summary-checks>.