



**American Embassy**  
Bangkok, Thailand  
American Citizens Services Unit  
95 Wireless Road  
Bangkok 10330  
Telephone: (66) 2-205-4000, Fax: (66) 2-205-4103  
Website: <https://th.usembassy.gov/>

## Criminal Record Checks

U.S. citizens may need a "certificate of good conduct" or proof that they lack a criminal record. These may be needed for many reasons abroad, it may include adoption, school, and work. To request a U.S. criminal record check, please find the following steps:

### 1. Research if authentication of U.S. documents is required.

If the country or the organization requesting the records requires the documents to be authenticated. Your findings will help you determine how to proceed.

If the country where you will use the records requires authentication, please find Authentication of documents for use abroad here <https://travel.state.gov/content/travel/en/replace-certify-docs.html> .

### 2. Request your criminal record.

#### *Option 1. Local Police Check*

Go to your local police department where you live or last lived in the United States. Ask that the police department conduct a local or state criminal records search. Ask that they provide a document showing you have no history of a criminal record. Police departments may need you to be there in person to request the background check.

#### *Option 2. FBI Records Check*

The Criminal Justice Information Services (CJIS) Division of the Federal Bureau of Investigation (FBI) is in charge of an FBI records check. The FBI offers *two ways* to request FBI Identification Record or to prove that no record exists as following:

#### 2.1 The Criminal Justice Information Services (CJIS) Division of the Federal Bureau of Investigation (FBI):

You may get a copy of your record by submitting a written request to the CJIS Division. The request must include proof of identity. This proof must include your name, date and place of birth, and a set of *rolled-inked fingerprints* (which can usually be obtained at your local U.S. police department). If there is no criminal record, they provide a report reflecting this fact.

See current processing fees and more information here <https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/identity-history-summary-checks>

#### 2.2 An FBI-approved channeler:

You may also submit a request through an FBI-approved channeler,

<https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/identity-history-summary-checks#FBI-Approved-Channeler>. A channeler is a private business that has contracted with the FBI. They receive your fingerprint submissions and data. They also collect any fees. Then they send the submissions and information to the FBI. The FBI will give them the background check results, and they will give them to you.

See [www.FBI.gov](http://www.FBI.gov) for more information.

### **3. If Required: Get your criminal records authenticated**

For option 1. *Local Police Check*: Documents from your local police will need more authentication than just the police seal. Contact your state Secretary of State's office or other designated officials in your state. They can help you authenticate state-issued documents. See general guidance on <https://travel.state.gov/content/travel/en/replace-certify-docs.html>.

For options 2. *FBI Records Check*: You must submit a request for an authenticated copy of your FBI Identification Record directly to the FBI *at the time of submission*. Please tell them what country you will use the document in.

Note: Please find detailed steps for Authentications of U.S. documents to be used abroad below that are specific to Thailand and which will ensure your documents meet authentication requirements demanded by Thai authorities.

*Step 1* Document to be Authenticated, Authentication Certificate Requirements  
<https://travel.state.gov/content/travel/en/records-and-authentications/authenticate-your-document/authentication-certificate-requirements.html>

*Step 2* Royal Thai Embassy, <https://washingtondc.thaiembassy.org/th/page/certify-us-documents>; or look up the United States-based Embassy of the country where the documents will be used here Foreign Embassies in the United States <https://www.embassy.org/embassies/>

*Step 3* Legalization Division, Consular Affairs in Thailand  
<https://consular.mfa.go.th/th/page/legalization?menu=5d68c88b15e39c160c008184>. Online appointment for the Legalization service is available here <https://qlegal.consular.go.th/>.

For more information about Authentications of U.S. documents to be used abroad is available here <https://travel.state.gov/content/travel/en/records-and-authentications.html>.

### **Additional Information**

Travel.State.Gov—Criminal Records Checks: <https://travel.state.gov/content/travel/en/international-travel/while-abroad/criminal-record-checks.html>

Department of State Office of Authentications: <http://travel.state.gov/content/travel/english/legal-considerations/judicial/authentication-of-documents/office-of-authentications.html>

FBI Identity History Summary Checks (Rap Sheets): <https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/identity-history-summary-checks>

National Association of Secretaries of State Apostilles/Authentication Services:  
<http://www.nass.org/state-business-services/apostilles-document-authentications/>

## Preparing a set of rolled-inked fingerprints

To Prepare a set of *rolled-inked fingerprints* while you are in Thailand, please contact The Police Clearance Service Center.

*U.S. Embassy in Bangkok and U.S. Consulate in Chiang Mai do not provide fingerprints service.*

### **The Police Clearance Service Center:**

Police Clearance Service Center, Building 6 *Royal Thai Police*, Rama 1 Rd., Pathumwan, Bangkok 10330  
Phone numbers: 0-2205-2168-9 Fax: 0-2205-2169 E-mail: [pcsc@police.go.th](mailto:pcsc@police.go.th)

The office opens Monday to Friday (Except Public Holidays), from 08.30 am. – 04.30 pm., without lunch break.

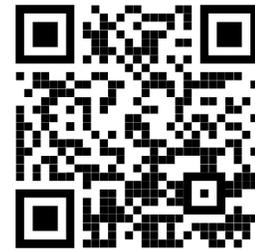
ศูนย์บริการออกหนังสือรับรองความประพฤติ กองบัญชาการตำรวจสันติบาล สำนักงานตำรวจแห่งชาติ

อาคาร 6 สำนักงานตำรวจแห่งชาติ ถนนพระรามที่1 เขตปทุมวัน กรุงเทพฯ 10330

โทรศัพท์ 0-2205-2168- 9 โทรสาร 0-2205-1295

เว็บไซต์ <https://pcscenter.sbpolice.go.th/>

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