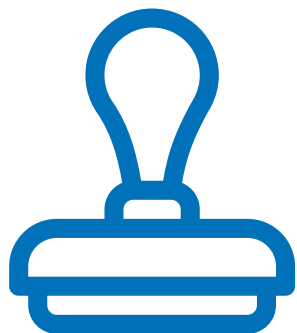




How to obtain a criminal record from a CITY police department and from a STATE police agency:

- 1) Google the police department or agency by name of city and/or state
- 2) Look for records department or criminal record certification information. You may have to call the police department.
- 3) Ask for obtaining a certified or notarized copy.
- 4) If you can not obtain notarized copy then you may take the records to a notary to certify.
- 5) Send documents for apostille to secretary of state in the state your records are notarized in

What is an apostille?



The apostille is a second certification that makes a document internationally legal. This document is issued by the secretary of state apostille office in the same state your Criminal Record is issued. We can assist in guiding you through this process.

How long does It take to get a criminal background check?



If a person enters a police station with required documents this process can be done instantly in many cases, but the total time averages between **2-4 weeks** when including apostille, and Spanish translations.

Can I use a background check website?



This might not be accepted as they are not government agencies.

I am not in the USA, HOW DO I DO THIS?



If you are not in the **USA, OR YOUR HOME COUNTRY**, then you may need to ask a friend, family member or messenger agency to assist you in obtaining documents.