

# BOARD OF PRIVATE DETECTIVES & GUARDS

## IMPORTANT NOTICE REGARDING THE FBI AND STATE CRIMINAL HISTORY RECORD CHECKS

**This notice supersedes the instructions on all application forms regarding the FBI Report and Hawaii Criminal History Record Check until applications are revised. Please note that these instructions apply to any persons, officers, directors, partners, managers or members responsible for the agency applicant.**

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To obtain a FBI national criminal history record check **and** the State of Hawaii Criminal history record check, applicants shall be fingerprinted electronically at **Fieldprint Inc.** locations nationwide or any other fingerprinting agency approved to send electronic fingerprints to the Hawaii Criminal Justice Data Center ("HCJDC").

**Please visit Fieldprint Inc. at <http://fieldprinthawaii.com>** to make an appointment, inquire about other available site locations on the Continental United States, or call (877) 614-4361.

Fees for the FBI and the State of Hawaii Criminal history record checks shall be paid directly to Fieldprint and will be electronically sent to the HCJDC.

Note: Fingerprinting cards are no longer available from the Board's office.

**NOTE:** A license/registration application (individual or agency) must be filed within 30 days of the fingerprinting to ensure that the results are obtainable from the HCJDC. If the results are not obtainable, you will be required to obtain new fingerprints.