

Challenging a Not Cleared Recommendation for Individual Applicant

To challenge a Not Cleared recommendation and establish your eligibility, take the following steps:

1. Contact your selecting organization as soon as possible after the date of your Not Cleared recommendation to indicate that you would like to challenge the factual accuracy of the results.
2. Obtain a copy of your criminal history information from the FBI for your personal review. There are two ways to do this, outlined below. Costs and turnaround times will vary. Discuss the best option for your specific situation with your selecting organization, which may, if it chooses, pay for this additional check.
 - a. You may request your criminal history information directly from the FBI through the U.S. Postal Service. This method costs \$18, plus any fees charged by a local fingerprinting provider. Visit the FBI's [Identity History Summary Checks](#) page for more information, including current processing times.
 - c. You may use a Channeler (including, but not limited to, Fieldprint) to expedite the process. A number of Channelers are approved by the FBI to provide FBI checks for personal review, including Fieldprint. You may use Fieldprint or any other vendor that is convenient to you to complete this step, as it is outside the scope of AmeriCorps's contract with Fieldprint. For a list of available vendors, visit <https://www.fbi.gov/services/cjis/identity-history-summary-checks/list-of-fbi-approved-channelers-for-departmental-order-submissions>. The services offered by individual Channelers will vary. Prices are generally between \$40 and \$60 per check and turnaround times range from nearly instantly to a few business days from submission of fingerprints. Be sure to indicate to the Channeler that you are requesting this check for personal review.
3. When you have obtained your FBI criminal history record information, demonstrate to the selecting organization that you are, in fact, eligible. The steps you will need to take will vary based on the specific reason you have obtained a Not Cleared recommendation as follows:
 - a. If your FBI criminal history record information contains erroneous information, including offenses that have been expunged, you may demonstrate to the satisfaction of the selecting agency that the information was erroneous. This might require providing court documentation or further information from a law enforcement agency. To correct FBI criminal history record information, see <https://www.fbi.gov/services/cjis/identity-history-summary-checks>

