



NORTHWESTERN  
UNIVERSITY  
IN QATAR

## **Fingerprints for FBI Record Request**

**(Adapted from the *Guide to Northwestern Life in Qatar*)**

The State of Qatar requires potential Qatari residents to provide criminal background verification from the country of origin as part of the residency application process.

U.S. passport holders can meet this requirement by completing the Federal Bureau of Investigation Identification Record Request.

The NU-Q employee should download and print the FBI's standard **fingerprint form, cover letter, and payment form**, available via the following link:

<http://www.qatar.northwestern.edu/employment.html>

Take the fingerprint form to the Northwestern University Police Department at 1819 Hinman Avenue to be fingerprinted and ask the University police officer on duty to complete the form. This service is available free of charge, Monday-Friday, 8:00AM - 4:00PM. Depending upon the availability of an officer (and the possibility that the officer might be taken away from fingerprinting to attend to an urgent call), the process can take between fifteen minutes to an hour.

To ensure delivery to the FBI, the Qatar Support Office at 1801 Maple, Suite 3112, will send completed Record Requests (fingerprint form, cover letter, and payment form) by Federal Express or similar delivery service on the employee's behalf. The processing fee, currently \$18, is reimbursable by NU-Q.

Within a few weeks, the employee should receive the results of the record request from the FBI. Forward the original results to the Qatar Support Office.