

# BACKGROUND CHECK

## ONLY PEOPLE WITH APPOINTMENT ARE ATTENDED

If you have an appointment to take fingerprints at the office of the  
PR Background Check

You must register with the guard and **wait in your car or outside the facilities** until you are attended **depending on your appointment time.**

A person who is not present at the time of their appointment must reschedule it at [applicantservices.pr.gov](http://applicantservices.pr.gov). for another time or day.

At the time of being attended, you must have available:

1. **The printed appointment with the payment receipt**
2. **Authorization Form duly completed and signed. (ask the guard if you do not have it)**
3. **A valid photo ID (active driver's license, real ID, passport, citizenship card). NOT EXPIRED**

**\*If you do not have these documents you will not be attended, you must reschedule your appointment in [applicantservices.pr.gov](http://applicantservices.pr.gov).**

### **You will need to follow the following rules:**

1. You will need to check in with the guard and then wait outside of the front desk until you are called.
2. **No children are allowed or enter accompanied, only the person cited will be attended.**
3. You will be escorted to the fingerprint area and then departure.
4. The use of cell phones or cameras in the fingerprint area is not allowed.
5. Entry with glasses, caps or hat is not allowed.
6. **It is not allowed to enter the building in shorts, bathing suits, short suits or sleeveless shirts, or any clothing inappropriate to the protocols of government agencies.**
7. It is not allowed to ingest food or drinks at any time.
8. The carrying of weapons of any kind shall not be permitted, except those used by duly identified law enforcement officers.
9. The entry of blunt or sharp objects that can be used as weapons to attack third parties will not be allowed.
10. The entry of animals will not be allowed, except those that are properly trained to serve as a guide to blind people, audio disabled or who have any impediment that requires their use, as well as those that are trained for security matters, accompanied by a law enforcement officer
11. Explosive materials or hazardous substances shall not be permitted to enter.

# DOCUMENTS TO PRESENT THE DAY OF THE APPOINTMENT:

1. Complete and print the consent [form for fingerprinting](#) and bring it printed on the day of the [fingerprinting appointment](#) with the information according to the identification you will bring.
2. Printed email that includes the payment ID
3. Approved Identification **Not Expired**. It must be physical; **NOT COPY and NOT DIGITAL** which includes:

## Citizens born in PR and the United States

- **Original** valid United States passport in physical form, **NOT digital**,
- **NOT a copy**, NOT expired.
- **Original** current state or federal driver's license in physical form **NOT digital, NOT a copy**
- **Original** state or federal identification card "Real ID"
- **Original** valid United States passport in physical form NOT digital, NOT a copy
- **Original** Department of Defense common access card
- **Original** United States Tribal Identification Card or from the Bureau of Indian Affairs

## ALL Foreign (Citizen or Non-Citizen)

- Unexpired original United States passport in physical form, NOT digital, NOT a copy, NOT expired or Original **NOT expired** foreign passport with one of the following appropriate immigration documents:
  - Certificate of citizenship (N560)
  - Certificate of Naturalization (N550)
  - Resident Card for Aliens INS I-551 issued since 1997.
  - INS 1-688 Temporary Resident Identification Card
  - INS I-688B, I-766 Employment Authorization Card