

Request to Change Record concerning NCIC ONLY

The following information is necessary to file a request to change your NCIC record(s). Note: You or your agent may request a change to records ONLY about yourself. We will not process a request to change NCIC records about someone else, e.g., information about your spouse, your adult child, your employees, etc.

Full name: _____

Aliases or other names used (e.g. maiden name): _____

Current address: _____

Date of birth: _____ Place of birth: _____

Daytime telephone number: _____

Email address: _____

Social security number: _____

The record you wish to change is:

Either here or on a separate sheet of paper, state specifically what you want changed in the Federal Bureau of Investigation (FBI) National Crime Information Center (NCIC).

Please submit this form, a copy of your NCIC FBI background report, along with a copy of your government issued photo ID, to usarmy.belvoir.hqda-usacid.mbx.crfoiapa@army.mil.

I understand that any falsification of this statement is punishable under the provisions of Title 18, United States Code (U.S.C.), Section 1001 by a fine of not more than \$10,000 or by imprisonment of not more than five years, or both; and that requesting or obtaining any record(s) under false pretenses is punishable under the provisions of Title 5, U.S.C., Section 552a(i)(3) as a misdemeanor and by a fine of not more than \$5,000.

Signature _____ Date _____

A digital signature or legible signature along with a copy of a government-issued identification card is required. Legal representatives must additionally present an original of proof of legal representation (Signed notarized consent).

****ALL REQUESTS MUST CONTAIN A COPY OF THE FBI BACKGROUND CHECK PRINTOUT WHICH CAN BE OBTAINED BY FOLLOWING THE INSTRUCTIONS FOUND ON <https://www.fbi.gov/how-we-can-help-you/more-fbi-services-and-information/identity-history-summary-checks>****