

## **FBI Fingerprint Check Requirement**

National Emergency Training Center (NETC) contract instructors are required to obtain a favorable fingerprint suitability finding in order to serve as an instructor and have access to campus. Once a favorable fingerprint suitability finding is obtained for an instructor, it's good for 2 years.

The process begins when the Contract Instruction Section of EMIs Superintendent's Office contacts you via email to verify your mailing address.

Once the Contract Instruction Section receives a response to the email with the required information, the Contract Instruction Section will send will mail out the fingerprint package (Cover letter, 4 fingerprint cards, FEMA Form 121-2-1 (Request for Fingerprints) and a self-addressed stamped return envelope) to the instructor.

Once the instructor returns the fingerprints, the package will be sent to FEMA Headquarters Security. It usually takes 2-3 weeks to process the fingerprints. Contract Instruction Section will be contacted when the fingerprint check is complete. Upon notification of the completed favorable fingerprint check of an instructor, the instructor will be notified and added to the bid list.