



## Instructions for Obtaining and Authenticating your Criminal Background Check

All newly hired US faculty and staff are required to have a FBI Criminal Background Check (CBC) completed and authenticated prior to arriving in Kuwait. In all cases your CBC must be authenticated. Proof of authentication is required prior to departing from the US, as legal residency and work permits cannot be obtained without such authentication. All Steps below can be completed by mail if necessary.

### Step 01

Identification Record Request/Criminal Background Check can be obtained by following the steps in this link.  
<http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/submitting-an-identity-history-summary-request-to-the-fbi>

### Step 02

Transmit the documents obtained in **Steps 1** above to the State Notary Public Administrator for application of the State seal. The State Notary Public Administrator will affix a state authentication certificate.

### Step 03

Transmit the documents obtained in **Steps 1 and 2** above to the Authentications Office of the Department of State Notary Public Administrator following their instructions contained on their website at [www.state.gov/m/a/auth/](http://www.state.gov/m/a/auth/)  
The Authentications Office will provide a certificate.



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Step 04

In order to obtain the authentication of the US Department of State Seal at the Kuwait Embassy, transmit the documents obtained in **Steps 1 and 3** above (**Before you send the documents from steps 1 and 3 to the Kuwait Embassy please contact the HR department at AIU and await our reply – hr@aiu.edu.kw**). You will also need to include, original and copy of CBC, a copy of your passport, Cover letter from applicant stating the purpose for authentication and the applicant contact information, Letter from us stating the purpose for authentication and our contact information (we will send this to you at the appropriate time) and self-addressed postage paid envelope. The fee is \$25.00 per document paid by money order. (See enclosure 1) The address is:

**Kuwait Embassy**  
**2940 Tilden Street, NW**  
**Washington DC 20008**

**Telephone: (202) 966-0702 Ext 93044**

**Fax: (202) 364-2868**

**Email: Washington@mofa.gov.kw**

If your state does not appear on the enclosure letter then please send to this address:

**Kuwait Embassy**  
**130 South El Camino Drive**  
**Beverly Hills CA 90212**

The Kuwait Embassy will affix a Stamp and Seal to the reverse of the State Authentication Certificate.

I understand that I am required to obtain and authenticate my Criminal Background Check within 30 days of the date signed below and that I must scan and email a copy of the CBC authentication to AIU within this timeframe. Should you not be in a position to meet this timeframe then you are to inform, via email, the AIU HR Manager the reason for the delay.

I also understand that a Kuwait work permit and residency cannot be obtained without the authentication of both the US State Department and the Embassy of the State of Kuwait in Washington DC.

Employee Name:..... Signature:.....Date:.....

Enclosures: 1. Embassy of the State of Kuwait, Washington DC letter regarding authentication.