

## Contacts at Other Agencies

The following federal agencies are contacted regularly for processing background checks.

Standard Optional	District/ Washington	Agency, Address, and Telephone Number	Required Information and Optional Data
Standard (Foreign Only)  Optional (U.S.)	Washington	<p><b>Central Intelligence Agency</b> Attn: External Inquiries Branch Room No. GC32 Washington, D.C. 20505 (703) 482-6633 Fax: (703) 482-3458</p> <p><b>Central Intelligence Agency</b> Chief, Liaison &amp; Compartmented Information Branch Center for CIA Security Stafford Building, Room 2504 Washington, D.C. 20505 (703) 613-0785</p>	<p>Form CC-9020-01.</p> <p>Specify if you want a response from the External Inquiries Branch or the Securities Division.</p> <p>The External Inquiries Branch seeks information from foreign contacts.</p> <p>Securities Division provides information on persons who requested employment with CIA or had government contracts.</p>
Optional	District	<p><b>Commodity Futures Trading Commission</b> Counsel for Executive Director Three Lafayette Centre 1155 21st St., NW, Room 9146 Washington, D.C. 20581 (202) 418-5160</p>	<p>Form CC-9020-01.</p> <p>Information may be requested from either the enforcement list or the commodities or futures registration list. The former may provide the most useful information.</p>
Standard	Washington	<p><b>Credit Reports.</b></p>	Form CC-9020-01.
Standard	Washington	<p><b>Drug Enforcement Administration</b> Chief, Litigation Unit FOIA – Room W6180 Washington, D.C. 20535 (202) 353-0942</p>	Form CC-9020-01.
Standard	District	<p><b>OCC's Enforcement and Action Report System (SARS/EARS)</b></p>	Licensing staff or District Counsel perform search.
Standard	District	<p><b>Financial Crimes Enforcement Network (FinCEN)</b></p>	Consult with District Counsel.
Optional	Washington	<p>FBI Name Check requests: <b>Federal Bureau of Investigation</b> Unit Chief, National Name Check Program Unit, Room 6387 935 Pennsylvania Avenue, NW Washington, DC 20535-0001 (202) 324-4935</p>	Form CC-9020-01.
Standard	Washington	<p>FBI Fingerprint requests: <b>Federal Bureau of Investigation</b> 1000 Custer Hollow Road Clarksburg, West Virginia 26306 (304) 625-5590 (7:00 am to 11:00 pm)</p>	Fingerprint cards are forwarded to the Identification Division.

Optional	Washington	<b>Federal Trade Commission</b> FOIA Request FOIA Branch, OGC FTC Room 676 600 Pennsylvania Avenue, NW Washington, DC 20580 (202) 326-2430	Consult with Headquarter Licensing.
Standard (Foreign Only)  Optional (U.S. Citizen)	District	<b>U.S. National Central Bureau of INTERPOL</b> Assistant Director, Economic Crimes Division U.S. Department of Justice Washington, D.C. 20530 (202) 616-3459	<ul style="list-style-type: none"> <li>• Name and any known aliases.</li> <li>• Date and place of birth (country).</li> <li>• Country in which suspicion arises.</li> <li>• Parents.</li> <li>• Foreign passport number.</li> <li>• Previous foreign address.</li> </ul>
Standard	District	<b>Internal Revenue Service</b> Manager Tax Check Unit CL:GLD:PPTC: Room 1603 1111 Constitution Avenue, NW Washington, D.C. 20224 Phone: (202) 622-3798 Fax: (202) 622-0299	<p>IRS Tax Check Waiver.</p> <p>The following procedures should be used for the Tax Check Program.</p> <ul style="list-style-type: none"> <li>• OCC personnel forward the IRS Tax Check Waiver form to the filer for completion.</li> <li>• Each filer completes pages 1 and 2 and signs and dates page 2 of the form. The filer returns the completed form to the OCC district office.</li> <li>• After review, OCC personnel forward the completed form to the IRS.</li> </ul>
Standard	District	<b>LEXIS-NEXIS</b>	<p>Databases on LEXIS that should be checked are:</p> <ul style="list-style-type: none"> <li>• Docket Library – sanctions by banking and securities agencies.</li> <li>• Liens, Assets Library – financial information.</li> <li>• Insolvency Library – bankruptcy information.</li> </ul> <p>Consult with District Counsel.</p>
Optional	District	<b>Local court records</b>	<p>Consult with District Counsel.</p> <p>Local court personnel may respond to phone call requests, and many jurisdictions have computerized records for rapid search. To research court records, contact the clerks of the appropriate local courts by calling the trial court located in the filer's jurisdiction. Be prepared to provide the filer's name, any variations of it, and any related business entities that might have been involved in litigation.</p>
Optional	District	<b>National Association of Securities Dealers</b> Director, Compliance 1735 K Street, NW Washington, D.C. 20006 (202) 728-8237 FAX: (202) 728-8861	Form CC-9020-01.
Optional	District	Newspaper and periodical checks. OCC Librarian (202) 874-4720 FAX (202) 874-5138	Consult with OCC Librarian.

Optional	Washington	<b>Securities and Exchange Commission</b> 450 5th Street, NW Room 8208, Mail Stop 0801 Washington, D.C. 20549 (202) 942-4674 FAX: (202) 942-9631	Form CC-9020-01.
Optional	District	<b>Federal, state and local law enforcement agencies</b>	Consult with District Counsel.
Standard	District	<b>U.S. Immigration and Customs Enforcement</b> U.S. Department of Homeland Security DAD & Unit Chief, Information Disclosure Mission Support Division Office of Investigations Chester Arthur Building 425 I Street, NW - Room 4038 Washington, D.C. 20536 (202) 616-7489 FAX: (202) 514-8345 or 616-7612	Form CC-9020-01.
Standard (Foreign Only)  Optional (U.S. Citizen)	District	<b>United States Department of State</b> DS/IC/PR 17 <sup>th</sup> Floor – SA –20 1801 N. Lynn Street Washington, D.C. 20522-2008 (571) 345-2269	The State Department is the OCC liaison for conducting police and embassy checks in foreign countries.  <ul style="list-style-type: none"> <li>• Name and any known aliases.</li> <li>• Date and place of birth (country).</li> <li>• Current address.</li> <li>• Current title or position.</li> <li>• Name of employer.</li> <li>• Full name of both parents.</li> <li>• Foreign passport number.</li> <li>• Relatives working in the home.</li> <li>• Country local government.</li> <li>• National identification number (if applicable).</li> <li>• List of countries that should be checked.</li> </ul>
Standard (Foreign Only)  Optional (U.S. Citizen)	District	<b>United States Immigration and Naturalization Service</b> U.S. Department of Homeland Security ULLICO Building Attn: Supervisor Chief, Records Operation Section 425 I Street, NW – 4 <sup>th</sup> Floor Washington, D.C. 20536 (202) 307-2788 FAX: (202) 305-1737	<ul style="list-style-type: none"> <li>• Full name and any known aliases.</li> <li>• Date and place of birth (country).</li> <li>• Current address.</li> <li>• Social security number.</li> <li>• Passport number or visa number.</li> <li>• Immigration file number (if applicable).</li> </ul>
Optional	District	<b>United States Internal Revenue Service, Inspections</b> Assistant Commissioner Inspections IS:I 1401 Wilson Blvd., Suite 816 Arlington, VA 22209 (703) 235-0586	Form CC-9020-01