

Attachment

Letter of Instruction for Applicants

Dear Sir or Madam:

You are associated with an application or notice that has been filed or that will be filed in the near future with the Federal Reserve System, and Federal Reserve staff has determined that you are subject to a name check, which is a procedure whereby background information on an individual is requested from other regulatory and investigative authorities. Part of the name check process is conducted by the Federal Bureau of Investigation. In order for the FBI to perform this check, you must supply your fingerprints. This may be done in one of two ways:

Use of a Fingerprint Card

The enclosed fingerprint card may be taken to a police station or other law enforcement location, where law enforcement personnel will fill out the card and take your fingerprints. You should call the location to get specific instructions on arranging an appointment, the cost to you (if any) of having the fingerprint card completed, and any special information required by that particular location. In addition to the fingerprint card, you should take (1) the enclosed postage paid pre-addressed envelope (addressed to the Office of Personnel Management) to the location where you have chosen to have your fingerprints taken, and (2) picture identification, such as a drivers license. You should not fill out any section of the fingerprint card. Law enforcement staff will fill out the card. Once the fingerprint card is complete, law enforcement officials may mail the card in the provided envelope, or should seal the fingerprint card in the envelope and give it back to you for mailing. If the completed card is returned to you, please mail it as soon as possible.¹

or

Use of a Live-Scan Terminal

You may go to a Reserve Bank to have your fingerprints taken electronically through a device called a Live-Scan terminal. The use of a Live-Scan terminal will significantly expedite the FBI name check process. Currently, most but not all Reserve Banks offer this service. Please call the appropriate applications staff contact at the Reserve Bank that is or will be processing the related application to determine if that Reserve Bank has Live-Scan capabilities and, if so, to receive instructions on how to make an appointment to be fingerprinted using a Live-Scan terminal.

¹ If you choose to send the fingerprint card to the Office of Personnel Management by expedited mail that prohibits the use of post office box addresses, rather than using the address on the pre-addressed envelope, send the card to: FP-SAC, OPM-FIPC, 1137 Branchton Road, Boyers, Pennsylvania 16018.

Please note that a delay in returning your fingerprint card or in having your fingerprints taken electronically can result in a delay in final action on your application or notification. To the extent possible, you should be fingerprinted prior to the submission of a filing with the Federal Reserve.

[Signature Block]

Enclosures