

Important Links

- If you're doing your own fingerprinting at home, [we recommend this ink from Amazon.](#)
- For home fingerprinting, [review this extensive tutorial](#)
- Know Your Customer ([KYC](#)) ID verification.
- Downloadable and printable [FBI FD-258 fingerprint cards](#)
- [FBI Federal Intake form](#) Password: Idiomatic-10

Please find additional instructions below regarding the fingerprinting steps:

Before Fingerprinting

Please complete the following:

1. [\(KYC\) ID verification](#)

Access the link using your mobile phone and follow the instructions. No special software is needed.

2. [FBI Federal Intake form](#) Password: Idiomatic-10

NOTE: Your data is destroyed after 30 days. We do not retain your private information.

Fingerprinting Process

If you are being fingerprinted at one of our centers, we will have all materials and forms ready for you.

If you are getting fingerprinted by the police or doing your fingerprinting at home, [download and print the following FBI-specific form.](#)

The FBI FD-258 form can be printed on standard, white copy-weight paper.

NOTE: For those doing home fingerprinting: to check the quality of your fingerprints, feel free to send a picture to us via email or WhatsApp.

Filling out Your Fingerprint Card

The fully encrypted intake form securely captures your personal information. You only need to include your full name on your fingerprint card so we can identify you.



www.tuapostilla.org
accounts@tuapostilla.org

Processing Your Fingerprint Cards

We process all prints directly from our Headquarters in Spain.

Please ship the prints to:

Idiomatic Language Services
Gabriel Sturges
Passeig General Mendoza 7, Pral
Girona, Girona, Spain, 17002

Upon receiving the physical card here at our office, we will proceed with the request for the FBI background check, which will be sent directly to your email, not to us.

When your fingerprints are processed, you will receive two emails from the FBI regarding your results.

Do not try to download your background check.

Instead, forward both emails to: results@idhs.us.

From this point forward, Tu Apostilla will handle the remainder of the process.

We will download the results on your behalf and send the background check to be apostilled.

We will send you a scanned copy of your completed apostilled FBI background check.

You will then receive your sworn translation via email as well.

The sworn translation is digitally signed, and can be submitted directly as is to the authorities.

If we can be of further assistance or answer any questions in the meantime, please don't hesitate to get in touch.

I look forward to hearing from you,

The Tu Apostilla Team