

In State FBI CBC

If you have not already completed the on-line application, please go to the Board's website at www.ncptboard.org and click on the green [Apply Online](#) button on the home page.

1. Complete the online application. After submitting and payment, the next steps will walk you through choosing where you will complete your fingerprinting for the FBI Criminal Background check.

Regardless of your mailing or physical address, if you are going to a law enforcement agency in North Carolina to get your fingerprints done, use Live Scan to obtain and transmit your digital fingerprints electronically to the State Bureau of Investigation (SBI) and Federal Bureau of Investigation (FBI).

2. All CBC documents will be on the last page of the online application. Complete the forms electronically (Electronic Fingerprint Submission Release of Information Form, Application Information Form) and then print.

**Take to police department:
Electronic Fingerprint Submission Release of Information Form (available online)
Application Information form (available online)**

3. Scan signed Electronic Fingerprint Submission Release form and email it to the NCPT Board.

For your security, please do not email SSN number information.

**Electronic Release form
must be
received at the
Board office.**