

\_\_\_\_\_  
(Insert Date)

FBI CJIS Division—Summary Request  
1000 Custer Hollow Road  
Clarksburg, WV 26306

Dear FBI:

This letter is being sent to request a copy of my criminal record. I cannot afford to pay the \$18 fee for my record.

I cannot pay because I am on public assistance, and I do not have a job. So I am asking the FBI to waive the fee.

Enclosed please find a copy of my \_\_\_\_\_ as proof of my indigence.  
(Insert Medicaid/Public Assistance Card)

Thank you for considering my request for a fee waiver.

Sincerely,

\_\_\_\_\_  
(Insert Name)

\_\_\_\_\_  
(Insert Street Address)

\_\_\_\_\_  
(Insert City, State, Zeip Code)

\_\_\_\_\_  
(Insert Date of Birth)