STATE OF IOWA
Criminal History Record Check
Billing Form

Date: ____________________________  DCI Account Number: ____________________________

To:  Iowa Division of Criminal Investigation
     Support Operations Bureau, 1st Floor
     215 E. 7th Street
     Des Moines, Iowa  50319
     (515) 725-6066
     (515) 725-6080 Fax

From: ____________________________
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Phone: ____________________________
Fax: ____________________________

• A completed Billing Form is required when submitting record check requests to the DCI.
• Each last name submitted requires a separate Request Form with payment for each.
• Only one Billing Form is needed when submitting several requests at the same time.
• Payment must be included unless a pre-paid account is established.
• All pre-paid accounts must complete the DCI Account Number in the space provided above.
• All credit card payments must include the CSV Code for processing.
• Please check either Mail Back or Fax Back results, according to how you would like the results returned as we will not do both unless payment is included for each method.

Mail Back Results □
Fax Back Results □
*If neither box above is checked, results will be mailed back to the address provided.

Fee per request $15.00
Number of requests submitted: x
Amount Due: $

METHOD OF PAYMENT
(Checks should be made payable to the Iowa Division of Criminal Investigation)
Check □#___________  Cash □  Money Order □  Pre-paid Account □  Interagency □
MasterCard/Visa/Discover: ____________________________  Expiration Date: ____________________________
Cardholder’s Name: ____________________________  CSV Code: ____________________________ required

On the lines provided below, please write the last name(s) of the person(s) you are submitting the record check on. This is important for tracking purposes.

1. ____________________________  2. ____________________________  3. ____________________________  4. ____________________________  5. ____________________________
6. ____________________________  7. ____________________________  8. ____________________________  9. ____________________________  10. ____________________________

DCI-76 (updated 11/30/15)