

Requesting a Copy of your Background Report

You have three ways to request a copy of your background check report:

- **Fax:** By faxing a request letter to 800-319-5582
- **Email:** By emailing your request to customerservice@protectmyministry.com
- **Mail:** By mailing your request letter to:
Protect My Ministry
Compliance Department
14499 N. Dale Mabry Hwy, Suite 201 South
Tampa, FL 33618

Please include the following information with your request:

- Full name
- Social Security Number (do not provide if sending via email)
- Daytime phone number
- Copy of driver license or photo ID (please enlarge and ensure copy is clear and legible)
- Secondary form of ID
- Report ID (if available)
- Mailing Address. (Please note: The report will be sent certified mail)
- Your signature