



CJIS Information Letter

January 3, 2012

Notification of Revised Fee Schedule for Fingerprint-based Criminal History Record Information Checks

In July 2011, the Criminal Justice Information Services (CJIS) Division announced the anticipation of an adjustment to the current fee schedule. This adjustment was publicized on December 20, 2011, via a Notice in the *Federal Register*. The revised rates will become effective March 19, 2012. The purpose of this letter is to provide details of the fee change.

WHY THE CJIS DIVISION IS REVISING THE USER FEES

The user fee structure for fingerprint-based and name-based Criminal History Record Information (CHRI) checks was last adjusted in 2007. Pursuant to Title 28, *Code of Federal Regulations*, Part 20.31, the Director of the FBI shall review the amount of the fee periodically. The FBI conducted an analysis to determine the cost associated with providing fingerprint-based and name-based CHRI checks based on the criteria in the Office of Management and Budget Circular A-25, User Charges. To help accomplish this analysis, the FBI contracted with an independent consulting firm. The results of this analysis are the basis for the revised user fees.

CHANGES TO THE FEE SCHEDULE

For all users, the only change will be a reduction in the fingerprint-based CHRI rates. Name-based CHRI rates remain unchanged.

WHAT DOES NOT CHANGE

The categories of fee classes (different types of transactions), both fingerprint-based and name-based CHRI checks, remain unchanged. The current business practice for those federal, state, and nongovernmental entities that submit fingerprint-based CHRI checks and function as *de facto* centralized billing service providers (CBSPs) remains unaffected. The CJIS Division will continue the practice of allowing approved CBSPs to retain a portion of the user fees as reimbursement for this centralized billing service. (The reimbursement amount will remain at \$2.) For these purposes, federal agencies should remit the CBSP amount shown on the following fee schedule.

PROCEDURAL GUIDELINES FOR BILLING

Please note that the FBI bills based upon transaction completion as opposed to transaction receipt. The FBI will make every attempt to process all received transactions prior to the fee change on March 19, 2012.

CURRENT AND REVISED USER FEES

The current and revised user fee rates are:

Fingerprint-based CHRI Checks				
Service	Current Fee	Current Amount Remitted to FBI by Central Billing Service Providers (CBSP)***	Revised Fee (effective March 19, 2012)	Revised Amount (effective March 19, 2012) Remitted to FBI by CBSPs***
Electronic	\$19.25	\$17.25	\$16.50	\$14.50
Electronic In / Manual Out*	\$26	\$24	\$23.25	\$21.25
Manual	\$30.25	\$28.25	\$27.50	\$25.50
Volunteer**	\$15.25	\$13.25	\$15	\$13
Name-based CHRI Checks (available only to federal agencies with specific statutory authority)				
Service	Current Fee	Current Amount Remitted to FBI by CBSPs***	Revised Fee (effective March 19, 2012)	Revised Amount (effective March 19, 2012) Remitted to FBI by CBSPs***
Manual	\$6	\$6	\$6	\$6
Electronic	\$2.25	\$2.25	\$2.25	\$2.25

*Available only when authorized. Only non-federal users have requested this service to date; federal and non-federal users may request authorization under revised schedule.

**Fingerprint submissions for volunteer positions must be authorized under the National Child Protection Act, as amended by the Volunteers for Children Act, Title 42, *United States Code*, Section 5119a(e).

***CBSPs remit full fee. The amount the FBI allows billed agencies to retain to offset their handling costs apply only to fingerprint-based CHRI checks.

Fingerprint contributors with specific questions regarding their fees should contact the centralized billing service provider to which they submit fingerprints. A contact list follows. For general questions or comments regarding this notification, please contact the Fee Programs Unit at <feeprogramsunit@leo.gov> or at (304) 625-2360.

STATE CONTACTS

Alabama Bureau of Investigation
Department of Public Safety
Post Office Box 1511
Montgomery, AL 13102-1511
(334) 242-4322

Criminal Records and Identification Bureau
Department of Public Safety
5700 East Tudor Road
Anchorage, AK 99507-1225
(907) 269-5511

Criminal History Records Section
Arizona Department of Public Safety
Post Office Box 6638
Phoenix, AZ 85005-6638
(602) 223-2000

State Identification Bureau
Arkansas State Police
One State Police Plaza Drive
Little Rock, AR 72209
(501) 618-8000

Bureau of Criminal Identification and
Information
California Department of Justice
Room G-118
4949 Broadway
Sacramento, CA 95820-1528
(916) 227-3854

Colorado Bureau of Investigation
Suite 3000
690 Kipling Street
Denver, CO 80215-8001
(303) 239-4442

Criminal Justice Information Systems
Section
Connecticut Bureau of Identification
Department of Public Safety
1111 Country Club Road
Middletown, CT 06457
(860) 685-8441

Delaware State Bureau of Identification
Post Office Box 430
Dover, DE 19903-0430
(302) 739-5961

Metropolitan Police Department
Room 168
300 Indiana Avenue, NW
Washington, DC 20001-2188
(202) 406-5773

Criminal Justice Information Services
Florida Department of Law Enforcement
Post Office Box 1489
Tallahassee, FL 32302-1489
(960) 410-7000

Georgia Crime Information Center
Georgia Bureau of Investigation
Post Office Box 370748
Decatur, GA 30037-0748
(404) 244-2600

Marshal Division
Judicial Center
120 West O'Brien Drive
Agana, GU 96910
(671) 475-3106

Hawaii Criminal Justice Data Center
Department of the Attorney General
Kekuanao'a Building
465 South King Street
Honolulu, HI 96813-2911
(808) 587-3100

Bureau of Criminal Identification
Idaho State Police
Post Office Box 700
Meridian, ID 83680-0700
(208) 884-7000

Bureau of Identification
Illinois State Police
260 North Chicago Street
Joliet, IL 60432-4072
(815) 740-2742

Indiana State Police
Room N340
Indiana Government Center North
100 North Senate Avenue
Indianapolis, IN 46204
(317) 232-8250

Iowa Division of Criminal Investigation
First Floor
Wallace State Office Building
215 East Seventh Street
Des Moines, IA 50319
(515) 281-7006

Kansas Bureau of Investigation
1620 Southwest Tyler Street
Topeka, KS 66612
(785) 296-8200

Criminal Identification and Records Branch
Kentucky State Police
1250 Louisville Road
Frankfort, KY 40601-1907
(502) 227-2221

Bureau of Criminal Identification and
Information
Louisiana State Police
Department of Public Safety
Post Office Box 66614, Mail Slip A-6
Baton Rouge, LA 70896-6614
(225) 925-6095

Maine State Bureau of Identification
Maine State Police
42 State House Station
Augusta, ME 04333-0042
(207) 624-7200

Maryland Department of Public Safety and
Correctional Services
Post Office Box 5743
Pikesville, MD 21282-2708
(410) 764-4501

State Identification Section
Massachusetts State Police
59 Horse Pond Road
Sudbury, MA 01776
(508) 358-3170

Criminal Justice Information Center
Michigan State Police
7150 Harris Drive
Lansing, MI 48913
(517) 322-5531

Criminal Justice Information System
Minnesota Department of Public Safety-
BCA
1430 Maryland Avenue East
St. Paul, MN 55106
(651) 793-7000

Criminal Information Center
Mississippi Department of Public Safety
Post Office Box 958
Jackson, MS 39205-0958
(601) 933-2600

Criminal Records and Identification Division
Missouri State Highway Patrol
Post Office Box 9500
Jefferson City, MO 65102-9500
(573) 526-6153

Criminal Justice Information Services
Bureau
Information Technology Services Division
Montana Department of Justice
Post Office Box 201406
Helena, MT 59620-1406
(406) 444-2026

Criminal Identification Division
Nebraska State Patrol
State House Station
Post Office Box 94907
Lincoln, NE 68509-4907
(402) 471-4545

Division of Records/Technology
Nevada Department of Public Safety
808 West Nye Lane
Carson City, NV 89703
(775) 684-6222

Division of State Police
New Hampshire Department of Safety
33 Hazen Drive
Concord, NH 03305
(603) 271-2575

State Bureau of Identification
New Jersey State Police
Post Office Box 7068
West Trenton, NJ 08628-0068
(609) 882-2000

Law Enforcement Records Bureau
Department of Public Safety
Post Office Box 1628
Santa Fe, NM 87504-1628
(505) 827-9181

Office of Criminal Justice Operations
New York State Division of Criminal Justice
Services
4 Tower Place
Albany, NY 12203-3702
(800) 262-3257

North Carolina State Bureau of Investigation
Post Office Box 29500
Raleigh, NC 27626-0500
(919) 716-6411

Bureau of Criminal Investigation
North Dakota Office of the Attorney General
Post Office Box 1054
Bismarck, ND 58502-1054
(701) 328-2210

Ohio Bureau of Criminal Identification and
Investigation
Post Office Box 365
London, OH 43140-0365
(740) 845-2000

Criminal Identification Section
Information Services Division
Oklahoma State Bureau of Investigation
6600 North Harvey
Oklahoma City, OK 73116-7912
(405) 848-6724

Identification Services Section
Oregon State Police
3772 Portland Road NE
Salem, OR 97301
(503) 378-3070

Bureau of Records and Identification
Pennsylvania State Police
1800 Elmerton Avenue
Harrisburg, PA 17110
(717) 783-5599

Technical Service Bureau
Police of Puerto Rico
G.P.O. Box 70166
San Juan, PR 00936
(787) 729-2121

Bureau of Criminal Identification
Department of Attorney General
150 South Main Street
Providence, RI 02903
(401) 274-4400

Criminal Justice Records Section
South Carolina Law Enforcement Division
Post Office Box 21398
Columbia, SC 29221-4012
(803) 896-1446

South Dakota Division of Criminal
Investigation
Suite 5
Mickelson Criminal Justice Center
1302 East Highway 14
Pierre, SD 57501
(605) 773-3331

Records and Identification Section
Tennessee Bureau of Investigations
901 RS Gass Boulevard
Nashville, TN 37216-2639
(615) 744-4008

Administration Division
Texas Department of Public Safety
Post Office Box 4143
Crime Records Building G
Austin, TX 78765-4143
(512) 424-2077

Utah Bureau of Criminal Identification
Post Office Box 148280
Salt Lake City, UT 84114-8280
(801) 965-4445

Vermont Criminal Information Center
Vermont Department of Public Safety
103 South Main Street
Waterbury, VT 05671-2101
(802) 244-8727

Criminal Justice Information Services
Virginia State Police
Post Office Box 27472
Richmond, VA 23261-7472
(804) 674-4605

Criminal Justice Records Improvement
Law Enforcement Planning Commission
8172 Subbase
St. Thomas, VI 00802-5803
(340) 774-6400

Criminal Records Division
Washington State Patrol
Post Office Box 42619
Olympia, WA 98504-2619
(360) 705-5100

Criminal Records Section
West Virginia State Police
725 Jefferson Road
South Charleston, WV 25309-1698
(304) 746-2100

Crime Information Bureau
Wisconsin Department of Justice
Post Office Box 2718
Madison, WI 53701-2718
(608) 266-7314

Criminal Justice Information Section
Division of Criminal Investigation
Rogers Building
316 West 22nd Street
Cheyenne, WY 82002
(307) 777-7181

FEDERAL CONTACTS

U.S. Bureau of Customs and Border
Protection
7375 Boston Boulevard
Springfield, VA 22153
(703) 354-1000

Law Enforcement Support Center
U.S. Immigration and Customs Enforcement
188 Harvest Lane
Williston, VT 05495
(802) 872-6000

Air Force Office of Special Investigations
Headquarters
Suite AA-323
1535 Command Drive
Andrews Air Force Base, MD 20762-7000
(240) 857-5911

U.S. Secret Service
950 H Street, NW
Washington, DC 20223-0001
(202) 406-8000

Federal Investigative Services Division
U.S. Office of Personnel Management
Post Office Box 618
Boyers, PA 16020-0618
(724) 794-2005

Coast Guard Investigative Service
U.S. Coast Guard
4200 Wilson Boulevard
Arlington, VA 22203
(202) 493-6600

Department of State
1801 North Lynn Street
Washington, DC 20522-2008
(202) 647-4000

Crime Records Division
U.S. Army Crime Records Center
6010 Sixth Street
Fort Belvoir, VA 22060
(703) 806-0422

Naval Criminal Investigative Service
Washington Navy Yard Code 0115C
716 Sicard Street, SE
Washington Navy Yard, DC 20388-5380
(202) 433-3853

U.S. Postal Inspection Service
Security Investigations Service Center
4th Floor
225 North Humphreys Blvd.
Memphis, TN 38161-001
(901) 747-7757

U.S. Department of Justice
600 E Street, NW
Washington, DC 20530
(202) 514-2000

As of April 15, 2012, the FBI will no longer process hard copy fingerprint cards for civil or criminal submissions

In July 1999, the FBI implemented the Integrated Automated Fingerprint Identification System (IAFIS) to electronically process civil and criminal fingerprint submissions, thus speeding up processing and response times. In the past 2 years, the FBI has encouraged all agencies to modify any remaining manual processes and implement full electronic capabilities for current and resubmitted fingerprint transactions. As a result, the FBI has received fewer hard copy fingerprint cards for processing.

Beginning on Sunday, April 15, 2012, the FBI will no longer accept hard copy fingerprint cards or hard copy biometrics such as palmprints. The FBI realizes that some agencies will need an alternate method to submit hard copy fingerprints after that date. Agencies that need an alternate method can:

- ❖ Update current processing at the local and/or state agencies.
- ❖ Submit fingerprints through a channeling agency that has access to the IAFIS.
- ❖ Submit criminal fingerprints through a federal agency via the Joint Automated Booking System.
- ❖ Submit civil fingerprints through a federal agency via the Civil Applicant System.

For more information, please contact the CJIS Division's Customer Service Group (CSG) by telephone at (304) 625-5590.

The National Child Protection Act/Volunteers for Children Act

In *CJIS Information Letters* 99-3 (dated December 1, 1999) and 01-2 (dated January 26, 2001), the CJIS Division provided information regarding the IAFIS and fingerprint submissions for the National Child Protection Act/Volunteers for Children Act (NCPA/VCA). As a follow up, the CJIS Division would like to reiterate the procedures for processing NCPA/VCA submissions via the IAFIS.

When an agency submits a civil fingerprint for processing via the IAFIS, the agency must use the Type of Search (TSR) of V for volunteer positions directly related to the care of children, the elderly, or individuals with disabilities. If an agency submits an incorrect TSR or User Fee Billing code, an incorrect fee may be applied to the user fee bill.

If an agency submits a civil fingerprint with a TSR of V, the agency must specify either the NCPA/VCA or a state statute in the Reason Fingerprinted (RFP) Field. The RFP Field is a mandatory, alphanumeric field provided to indicate the purpose of a civil fingerprint submission is related to criminal justice employment or noncriminal justice licensing and employment pursuant to a state statute approved by the FBI or authorized by federal legislation or executive order.

To receive the billing rate for volunteer positions, agencies must include the word “volunteer” and the state or federal statutory authority in the RFP Field. Examples include: “NCPA/VCA—volunteer” or “National Child Protection Act/Volunteers for Children Act—volunteer.” Please note that volunteer firefighters do **not** qualify for the volunteer billing rate (emphasis added).

For additional information regarding the NCPA/VCA, agencies should contact the CJIS Division’s CSG by telephone at (304) 625-5590.

Tools available to help participants with the Interstate Identification Index and National Fingerprint File

The CJIS Division provides operational and technical assistance to participants of the Interstate Identification Index (III) and the National Fingerprint File (NFF) Program by:

- ❖ Researching and analyzing proposed changes to the III/NFF system and making recommendations to the CJIS Division's executive management, the CJIS Advisory Policy Board, and the National Crime Prevention and Privacy Compact Council.
- ❖ Providing technical and operational assistance to local, state, and federal agencies on the use and operation of the III/NFF system.
- ❖ Providing technical and operational assistance to states that are working toward or upgrading their III and NFF participation.
- ❖ Performing record updates and modifications to criminal history records as requested by state and federal criminal justice agencies.

Recently, the CJIS Division added two new tools to assist users in obtaining information regarding the III and NFF Programs.

First, agencies that need III or NFF assistance may submit inquiries to the newly established e-mail at <iii.nff.assistance@listserv.leo.gov> or call the III/NFF assistance line at (304) 625-3652. Analysts are available from 6:30 a.m. to 5:30 p.m. Eastern time to answer questions and provide assistance.

Second, agencies can visit the unrestricted Special Interest Group for the III and NFF Programs on the Law Enforcement Online (LEO) at <<https://www.leo.gov/http://leowcs.leopriv.gov/lesig/cjis/programs/iii/>>.

CJIS Information Letters available on the Law Enforcement Online

CJIS Information Letters are available via the Internet on the LEO at <https://www.leo.gov/http://leowcs.leopriv.gov/lesig/cjis/general_information/newsletters/information_letter/> or by clicking on:

- ❖ SIGs
- ❖ Unrestricted
- ❖ CJIS
- ❖ General Information
- ❖ CJIS Informational Letters

Users with questions concerning access to the LEO should contact the LEO Help Desk by telephone at (888) 334-4536.