



Department of Public Safety and Correctional Services

Information Technology & Communications Division

Criminal Justice Information Systems – Central Repository

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CAROLE J. SHELTON
DIRECTOR

February 8, 2012

Subject: Communication of FBI issues: (1) adjusted fee for processing of CHRI, and (2) discontinuation of the processing of hard-copy fingerprint cards.

Dear Recipient:

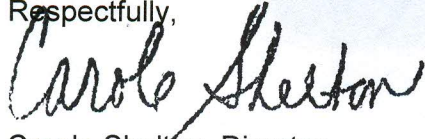
The Maryland Criminal Justice Information System - Central Repository (CJIS-CR) would like to provide you with vital information on the FBI's revised fee schedule for fingerprint-based criminal history records information (CHRI), as well as, the FBI's plan to discontinue the processing of hard-copy fingerprint cards. The attached correspondences, *FBI Notification of Revised Fee Schedule for Fingerprint-based CHRI Checks* and *FBI Plan to Discontinue Hard-Copy Processing*, provide details concerning each topic, respectively.

Title 28, *Code of Federal Regulations*, Part 20.31 establishes that the Director of the FBI is required to conduct periodic reviews of the amount of the fee charged for fingerprint and name-based criminal history records information (CHRI) checks. Based on the criteria established in the User Charges Circular, and with the assistance of an independent consulting firm, the FBI determined that all users will enjoy a reduction in the rates charged for fingerprint-based CHRI checks. The current rate for an FBI CHRI check is \$19.25, but will be reduced to \$16.50; and the current rate for a volunteer CHRI check will be reduced from \$15.25, to a flat rate of \$15.00. These new rates are effective beginning **March 19, 2012**. Please make arrangements to modify your communications and billing as needed, to ensure your agency is in compliance with the new rates.

Additionally, beginning **April 15, 2012**, the FBI will no longer accept paper fingerprint cards (see letter written by Mr. Daniel Roberts). The FBI will not employ methods to process ink fingerprint rolled, paper card images, nor will it accept submissions that are not electronically or digitally captured. Agencies that currently submit inked fingerprint cards should refer applicants to one of the approved electronic fingerprint capture locations. For a listing of those sites, that are located throughout the state of Maryland, please visit our website at www.dpscs.maryland.gov (click on the 'Fingerprinting Services' link beneath the 'Quick Links' column). Your agency may also explore the option of purchasing an electronic capture device. Please contact Mr. Edwin Okoye, at (410) 585-3144, for details concerning the purchasing process.

We all share the responsibility to ensure that CHRI is of the highest quality, as our ability to maintain complete, accurate and timely information is vital to the safety of the public we serve. For more information regarding this communication, you may contact Mrs. Terry Gilmore at (410) 585-3687. Thank you for your partnership and commitment to efforts that ensure Maryland citizens are provided the best public safety protection available.

Respectfully,

A handwritten signature in black ink that reads "Carole Shelton". The signature is written in a cursive style with a large initial "C".

Carole Shelton, Director
CJIS - Central Repository

CJS/srb

Att: FBI Notification of Revised Fee Schedule for Fingerprint-based CHRI Checks, FBI Plan to Discontinue Hard-Copy Processing