

## Obtaining FBI Fingerprint Checks

Effective April 21, 2011, the National Service Criminal History Check will consist of three parts for individuals who are predicted to have recurring access to a vulnerable population. An FBI check will no longer substitute for the one or two required State repository checks. The three-part check must include:

- √ **Sex offender registry check** (NSOPR, also known as NSOPW);
- √ **State criminal history registry check(s); *and*,**
- √ **FBI fingerprint-based check** (known as Criminal History Record Information (CHRI))

### HOW PROGRAMS ARE OBTAINING FBI CHECKS

Currently, unless a program is operated by a law enforcement agency, programs cannot request or directly receive FBI checks. Some programs obtain them by:

- **Using the State Repository.** Many State criminal history repositories that offer fingerprint-based statewide checks also offer FBI checks. The FBI prefers that programs use State repositories to obtain FBI CHRIs, and State repositories can be the fastest way to obtain the FBI check. Some State repositories have identified a point of contact in their office, informed on our requirements, to assist our programs. A list of such contacts identified so far is attached.
- **Using non-law enforcement sources.** The FBI can provide checks to organizations operating under federal laws designed to help protect vulnerable populations. One example is the **SafetyNET** program operated by **MENTOR**. These organizations disqualify candidates on criteria that often goes beyond the Corporation's eligibility criteria. For guidance, go to: <http://apps.mentoring.org/safetynet/factsheet.adp>.
- **Asking the individual to request his/her own FBI check.** Individuals can ask the FBI for their own CHRI. These records arrive unscreened, presenting the full FBI database information. See: [http://www.fbi.gov/about-us/cjis/background-checks/background\\_checks](http://www.fbi.gov/about-us/cjis/background-checks/background_checks)
- **Using local law enforcement agencies.** Some programs work with their local law enforcement agencies to obtain FBI and statewide checks.
- **Using checks conducted by program partners.** Some placement site partners (e.g., public school systems, nursing homes, etc.) may perform checks that include FBI records

### OBTAINING FINGERPRINTS

Most local law enforcement agencies offer fingerprinting services for a fee. In some States, the statewide repository offers an electronic fingerprinting network. While some programs have negotiated fee reductions, a typical fingerprinting charge will be between \$25 and \$100. When an individual requests his/her own FBI CHRI, anyone who is appropriately trained can take the required fingerprints. Programs have reported that when using ink based fingerprints, it is good to have several sets taken to reduce the risk that one or more prints will be rejected by the FBI.

### COST AND TIMEFRAMES

In addition to the cost of fingerprinting, and depending on the method used, programs should expect to pay between \$18 and \$75 to obtain an FBI check. The FBI charges \$18 for an

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individual's CHRI. Also depending on how the FBI check is being obtained, results can come back in a few days or less (e.g., when using electronic scan fingerprints through a State repository), to as long as 10 weeks (e.g. when ink prints are mailed to the FBI).

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### State Criminal History Repository Points of Contact

<p>Alaska Mr. Eric Gaffney Records and Licensing Supervisor Alaska Department of Public Safety 5700 East Tudor Road Anchorage, AK 99507-1225 (907) 269-5634 <a href="mailto:eric.gaffney@alaska.gov">eric.gaffney@alaska.gov</a></p>	<p>Arizona Ms. Rene S. Wilson Manager Central State Repository/State Compact Officer Arizona Department of Public Safety Mail Drop 1120 Post Office Box 6638 Phoenix, AZ 85005-6638 (602) 223-2261 <a href="mailto:rswilson@azdps.gov">rswilson@azdps.gov</a></p>
<p>Arkansas Lieutenant Cora Gentry State Identification Bureau Arkansas State Police One State Police Plaza Drive Little Rock, AR 72209 (501) 618-8516 <a href="mailto:Cora.gentry@asp.arkansas.gov">Cora.gentry@asp.arkansas.gov</a></p>	<p>California Ms. Julie Basco Bureau Chief Bureau of Criminal Information and Analysis California Department of Justice Room G-118 4949 Broadway Sacramento, CA 95820-1528 (916) 227-3854 <a href="mailto:julie.basco@doj.ca.gov">julie.basco@doj.ca.gov</a></p>
<p>Colorado Ms. Teresa Mucha Colorado Bureau of Investigation Suite 3000 690 Kipling Street Denver, CO 80215-8001 (303) 239-5890 <a href="mailto:Teresa.Mucha@cdps.state.co.us">Teresa.Mucha@cdps.state.co.us</a></p>	<p>Delaware Ms. Renee Rigby State Identification Bureau PO Box 430 Dover, DE 19903 (302) 672-5301 <a href="mailto:Renee.rigby@state.de.us">Renee.rigby@state.de.us</a></p>

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<p>Georgia Mr. Neil Gerstenberger Georgia Bureau of Investigation Post Office Box 370808 Decatur, GA 30037-0808 (404) 270-8632 <a href="mailto:neil.gerstenberger@gbi.ga.gov">neil.gerstenberger@gbi.ga.gov</a></p>	<p>Hawaii Ms. Norma Ueno CHRC Supervisor Hawaii Criminal Justice Data Center Department of the Attorney General Kekuaano'a Building 465 South King Street Honolulu, HI 96813-2911 (808) 587-3368 <a href="mailto:nueno@hcjdc.hawaii.gov">nueno@hcjdc.hawaii.gov</a></p>
<p>Idaho Ms. Dawn A. Peck Manager Bureau of Criminal Identification Idaho State Police Suite 120 700 South Stratford Drive Meridian, ID 83642-6202 (208) 884-7136 <a href="mailto:dawn.peck@isp.idaho.gov">dawn.peck@isp.idaho.gov</a></p>	<p>Indiana Douglas Shelton, Major Indiana State Police 100 North Senate Avenue, IGCN Indianapolis, IN 46204-2259 (317) 232-8265 <a href="mailto:dshelton@isp.in.gov">dshelton@isp.in.gov</a></p>
<p>Iowa Ms. Angell Boyd Iowa Division of Criminal Investigation 215 E. 7<sup>th</sup> Street Des Moines, IA 50319 (515) 725-6066 <a href="mailto:cchinfo@dps.state.ia.us">cchinfo@dps.state.ia.us</a></p>	<p>Kansas Ms. Tammy Sisk Kansas Bureau of Investigation (785) 296-8256 <a href="mailto:Tammy.sisk@kbi.state.ks.us">Tammy.sisk@kbi.state.ks.us</a></p>
<p>Maine Mr. Matthew Ruel Maine State Police 42 SHS 45 Commerce Drive, Suite 1 Augusta, ME 04333 (207) 624-7241 <a href="mailto:Matthew.r.ruel@maine.gov">Matthew.r.ruel@maine.gov</a></p>	<p>Michigan Mr. Tim Bolles Assistant Director Criminal Records Division Michigan State Police Post Office Box 30634 Lansing, MI 489913 (517) 241-0603 <a href="mailto:bollesttd@michigan.gov">bollesttd@michigan.gov</a></p>

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<p>Massachusetts          Dlt. Deborah A. Rebeiro          Massachusetts State Police          59 Horse Pond Road          Sudbury, MA 01776          (508) 358-3212  <a href="mailto:Deborah.rebeiro@pol.state.ma.us">Deborah.rebeiro@pol.state.ma.us</a></p>	<p>Minnesota          Ms. Julie LeTourneau Lackner          Minnesota Justice Information Services Manager          Bureau of Criminal Apprehension          Minnesota Department of Public Safety          1430 Maryland Avenue, East          St. Paul, MN 55106-2802          (651) 793-2480  <a href="mailto:Julie.letourneaulackner@state.mn.us">Julie.letourneaulackner@state.mn.us</a></p>
<p>Missouri          Captain Timothy P. McGrail          Director          CJIS          Missouri State Highway Patrol          Post Office Box 9500          Jefferson City, MO 65102-9500          (573) 526-6160  <a href="mailto:Tim.McGrail@mshp.dps.mo.gov">Tim.McGrail@mshp.dps.mo.gov</a></p>	<p>Nevada          Ms. Michelle Lewis          Fingerprint Support Supervisor          Records Bureau          Records &amp; Technology Division          Nevada Department of Public Safety          Suite 100          333 West Nye Lane          Carson City, NV 89706          (775) 684-6214  <a href="mailto:mlewis@dps.state.nv.us">mlewis@dps.state.nv.us</a></p>
<p>New Hampshire          Mr. Jeff Kellet          New Hampshire State Police          33 Hazen Drive          Concord, NH 03305          (603) 223-8402  <a href="mailto:Jeffrey.Kellet@dos.nh.gov">Jeffrey.Kellet@dos.nh.gov</a></p>	<p>North Carolina          Mr. Wyatt Pettengill          North Carolina State Bureau of Investigation          3320 Garner Road          Raleigh, NC 27626          (919) 218-4623  <a href="mailto:wapettengill@ncdoj.gov">wapettengill@ncdoj.gov</a></p>
<p>Ohio          Mr. Lonnie Rudasill          Deputy Director of Identification          Ohio Bureau of Criminal Identification          and Identification          Post Office Box 365          London, OH 43140-0365          (740) 845-2215  <a href="mailto:Lonnie.rudasill@ohioattorneygeneral.gov">Lonnie.rudasill@ohioattorneygeneral.gov</a></p>	<p>Texas          Mr. Don Farris, Jr.          Texas Department of Public Safety          (512) 424-2078  <a href="mailto:Donald.farris@txdps.state.tx.us">Donald.farris@txdps.state.tx.us</a></p>

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<p>Utah  Ms. Alice Moffat  Utah Bureau of Criminal Identification  Utah Department of Public Safety  Post Office Box 148280  Salt Lake City, UT 84114-8280  (801) 965-4939  <a href="mailto:aerickso@utah.gov">aerickso@utah.gov</a></p>	<p>Virginia  Deborah S. Mann  Criminal Justice Information Services  Virginia State Police  Post Office Box 27472  Richmond, VA 23261-7472  (804) 674-6750  <a href="mailto:Debbie.mann@vsp.virginia.gov">Debbie.mann@vsp.virginia.gov</a></p>
<p>Washington  Ms. Deborah Collinsworth  Washington State Patrol  Identification and Criminal History Section  PO Box 42633  Olympia, WA 98504-2633  (360) 534-2102  <a href="mailto:Deborah.collinsworth@wsp.wa.gov">Deborah.collinsworth@wsp.wa.gov</a></p>	<p>West Virginia  Sgt. J.E. Skidmore  Criminal Records Sections  West Virginia State Police  725 Jefferson Road  South Charleston, WV 25309-1698  (304) 746-2177  <a href="mailto:jeskidmore@wvsp.state.wv.us">jeskidmore@wvsp.state.wv.us</a></p>
<p>Wisconsin  Mr. Phil Collins  Wisconsin Department of Justice  17 W. Main Street  Madison, WI 53703  (608) 267-2235  <a href="mailto:collinspe@doj.state.wi.us">collinspe@doj.state.wi.us</a></p>	<p>Wyoming  Ms. Natalie Chrastil, Ph.D  CJIS Supervisor  Wyoming Division of Criminal Investigation  Rogers Building  316 West 22<sup>nd</sup> Street  Cheyenne, WY 82002  (307) 777-7181  <a href="mailto:nchras@dcj.wyo.gov">nchras@dcj.wyo.gov</a></p>