



Georgia Department of Human Resources • Office of Investigative Services
Two Peachtree Street, NW • Suite 30.449 • Atlanta, Georgia 30303-3142
Phone: 404-463-2480 • Fax: 404-463-0873 • Hotline: 800-282-4063

Kenneth E. Bramlett, Director

To: ALL

From: Corella Moten, Special Agent-in-Charge
DHR/OIS-Background Investigations Unit

Date: September 27, 2007

Re: **FBI User Fee Changes**

Effective October 1, 2007 the Federal Bureau of Investigation (FBI) will implement revised user fees for applicant fingerprint-base criminal history checks submitted for employment or licensing purposes.

Applicants who are fingerprinted electronically will pay a fee of \$19.25. Those applicants who get fingerprinted manually (ink rolled) will pay a fee of \$26.00.

All submissions (manual or electronic) completed by the Georgia Crime Information Center (GCIC) on October 1st or later will be billed at the new rates listed above.

Enclosed for your view is a copy of the FBI Interim Revised Criminal History Record Check Fees.

In addition, it is **MANDANTORY** that your agencies acknowledge receipt of this letter by contacting our Department via e-mail or mail at:

OIS-Background Investigations Unit
Attn: Corella Moten, SAC
Two Peachtree Street, NW Suite 30.482
Atlanta, GA 30303-3142
(404) 463-1884
cmoten@dhr.state.ga.us

Failure to provide us with a written receipt of acknowledgment of the FBI User Fee changes will delay your process in receiving result information.



GEORGIA BUREAU OF INVESTIGATION

3121 Panthersville Road
P.O. Box 370808
Decatur, Georgia 30037-0808

Vernon M. Keenan
Director

GCIC OPERATIONS BULLETIN 2007-29

SUBJECT: FBI User Fee Changes

CONTACT: Betty Jones
Program Director
CCII/Identification Services
Office: (404) 270-8399
Email: betty.jones@gbi.state.ga.us

1. Effective October 1, 2007 the Criminal Justice Information Services (CJIS) Division of the Federal Bureau of Investigation (FBI) is implementing interim revised fees for applicant fingerprint-based criminal history record checks submitted for employment or licensing purposes. The revisions are the result of an analysis of the current cost to the FBI for conducting fingerprint-based criminal history record information (CHRI) searches.
2. Under the interim fee schedule, non-federal users submitting electronic fingerprint-based CHRI requests will see a reduction in the fee associated with the record check. However, the fee for manual service will increase, reflecting the comparatively higher processing cost for this service.
3. Agencies that submit applicant fingerprints to the Georgia Crime Information Center (GCIC) electronically via live scan devices or the Georgia Applicant Print Service (GAPS) are considered "Non-Federal Electronic" submissions.
4. Agencies that submit applicant fingerprints to the GCIC by mailing inked cards are considered "Non Federal Electronic In/Manual Out" submissions.
5. The current fee and interim revised fees to take effect October 1, are shown in the table below. The FBI has communicated the interim revised fees will take effect for all transactions completed as of 12:00:01 a.m. on October 1.

FBI Interim Revised Criminal History Record Check Fees (Effective October 1, 2007)

Fingerprint-Based Criminal History Record Checks			
Current Service	Current Fee	Revised Service	Revised Fee
Non-federal Electronic	\$24	Electronic	\$19.25
Non-federal Electronic In/Manual Out* Charged as "Manual"	\$24	Electronic In/ Manual Out	\$26

Division of Forensic Sciences
P.O. Box 370808
Decatur, Georgia 30037-0808

Investigative Division
P.O. Box 370808
Decatur, Georgia 30037-0808

Georgia Crime Information Center
P.O. Box 370748
Decatur, Georgia 30037-0748

- 6. These revised fees apply only to agencies authorized to receive federal criminal history record checks. As with the current process, the new fees include both a state and federal check, as GCIC does not impose an additional state fee.
- 7. The state fee will remain at \$15.00 for agencies authorized to receive only a Georgia criminal history records check.
- 8. There are no changes to fingerprint based checks for criminal justice employment. There is no FBI or state user fee charged for these submissions.
- 9. All manual submissions (mailed fingerprint cards) received at GCIC on October 1 or later, must include the revised fee of \$26.00 if payment is submitted with the card.
- 10. All other submissions (manual or electronic) completed by GCIC on October 1 or later, will be billed at the new rates as of October 1, 2007.

Approved: Paul C. Heppner

Paul C. Heppner, Deputy Director for GCIC

9/18/2007

Date