



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

January 17, 2024

ALL AGREEMENT STATES

ADVANCE NOTIFICATION OF FEE CHANGE REGARDING SUBMITTAL OF FINGERPRINT CARDS AND CHANGES TO PAYMENT OPTIONS (STC-24-003)

Purpose: To inform the recipients that the fee to submit Criminal History fingerprint cards for processing will be changed. Additionally, inform the recipients of an upcoming change to available payment options to the U.S. Nuclear Regulatory Commission (NRC).

Background: To be in compliance with security-related requirements (i.e., Title 10 of the *Code of Federal Regulations*, Part 37, "Physical Protection of Category 1 and Category 2 Quantities of Radioactive Material"), licensees are required to submit fingerprints of individuals who they would like to be deemed trustworthy and reliable for the purpose of unescorted access to certain radioactive material or information. These individuals go through a Federal Bureau of Investigation (FBI) identification and criminal history records check, based on fingerprints, as a step in the trustworthiness and reliability determination process for access. The NRC receives these fingerprint cards from licensees to be transmitted to the FBI.

Discussion: The fee, which is currently \$35 per fingerprint file, will be decreased to \$32 per file effective on February 1, 2024. Public notification detailing the decrease in the fee is provided in a *Federal Register* notice issued on January 10, 2024 (89 FR 1602). The notice may be found at <https://www.federalregister.gov/documents/2024/01/10/2024-00296/biennial-review-of-fees-for-the-criminal-history-program-fee-recovery-for-fiscal-year-2024>.

An update regarding this change may also be found on the NRC public website at <https://www.nrc.gov/security/chp.html> and <https://www.nrc.gov/security/byproduct/10-cfr-part-37.html>.

As a reminder, payment is due upon fingerprint card submission, and the NRC's preferred method of payment is through Pay.gov at <http://www.pay.gov> which includes payment by debit or credit card or electronic funds transfer (e-check). Access to Pay.gov can be obtained by sending an e-mail to paygo.resource@nrc.gov. Although electronic payment is preferred, the NRC also accepts cashier checks or money orders made out to the U.S. Nuclear Regulatory Commission. Fingerprint cards along with proof of payment should be sent to:

U.S. Nuclear Regulatory Commission
Director, Division of Physical and Cyber Security Policy
Attn: Criminal History Program/Mail Stop – T-07D04M
11545 Rockville Pike
Rockville, MD 20852-2738

Please note that there is an announcement in the *Federal Register* notice indicating that effective October 1, 2024, the NRC will only accept electronic payment methods. More information regarding this change in payment methods will be provided in an additional communication.

Additionally, the NRC's Criminal History Program staff has and continues to support licensees' electronic submittal of fingerprints, via the Electronic Information Exchange process, which is available on the NRC's "Electronic Submittals Application" web page (<https://www.nrc.gov/site-help/e-submittals.html>) and returns results digitally, as that process remains unchanged. As a reminder, licensees who continue to submit hardcopy fingerprint cards via mail may opt to participate in a process to receive results electronically. Detailed questions about the steps in the process can be directed to Doreen Turner in the Criminal History Program (Doreen.Turner@nrc.gov or 301-415-7553).

An e-mail communication about the fee change will be sent out to NRC and Agreement State licensees via GovDelivery. Please forward this notification to your applicable licensees to ensure that they received this communication.

If you have any questions regarding this correspondence, please contact the individual named below.

POINT OF CONTACT: Kim Lukes
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E-MAIL: Kim.Lukes@nrc.gov



Signed by Giantelli, Adelaide
on 01/17/24

Adelaide Giantelli, Chief
State Agreement and Liaison Programs Branch
Division of Materials Safety, Security, State,
and Tribal Programs
Office of Nuclear Material Safety
and Safeguards

STC 24-003 ADVANCE NOTIFICATION OF FEE CHANGE REGARDING SUBMITTAL OF FINGERPRINT CARDS DATE January 17, 2024

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