

**Kansas Department of Health and Environment
Bureau of Air and Radiation**

How to Submit Fingerprints to the Nuclear Regulatory Commission

This is a checklist that is intended to summarize the requirements for submitting fingerprints to the NRC to comply with the new fingerprinting requirements. For complete guidance see pages 5-16 of the attached IC&FR document.

- Fingerprints must be taken by a trained individual who verifies the identity of the person being fingerprinted and signs the card. The person taking the fingerprints may be a recognized law enforcement agency, private entity, contractor or an established on-site fingerprinting program that meets the criteria set by NRC in their guidance documentation.
- Submit one completed, legible standard fingerprint card (Form FD-258, ORIMDNRCOOOZ) for each individual seeking access to unescorted access to certain radioactive material.
- Submit (preferably by overnight mail) to:
 ATTN: Criminal History Program
 NRC Division of Facilities and Security
 11545 Rockville Pike
 Mail Stop T-6E46
 Rockville, MD 20852
- Include the name and address of the individual (T&R Official) to whom the criminal history records should be returned. **Do not** send fingerprint cards or criminal history records to KDHE.
- Forms can be obtained from NRC by mail, phone or e-mail as follows:
 Office of Information Services
 U.S. Nuclear Regulatory Commission
 Washington D.C. 20555-0001

 301-415-5877

 forms@nrc.gov
- Fees for submission of fingerprints shall be submitted electronically via <http://www.pay.gov> using a credit/debit card. To request an account send an e-mail to paygo@nrc.gov including the licensee's name, address, point of contact, e-mail address and phone number. The current fee is \$36.

For assistance with the fingerprinting submission process, visit the NRC website at <http://www.nrc.gov/security/byproduct/orders.html#fingerprinting>