

August 16, 2013

ALL AGREEMENT STATES

NOTIFICATION OF ADDRESS AND PHONE NUMBER CHANGE REGARDING SUBMITTAL OF FINGERPRINT CARDS (FSME-13-081)

**Purpose:** To inform the Agreement States that the address for fingerprint card submittals to and phone number for the Criminal History Program of the Division of Facilities and Security of the U.S. Nuclear Regulatory Commission (NRC) have changed.

**Background:** In an effort to be in compliance with security-related requirements (i.e., Orders and license conditions), licensees have and continue 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, via mail, to be transmitted to the FBI.

**Discussion:** Effective August 15, 2013, the Criminal History Program of the Division of Facilities and Security of the NRC has moved locations and therefore, the address for submitting fingerprint cards has changed. The following mailing address should be used:

Director  
Division of Facilities and Security  
U.S. NRC  
11545 Rockville Pike  
Rockville, MD 20852-2738  
ATTN: Criminal History Program, Mail Stop T-03B46M

The contact number for inquiries regarding the fingerprint cards or payment for processing has changed to (301) 415-7513.

An update regarding this address change may also be found on the Security Orders and Requirements web page of the NRC public web site at <http://www.nrc.gov/security/byproduct/orders.html>.

Also, an e-mail communication was sent out to NRC and Agreement State licensees captured in the National Source Tracking System. Please forward this notification to your Increased Controls licensees to ensure that they received this communication.

If you have any questions regarding this correspondence, please contact me at (301) 415-3340 or the individual named below.

POINT OF CONTACT:  
TELEPHONE:

Kim Lukes  
(301) 415-6701

INTERNET: Kim.Lukes@nrc.gov  
FAX: (301) 415-5370

**/RA MKotzalas for/**

Brian J. McDermott, Director  
Division of Materials Safety and State Agreements  
Office of Federal and State Materials  
and Environmental Management Programs

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Brian J. McDermott, Director  
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<b>DATE</b>	8/15/13	8/15/13	8/15/13	8/16/13	8/16/13

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