

Criminal History User Guide



January 2024

Revision 6

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1. Introduction

This document outlines step-by-step instructions for successful electronic transmittal of background check information (e.g., fingerprints) to the Nuclear Regulatory Commission (NRC), as required by 10 CFR Part 73.57, via the Electronic Information Exchange (EIE) process, which is available on the NRC's "Electronic Submittals Application" Web page (http://www.nrc.gov/site-help/e-submittals.html).

2. First Time User Required Actions

To submit background check information to the NRC, first-time users must successfully obtain and install a digital certificate issued by the NRC. These certificates are issued at no cost to the user. Instructions on how to gain a certificate are available at the following site: https://pki.nrc.gov/ecs/. This site includes detailed instruction on how to install your new certificate. Additionally, a member of our Help Desk staff will contact you to assist in the installation if help is required. You may also contact the Help Desk directly at 866-672-7640.

3. Submissions

3.1 Access the Criminal History Application

Navigate to the (<u>www.nrc.gov</u>). of the page and Submittals Appli the "Popular Do	NRC's Website Scroll to the bottom select the Electronic ication link (within cuments" section).	Spotlight Archive > HOME NEW RELASES EVENT REPORTS ADMS OFFICION DIGTAL OPORPHILIST THE STUDENT CONVER PHOTOS A VEDIO POR DEVELOPERS	ABOUT US STRATEGIC PLAN PODOTA REPORTANACE PERF & ACCOUNTABLITY REPT LICENSE FEES HISTORY OF THE INC CAREER OFFICITIVES MICE THEIRS ADDRESS STRATUS CONTRCT US	POPULAR DOCUMENTS Not DISET Not THESTS & HOOKINES DISENT ELECTRONC SUBSTITULE APALCATION RECENTOR - NOTE NOC REFORTS - KARES NICE REFORMATION DISPOSED ACTIONS RULEINARIO	STAY CONNECTED
	POPULAR DOCUMENTS				
TIM ****	INFO DIGEST				
	FACT SHEETS & BROCHURES				
	FORMS	/			
	ELECTRONIC SUBMITTALS AP	PLICATION			
	ADJUDICATORY SUBMISSIONS	5			
	NRC REPORTS - NUREG				
	NRC REGULATIONS - 10-CFR				
	INSPECTION REPORTS				
	PLAIN WRITING				
	ENFORCEMENT ACTIONS				
	RULEMAKING				

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Home + Site Help

red Navigation	Electronic Submittals Application	Important Announcement
Search Results Index A-Z	The Electronic Submittals application allows electronic transmission of information to the NRC pertaining to licensing actions, associated hearings, and other regulatory matters. The application ensures that information sent to the NRC via the Internet is secure and	The NRC has published Users' Guides for each of its Electronic Submissions Systems. They are available at the following links:
Site Map	unaltered during transmission. For other communications with the NRC, see our <u>Contact Us</u> page.	Adjudicatory Submissions
What's New On Our Site	The Electronic Submittals application operates 24 hours daily except when the application	Consul From Coloniations
Plugins, Viewers, and Other Tools	must be taken down for scheduled maintenance. System operators will post a notice on the Electronic Submittals home page whenever a scheduled outage is planned.	Ceneral Form Submissions
Special Features	I lang any to the Charlende Coloritede and being and of instructions also devices	Criminal History Submissions
Electronic Submittals Application	User's new to the Electronic Submittais application or in need or instructions should select the link below before accessing their applicable system:	Electronic Generic Fundamentals Examination Registration and
NRC Site Accessibility	Getting Started	Submission The operating hours of the Help Desk
Contact the NRC Webmaster	on this page.	have changed. The new hours are 9
Privacy Policy	Electronic Submission Systems Electronic Submission for Operator Licensing Applications Electronic Submission for Licensing Applications	AM to 6 PM Monday through Friday (except for Federal holidays.)
Site Disclaimer	Electronic Culturation in Containing Applications	If you have questions or comments
For Developers	Electronic Submission Systems	672-7640.
	The Electronic Submittals application supports three separate systems. Users may access their applicable system by selecting from among the following links:	
	 Adjudicatory submissions – Used for filings made to the Commission or Atomic Safety and Licensing Board proceedings 	
· ·	 General submissions – Used for transmitting reports or other electronic filings to the NRC. Licensees who wish to use electronic submissions to satisfy 10 CFR Part 26 reporting requirements (FIness for Duty) should use the General submissions portal. Before submitting FFD reports, please read the FFD reporting information at: Answers about FFD 	
Spotlight	 Criminal History – Used for submitting fingerprint cards to conduct criminal history records checks between submitters and the NRC to satisfy security requirements and/or Commission Orders. For additional information, please go to the Licensee 	
Choose a Section	 Criminal History Records Checks & Firearms Background Check Information webpace. 	

From the "Electronic Submittals Application" Web page, click on Criminal History.

A **Choose a digital certificate** dialogue box will appear. Click <u>on</u> the certificate and then select the button. A **Signing data with your private exchange key** dialogue box will appear.

Within the blank CryptoAPI Private Key field, enter the certificate password you created

button to proceed.

when you imported the certificate. Select the

3.2 Consent to Monitoring

The user must recognize that the use of a federal computer system constitutes consent to monitoring and is for official or authorized use only. Should monitoring reveal possible evidence of violation of criminal statues or Public Law, your identification may be provided to the appropriate law enforcement officials and subjects you to criminal prosecution, fine, imprisonment, or other disciplinary action.





Continue as follows:

- First Time Users (<u>Section 3.3</u>): See <u>Section 3.3.1</u> (Request Access to Criminal History)
- Continuous users: See Section 3.4 (Welcome to the NRC Criminal History Page).

3.3 First Time Users

3.3.1 Request Access to Criminal History

First time users to Criminal History will receive the "Request Access to Criminal History" page. If you are not a first-time user, continue with <u>Section 3.4</u>, "Welcome to the NRC Criminal History" page.

Nuclear Regulatory Commission Criminal History User Guide

This page contains the users profile information. All required fields, annotated with an asterisk (*) must be populated

	Rectronic Information Exchange - Criminal History
The "Certificate Information" is pre-populated with	Request Access to Criminal History
information extracted from	Certificate information
your Certificate. These fields	First Name Sandra Last Name Miller Email sandra.miller@nrc.gov Exp Date 03/09/2013
are not editable.	Contact Information
"Contact Information" and	Title Fax
"Address" sections are text	Phone *
fields (with the exception of	→ Address
State, which contains a drop	Address 1 * Address 2
down menu to select from).	City* State*
	Zip
"Facilities" section: within the	Facilities
Available box, click on (to	Available Selected *
highlight) the Facility access is desired.	Americn Electric Power 50-315
Note: To select more than	2 Rules of Behavior
one Facility, hold down the Ctrl key as you click on each Facility.	Accept Rules of Behavior Behavior I.0 Applicability These Rules of Behavior apply to all individuals who use the Electronic Information Exchange System (EIE) application to submit information (Submitters) to the Nuclear Regulatory Commission (NRC).
Select the arrow (this will move the highlighted	2.0 Consequence for Noncompliance These rules comply with Rules of Behavior for NRC Automated Information System Users provided in NRC Management Directive 12.5. EIE Submitters shall be held accountable for failure to comply with these rules of behavior and will subject to disciplinary action as directed by the NRC. Actions may range from a verbal or written warning, removal of EIE access for a specific C Accept.
	Reject.
Note: If an error was made, select the Facility within the Selected box, then select the arrow.	After reading the information provided within the "Rules of Behavior" section, select the radio button for:
	(To proceed, you must select Accept.)
	Submit butter

Select the

button.

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After completing and submitting the form, a "Request for access received" page is displayed.

Electronic Information Exchange - Criminal History	
Request for access received	
Thank you. The NRC has received your request for access to the following facilities: WCNOC 50-182	
We will respond to your request by email within 3 business days.	
	© Copyright 2012 NRC

The requestor will receive an e-mail from CrimHist.Resource@nrc.gov acknowledging the request for access was received.

Within three (3) business days, the requestor will receive an email communicating access was granted or withheld. If granted, the user will be provided a link (https://eieprod.nrc.gov/CH) to proceed with the Criminal History submission process.

3.4 Welcome to the NRC Criminal History Application

Once access to a Facility has been granted and the plug in installed, upon logging into Criminal History and accepting consent to monitoring, the user will be presented with the "Home" page:

	System Announcement									
	July xx, 2017									
To per Wi	Today, we introduced an updated version of the Electronic Information Exchange (EIE) iriminal History submissions application. We did this to increase system security, increase performance and to take advantage of improved programming methods.									
	 It is now possible for submitters to select multiple files at a single time and add them to the submission form with a single mouse click. This means users will no longer have to select and add files one at time. 							ger have to select		
	 We have enhanced the 'Submission History' display to include more detailed information about the status of each file. Pay gov functionality remains as before with one exception. That system will no longer request your e-mail address nor provide e-mail confirmation confirmation of your credit card payment. Rather, the Criminal Historn system itself will provide that confirmation via e-mail notice. This is due to a change in pay any processing procedure. The Pay aoy receipt number will also be displayed on the "My Submission History' age in the application. 									
								confirmation s is due to a he application.		
	Note: The NRC neit	her collects nor re	tains credit card numbers. T	he payment transaction pc	curs between the submitter and	Pay.gov. The NRC report	s only the result of the	transaction.		
The (ht	updated application tps://www.nrc.gov/sit	has a new interne e-help/e-submitt	et access address. It is : <u>http</u> tals.html) coincident with in	ps://eie.nrc.gov/eie/CH ntroduction of the new a	pp.ele. We have published it opplication. We encourage user	on the NRC Electronic Sub s to bookmark the new ac	mittals web page Idress now.			
She	(https://www.nr.gov/side-neg/e-submittubs.html/ concudent with introduction of the new application. we encourage users to bookinark the new application. See Encourage users to bookinark the new application of the new application.									
				© Copyrigi	nt 1018 NRC			Back to Top		

to display the "Request

3.4.1 Request Access to a Facility



Request Access To Facility

Within the menu bar, click on Access to a Facility" page.

e Request Ac	cess To Facility	New Submission	Update My Profile	My Submission History	Contact NRC	Help	Logout
		R	equest Access	to a Facility			
			required news are marked	with an asterisk (1)			
Certificate Informa	ation						
First Name:	Sandra		Last Name:	Miller (affiliate)			
Email:	sandra.miller@nr	c.gov	Expiration:	03/13/2018			
Contact Information	on						
Title:			Fax:	(555) 555-5555			
"Phone:	(123) 456-7890]				
Address							
*Address 1:	123		Address 2:		1		
"City:	NYC		"State:	Delaware	~		
*Zip:	30084						
Facilities							
Ava	ilable Facilities		Se	elected Facilities*			
Showing all 74			Showing all 2				
Type to octain			Type to octately				
Americn Electric Po	wer 50-315	-	Braidwood Exelon	50-456	**		
Arkansas 50-313 Beaver Valley Powe Beaver Valley Powe Brigham MA-44000 Callaway 50-483 CCNPP 50-317 Cedars-Sinai Medic Childens Healthcan Clinton Exelon 50-4	er Station 50-334 er Station 50-412 4 al Center CA-0404 e of Atlanta GA-1402' 61	1	Byron Exelon 50-4	54			

3.4.1.1 Certificate Information Section

The "Certificate Information" section contains information obtained from your certificate. The four fields (**First Name**, **Last Name**, **Email** and **Expiration**) *cannot* be edited.

3.4.1.2 Contact Information and Address Sections

All fields within the "Contact Information" and "Address" sections (with the exception of **State**) are text fillable fields. To update a text fillable field, click within the appropriate field, highlight (to delete) the existing information, then type the revised information into the field.

To revise the **State** field, click on the drop-down menu, then select the appropriate State.

3.4.1.3 Facilities Section

Available Facilities		Selected Facilities*		
Showing all 74		Showing all 2		
Type to Search		Type to Search		
→→	→		++	
Arkansas 50-313 Beaver Valley Power Station 50-334 Beaver Valley Power Station 50-412 Brigham MA-440004 Callaway 50-483 CCNPP 50-317 Cedars-Sinai Medical Center CA-040	4	Byron Exelon 50-454		

Within the "Facilities" section, click on (to highlight) a Facility from the **Available Facilities** box on the left.

<u>Note</u>: To select more than one Facility, hold down the *Ctrl* key then click on each additional Facility.

Click on the **Selected Facilities** box. The facilities selected will now appear within the right box.

Note: If an error was made,	select the incorrect Facility within the right Selected Facilities
box, then select the	 arrow to move the facility to the left box.

Showing all 73	Showing all 3
Type to Search	Type to Search
$\rightarrow \rightarrow$ \rightarrow	→ →
Americn Electric Power 50-315 Arkansas 50-313 Beaver Valley Power Station 50-412 Brigham MA-440004 Callaway 50-483 CCNPP 50-317 Cedars-Sinai Medical Center CA-0404 Childens Healthcare of Atlanta GA-14021 Clinton Exelon 50-461 Columbia Generating Station 50-397	Beaver Valley Power Station 50-334 Braidwood Exelon 50-456 Byron Exelon 50-454
	Submit Request



The screen will refresh and will include the following statement:

Your request for accessing/withdrawing facilities has been submitted successfully.

An email will be delivered from <u>CrimHist.Resource@nrc.gov</u> stating the NRC has received the request and will respond to the access request by email within 3 business days.

3.5 New Submission





Fill out all required fields (annotated with a red asterisk [*]) and attached one or more files. You must electronically sign the form and then submit to complete your submission. The fee to process background checks is \$32.00 per item.

3.5.1 Submission Identification Section

3.5.1.1 Submitter Name, Email Address, Certificate Expiration Date

Submission Identification									
Submitter Name	Sandra Miller (affiliate)	Email Address	sandra.miller@nrc.gov						
Docket Number *	- Select a Docket -	Certificate Expiration Date	03/13/2018						
Submission Title *									
Submission Comment									

Within the "Submission Identification" section of the form, the **Submitter Name**, **Email Address** and **Certificate Expiration Date** fields are auto populated with information retrieved from your Certificate. These fields cannot be edited.

3.5.1.2 Docket Number

Submission Identification				
Submitter Name	Sandra Miller (affiliate)		Email Address	sandra.miller@nrc.gov
Docket Number *	- Select a Docket -	~	Certificate Expiration Date	03/13/2018
Submission Title *				
Submission Comment				
Doc	ket Number *	-S Br By	Select a Docket - aidwood Exelon 50-456 rron Exelon 50-454	

Docket Number field (*required*) – Select the facility for which you wish to make your submission from the drop down menu.

3.5.1.3 Submission Title

Submission Identification				
Submitter Name	Sandra Miller (affiliate)		Email Address	sandra.miller@nrc.gov
Docket Number *	- Select a Docket -	\checkmark	Certificate Expiration Date	03/13/2018
Submission Title *				
Submission Comment				

The Submission Title is included on the response form; therefore, the user should enter within the **Submission Title** field (*required*) information that will be an aid upon receipt of the response form.

As an example, a title could be:

Submission Title 5 Files submitted at 9:00am on July 12, 2017

3.5.1.4 Submission Comments

Subm	nission Identification				
Si	ubmitter Name	Sandra Miller (affiliate)		Email Address	sandra.miller@nrc.gov
De	ocket Number *	- Select a Docket -	\checkmark	Certificate Expiration Date	03/13/2018
SI	ubmission Title *				
SI	ubmission Comment				

Within the **Submission Comments** field, enter any information that may be useful to assist the NRC in processing the submission.

3.5.2 Attachments and Payment Section

3.5.2.1 Attaching Files

Attachme	ents and Payment		
Fing	gerprint File Selection *	Fingerprint File(s) Selected *	Action
	Browse		Remove
		Add More Attachment(s)	
# of Fil	les Attached	Amount Due (\$)	
Select	Payment Option *	- Select a Payment Type - 🗸	
Select th	e Browse	button.	
<u>Note</u> :	<i>.nist</i> , <i>.nst</i> attached to	and .eft are the only three (3) acceptable file formats that the form.	can be
	At a minimu only one (1)	m, one (1) file must be attached. Understand that for resub file is allowed to be attached.	missions,

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After selecting one or more files, click on the **Open** button within the "Choose File to Upload" dialogue box.

The file(s) will appear within the Fingerprint File(s) Selected field.

Fingerprint File Selection		Fingerprint File(s) Selected		Action
Choose Files 5 files	Criminal History 01.nist; Criminal History 02.nist; Crimin	nal History 03.nist; Criminal History	/ 04.nist; Criminal History 05.nist;	Remove
# of Files Attached 5 Select Payment Option * .	Select a Payment Type - ~	More Attachment(s) Amount Due (\$)	160.00	
To attach addi steps beginnin	tional files, click on the age within this <u>Section</u> .	d More Attachm	ent(s) button and repeat t	he
Note: If a wror	ng file was attached, select t	Remove	button.	
Fingerprint File Selection		Fingerprint File(s) Selected		Action
Choose Files 5 lifes	Criminal History U1.nist; Criminal History U2.nist; Crimin	nai History 03.nist; Criminai History	U4.nist; Cnminal History U5.nist;	Remove
# of Files Attached 5 Select Payment Option *	Select a Payment Type - V	Amount Due (\$)		
The # of files a with the total nu submission.	ttached field will populate umber of files attached to the	Additior auto-po	nally, the Amount Due field pulate with the fee amount.	will

of Files Attached and Amount Due (\$) fields cannot be edited by the user.

3.5.2.2 Payment

Note: The amount due for each attached file is \$32.00.

Fingerprint File Selection *		Fingerprint File(s) Selected	*	Action
Choose Files 5 files	Criminal History 01.nist; Criminal History 02.nist; C	criminal History 03.nist; Criminal Histor	ry 04.nist; Criminal History 05.nist;	Remove
		Add More Attachment(s)		
# of Files Attached 5		Amount Due (\$)	160.00	
Select Payment Option * - Select	ect a Payment Type - 🗸 🗸			
Within the Sele field (<i>required</i>), to display the th (Check, Money	ct Payment Option click on the drop-down aree (3) payment types Order or pay.gov).	- Select a Check Money C pay.gov	a Payment Type - Order	
Scroll down and payment type.	select the appropriate			
	<u>ote</u>: For Check and Mon cannot be processe	ey Order paymen ed until payment h	ts, the submission has been received.	

Checks and money orders will only be accepted for payment thru September 30, 2024. Effective October 1, 2024, the NRC will only accept electronic payment methods (i.e., debit or credit card or electronic funds transfer (e-check)) using pay.gov. To apply for a pay.gov account, follow the instructions at https://www.pay.gov/public/home. After you have created your account, forward your 'first and last name', 'company name', 'phone number', and 'username' to the NRC's crimhist.resource@nrc.gov mailbox so the criminal history staff can link your pay.gov account to the appropriate application for fingerprint requests (i.e., NRCPRINTS).

3.5.3 Sign and Submit Form Section

Sign and Submit Form			
Signature:		Date:	
(Sign	Submit	
		Sign	h
After populating all <i>required</i> fields,	CIICK ON THE	<u>.</u>	button.
Page 16 of 32			



Submission Received" page will display when paying via Check or Money Order. The submittal process is completed.

Request Access To	Facility	New Submission	Update My Profile	My Submission History	Contact NRC	Help	Logout
		Criminal H	listory Submis	sion Received			

An email will be delivered from <u>CrimHist.Resource@nrc.gov</u> acknowledging the submission.

Note: For Pay.Gov payments, an email will be delivered from paygovadmin stating the payment has been submitted. If you have any questions regarding the payment, contact: Pay.gov Customer Service by phone at (800) 624-1373 or by email at pay.gov.clev@clev.frb.org.

3.5.4 Complete Online Pay.Gov Payment

The "NRCPRINTS, Pay.Gov" page will appear. Provide the credit or debit card information, populating all required fields (annotated with a red asterisk (*). Click on the "Continue" button.

NRCPRINTS	
Please provide the payment information below. Required fields are marked	
Agong UTracking ID	
80072	
Payment Amount	
2100.00	
* Cardholder Name	
LEON SHI	
* Cardholder Billing Address	
Billing Address 2	
City	
* Country	
United States \$	
* State/Province	
Select State/Province \$	
* ZIP/Postal Code	
* Card Number	
VISA 🍮 🏧 🚟 🛤 🛈	
* Expiration Date	
Select 🗣	
Security Code	
What's this?	
Continue	

NRCPRINTS
Please review the payment information. Required fields are marked with an *
Agency Tracking ID 80072
Payment Amount \$160.00
Payment Method Plastic Card
Cardholder Name LEON SHI
Card Type VISA
Card Number
Cardholder Billing Address 123 Gude Dr Billing Address 2
City Rockville
Country United States
State/Province MD
ZIP/Postal Code 20850
* I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.
Continue Previous Cancel

The "NRCPRINTS, Pay.Gov" page will update. Review the information provided. Ensure the check box is selected (\square) stating you quthorize the charge to the card account, prior to completing the transaction. Complete the process by clicking on the button.

Pay.gov F	Payment Received
The NRC acknowledges your payment of \$160.00 for Criminal History Submission ID: 80072 that co	intained 5 files.
Your payment was made through the Pay.gov system. The Pay.gov Tracking ID/Receipt # for this tra	insaction is: 3FPTME4Q.
Notes: 1. Inquiries regarding the status or processing of individual files in this submission should be dire Staff at 301-415-7553 or 301-415-7514 or through e-mail at CrimHist.Resource@nrc.gov. (In e	ected to the NRC Criminal History each case please reference the NRC Submission ID).
	Print This Page

The screen will update with a message that the payment was received.

3.5.5 Email Acknowledgements

Based on the type of payment selected, the user will receive the following email:

- **Check or Money Order:** Acknowledgement of submission payment pending. The email will list the Submission number as well as the number of attachments. Additionally, the email will state that payment has not yet been received and the submission cannot be processed until payment has been received.
- **Credit Card (Pay.gov):** Acknowledgement of submission payment received. The email will list the Submission number as well as the number of attachments.

3.6 Update My Profile



Within the menu bar, click on page.

Request Acc	cess To Facility	New Submission	Update My Profile	My Submission History	Contact NRC	Help	Logout
			Modify User	Profile			
ertificate Informa	ation						
First Name:	Sandra		Last Name:	Miller (affiliate)			
Email:	sandra.miller@nr	c.gov	Expiration:	03/13/2018			
Contact Informatio	on						
Title:			Fax:	(555) 555-5555			
*Phone:	(123) 456-7890						
ddress							
*Address 1:	123		Address 2:				
*City:	NYC		*State:	Delaware	~		
*Zip:	30084						

The "Certificate Information" section contains information obtained from your certificate. The four fields (**First Name**, **Last Name**, **Email** and **Expiration**) cannot be edited.

All fields within the "Contact Information" and "Address" sections (with the exception of **State**) are text fillable fields. To update a text fillable field, click within the appropriate field, highlight (to delete) the existing information, then type the revised information into the field.

To revise the **State** field, click on the drop-down menu, then select the appropriate State.

After updating all necessary fields, click the

Update User Profile button.

The "Modify User Profile" page will refresh, displaying the following statement:

The user profile for Jane Doe (affiliated) has been updated successfully.

3.7 My Submission History

R	Electronic Informatic	n Exchange -	Criminal Histor	ſy			
Home	Request Access To Facility	New Submission	Update My Profile	My Submission History	Contact NRC	Help	Logout
		Mv S	ubmission	History			

Within the menu bar, click on to display "My Submission History" page, which is primarily a reporting device for users

Users can see a history of what they submitted and when.

Within the **Status** field, items at PENDING are awaiting payment (vs. items at PAID status).

Within the **Pay.gov receipt** field, payments made via credit card are provided the Pay.Gov Tracking ID #.

Payments made via Check or Money Order, the **Pay.gov receipt** field will be blank.

ome Request Access	s To Facility New S	ubmission Update My Profile	My Submission H	listory Conta	ct NRC I	Help Log
		My Submission H	istory			
Start Date:	07/05/2017	End Date: 07/19/2017		Search		
Show 10 🔽 entries				Se	arch:	
ID Type	Facility Name	Submission Title	# Attach	Date	Status	Pay.gov Receipt
▼ 54193 Orig Bra	aidwood Exelon 50-456	Test 2	5	2017-07-12 10:18:50	In Process	
▼ 54192 Orig Bra	aidwood Exelon 50-456	Test	5	2017-07-12 10:17:47	Received	
Showing 1 to 3 of 3 entries						
			/			
Status	\$	Pay.gov Receipt				
Status Transferre FBI	s 🔶 d to	Pay.gov Receipt				
Status Transferre FBI In Process	s 🔶	Pay.gov Receipt				
Status Transferre FBI In Process Received	s 🔶	Pay.gov Receipt				

Note: Clicking within a column header (i.e. ID, Submission Title, etc.) allows for sorting in descending and ascending order. The only exception to this rule is the #Attach header.

Users can see a history of what they submitted and when.

	Request	t Access	To Facility New S	Submission Updat	e My Profile My Sub	mission History	Contact NRC	Help	Logout		
					My Submiss	ion History					
1	Start Date:	: 0	7/04/2017	En	ot Date: 07/18/2017		Se	earch			
how	10 🔽 e	entries								Search:	
	ID 🔻	Туре	Facili	ty Name	Submissi	ion Title	# Attach	Date	e	Status	Pay.gov Receipt
• 8	54193	Orig	Braidwood Exelon 50-456		Test 2		5	2017-07-12 10	D:18:50	In Process	
▼ 8	54192	Orig	Braidwood Exelon 50-456		Test		5	2017-07-12 10	0:17:47	Received	
	4191	Orig	Braidwood Exelon 50-456	ŝ.	User Guide Testing		5	2017-07-12 10	D:16:27	Received	
nowing	g to 3 of :	3 entries									
_											_
ie	lect	ronic	Informatio	n Exchange New Submissi	- Criminal Hi	Story	bmission H	istory	Contact	NRC	Help Lo
ie	ilect Req	ronic	Information	n Exchange	- Criminal Hi	story Profile My Su sion History	bmission H	istory	Contact	NRC	Help Lo
E	lect Req Start	ronic uest Ac	Information ccess To Facility 07/05/2017	n Exchange New Submissi	- Criminal Hi ion Update My I My Submiss End Date: 07/1	Story Profile My Su sion History	bmission H	istory Searc	Contact	NRC	Help Lo
ie Shov	Req Start	ronic uest Ac	Information ccess To Facility 07/05/2017	n Exchange New Submissi	- Criminal Hi ion Update My R My Submiss End Date: 07/1	Story Profile My Su sion History	bmission H	istory Searc	Contact h	NRC	Help Lo
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From "My Submission History" page, users can resubmit and finish a submission.

3.7.1 Refine Submission List

	Requ	Jest Aco	cess To Facility	New Submission	Update My Profile	My Submission H	listory Conta	ct NRC H	elp Logo
				My	/ Submission His	story			
	Start I	Date:	07/05/2017	En	d Date: 07/19/2017		Search		
Show	W 10	- entri	es				Sea	arch:	
	ID 🔻	Туре	Facility	Name	Submission Title	# Attach	Date	Status	Pay.gov Receipt
▼	54200	Resub	Braidwood Exelon 50-4	56 Res Doc	ubmission of Submission ID [5419 ument [235118]	93] 1	2017-07-19 10:53:18	Transferred to FBI	
▼	54193	Orig	Braidwood Exelon 50-4	56 Test	2	5	2017-07-12 10:18:50	In Process	
-	54192	Orig	Braidwood Exelon 50-4	56 Test		5	2017-07-12 10:17:47	Received	
•		0.1	Braidwood Exelon 50-4	IS6 Use	r Guide Testing	5	2017-07-12 10:16:27	Received	

The **Start Date** and **End Date** fields are auto populated. The **End Date** field contains "today's" date, while the **Start Date** field is fourteen (14) days prior to "today's" date.

To refine or expand the list presented, the user may click within the **Start Date** and **End Date** fields.

												My Submission Histor	у			
calendar II appear. <mark>—</mark>	Star	t Date:	(07/05	5/201	7	,	×				End Date: 07/19/2017		Search		
	Show 10	✓ entr	ries	Su	Мо	Tu	We	Th	Fr	» Sa				Se	arch:	
	ID	туре	•	25 2	26 3	27 4	28 5	29 6	30 7	1 8	¢	Submission Title	# Attach	Date 0	Status	Pay.gov Receipt
	▼ 54200	Resub	Br	9 16	10 17	11 18	12 19	13 20	14 21	15 22		Resubmission of Submission ID [54193] Document [235118]	1	2017-07-19 10:53:18	Transferred to FBI	
	▼ 54193	Orig	Br	23	24	25	26	27	28	29		Test 2	5	2017-07-12 10:18:50	In Process	
	▼ 54192	! Orig	Br	30	31	1	2	3	4	5		Test	5	2017-07-12 10:17:47	Received	
	▼ 54191	Orig	Bra	aidwoo	od Ex	elon §	50-456	6		_		User Guide Testing	5	2017-07-12 10:16:27	Received	

- <u>To expand the results</u>, delete the date listed. Click on the <u>Search</u> button. By performing this action in both fields, all submissions made by the user will be displayed.
- <u>To revise the results</u>, click on a desired date and the field will update (this action can be performed in both date fields to narrow the results even further). Click on the

Search button.

3.7.2 Resubmit Submission

To resubmit, there must be a reason, such as the FBI sent a message stating they could not read the prints; therefore, a resubmittal must be performed.

		Access	To Facility New Subm	nission Update N	ly Profile My Submission	History Contact NF	C Help Logou	ıt		
					My Submission H	listory				
s	itart Date	: 0	7/04/2017	End D	o7/18/2017		Search			
-										
Show	10 🗸	entries						Search:		
Show	10 🔽	entries Type	Facility Nan	me	Submission Title	# Attacl	Date	Search:	Pay.go Recei	ov ipt
Show	10 V ID V 4193	entries Type Orig	Facility Nan Braidwood Exelon 50-456	me 🔶 T	Submission Title	#Attaci	Date 2017-07-12 10:18:50	Search: Status In Process	Pay.go Recei	ov ipt
Show 5 5	10 V ID V 4193 4192	Type Orig Orig	Facility Nan Braidwood Exelon 50-456 Braidwood Exelon 50-456	me 🔶 T T	Submission Title est 2	# Attack 5 5 5	Date 2017-07-12 10:18:50 2017-07-12 10:17:47	Search: Status In Process Received	Pay.go Recei	ov ipt
Show 5 5	10 V ID V 4193 4192 4191	Type Orig Orig Orig	Facility Nan Braidwood Exelon 50-456 Braidwood Exelon 50-456 Braidwood Exelon 50-456	me 🔶 T T U	Submission Title est 2 ser Guide Testing	# Attack 5 5 5 5	Date 2017-07-12 10.18:50 2017-07-12 10.17:47 2017-07-12 10.16:27	Search: Status In Process Received Received	Pay.ge Recei	ov ipt

After being informed by the FBI that a resubmit is required, from "My Submission History" page, expand the Submission by clicking on the \checkmark icon to the left of the ID column. The page will refresh, revealing the full details of the submission:

	Reques	t Access	To Facility	New Submissio	on Update M	y Profile My	Submission His	tory Conta	t NRC H	lelp Log
					My Submis	ssion Histo	ry			
	Start Date	e: 07	7/05/2017		End Date:	7/19/2017]]	Search		
Shov	V 10 🔽	entries						Sea	rch:	
	ID 7 T	÷	Facilit	tu Nama	Submi	esion Title		Data +	Status	Pay.gov
	54193 O	ig Braid	wood Exelon 50)-456	Test 2		5	2017-07-12 10:18:50	In Process	
		Doct	ument ID	Docume	nt File Name		Status	Resu	bmitted	
		235119		Criminal History 10.ni	st	Transferred to FE	31	No		
		235118		Criminal History 09.ni	st	Returned to Subr	mitter	Resubmit		
		235117		Criminal History 08.ni	st	Returned to Subr	mitter	Resubmit		
		235116		Criminal History 07.ni	st	Returned to Subr	mitter	Resubmit		
		235115		Criminal History 06 ni	et	Returned to Subr	mitter	Resubmit		
				1 466	Test	din .	5	2017-07-12 10:17:47	Received	
•	54192 O	ig Braid	wood Exelon 50	-400	1031					

Within the "Resubmitted" column, select the Resubmit link for the item the FBI responded to.

Nuclear Regulatory Commission Criminal History User Guide

	Electronic Information	ation Exchange - C	riminal History			
	Home Request Access To Fa	cility New Submission	Update My Profile	My Submission Hist	tory Contact NRC	Help Logout
	* Required field	Crimir	al History Resul	bmission		
The "Oning in al	Instructions					
	Please attach the file to be repr	ocessed then sign/submit the form.	Only one attachment is permit	itted.		
History	Submission Identification	Email Address				
Resubmission"	Docket Number *	Sandra Miller (affiliate) Braidwood Exelon 50-456	Certif	ficate Expiration Date	sandra.miller@nrc.gov 03/13/2018	
page is displayed	Original File Submission Title *	Criminal History 09.nist Resubmission of Submission ID	[54193] Document [235118]			
alopiayour	Submission Comment					
	Attachment					
			Fingerprint File Selection	•		
				Browse		
ų	Sign and Submit Form					

The following fields are auto populated and disabled:

- Submitter Name.
- Email Address.
- Docket Number.
- Certificate Expiration Date.
- Original File.
- **Submission Title** (although this field is auto-populated, users may edit this field, if necessary.)

Enter any comments pertinent to the resubmittal in the **Submission Comment** field.

Only one file must be attached to a resubmission (see <u>Section 3.4.2.2.1</u> to attach a file).

	Submission Identification			
	Submitter Name	Sandra Miller (affiliate)	Email Address	sandra.miller@nrc.gov
After attaching the	Docket Number *	Braidwood Exelon 50-456	Certificate Expiration Date	03/13/2018
After attaching the	Original File	Criminal History 09.nist		
file, click on the	Submission Title *	Resubmission of Submission ID [54193] E	Document [235118]	
Sign	Submission Comment			
hautten	Attachment			
button.		Finge	erprint File Selection *	
		\\Client\C\$\NRC\	Criminal History 09. Browse	
	Sign and Submit Form			
	Signature:		Date:	
		Sign	Submit	
After signing the res	ubmission, click	on the Sul	bmit button.	



A "Criminal History Submission Received" page will display. There is no additional fee for the first 'resubmission' of any print. The resubmission process is completed.

The submitter will receive an e-mail from <u>CrimHist.Resource@nrc.gov</u> acknowledging the resubmission was received.

The Criminal History email address is an HTML hyperlink. By selecting this link, an email is created using the users default email client. The **To** field is populated with <u>CrimHist.Resource@NRC.gov</u> and the **Subject** field is populated with "NRC Criminal History Request".

3.8 Contact NRC

R	Electronic Informatic	on Exchange -	- Criminal Histo	ory			
Home	Request Access To Facility	New Submission	Update My Profile	My Submission History	Contact NRC	Help	Logout

Within the menu bar, click on the "Contact NRC" to display the NRC contact information.

	× +		- 🗆 X
← → C ⋒	eie.nrc.gov/eie/ch/contactNRC.eie?action=view	Q #	🖸 🔲 😩 :
G Google 🖸 NRC	C PRODUCTION Pre-Prod DEV Tech Leidos ISMP		All Bookmarks
Elect	ronic Information Exchange - Criminal History		
Home	Update System Announcement Process - Update User Reports Other Admin Functions -	User Functions -	Help Logout
	Contact NRC		
	Phone: 896-672-7640 or e-mail: meta_system_help_desk_resource@nrc.gov For submission specific questions please contact our NRC Criminal History team: Phone: (301)415-7553 or (301)415-7514 e-mail: CrimHist Resource@nrc.gov		Buch to Toya

The phone number and email contacts are:

Phone: 866-672-7640 or e-mail: meta_system_help_desk_resource@nrc.gov

For submission specific questions please contact our NRC Criminal History team:

Phone: (301)415-7553 or (301)415-7514 e-mail: CrimHist.Resource@nrc.gov

3.9 Help





3.10 Logout



Select the button. The "Electronic Submittals Application" page (<u>https://www.nrc.gov/site-help/e-submittals.html</u>) will display. You may close your internet browser.

3.11 Retrieving Responses

When the results are available, an email will be delivered from <u>CrimHist.Resource@nrc.gov</u> with the subject: **Criminal History Submission - Results Available**.

Select the link provided within the email message.

The results of your orminal history Submission ID [105672] have been processed. There are two separate report files for each fingerprint file included in this submission. One has come from the FBI and the second from DOD. 4 of 4 criminal history reports are complete. This completes the response(s) for this submission. Click on the link below to access your reports: https://eie.nrc.gov/eie/ch/viewCrimHistResponse.eie?responseld=108325 The report(s) is/are contained in a single "zip" file which you may save to your local computer. After saving the "zip" file you may open it to access all of the associated response files. PLEASE NOTE: This link will be disabled after 14 days and both your submission and the related criminal history report will be deleted from the EIE system. You must, therefore, make local copies of any reports that you wish to retain for your records. For questions or comments please contact the Criminal History Program Administrators at (301) 415-7514 or (301) 415-7553. Email notification of any remaining reports will be provided to you as soon as they are available.

Thank you.

Note: Be aware: The link contained within the email message will be disabled after 14 days and both the submission and the related criminal history report will be deletedfrom the EIE system. You must, therefore, make local copies of any reports that you wish to retain for your records.

Follow the certificate log in process to access the "Welcome to the NRC Electronic Information Exchange System, Terms of Service" page will display.

	System
	Terms of Service
USE OF THIS COMPUTE	R CONSTITUTES A CONSENT TO MONITORING
reserve system integrity communication with your reveals possible evidence provided to law enforceme unauthorized use of Feder	• valuation valuationaria use only revenue systems any setting and subject to incontrolling for maintenance, to any accurst, and for other official purposes. You should not expect privacy, not protection of privaleged ensonal altorney, regarding information you creates, send, receive, use, or store on this system. If monitoring or violation of criminal statules, this evidence and any related information, nucluing you reinfalliation, may be not obtained or criminal statules. This evidence and any related information changing use of statistican, may be not obtained in criminal statules. This evidence and any related information changing you information or makes all computer systems is subject to criminal prosecution and/or disciplinary action.
Public Law 99-474 provide obtains, alters, damages, fine or imprisonment, or be	S PROHIBITED BY LAW - TITLE 18 U.S. CODE SECTION 1030 si that anyone who accesses a Federal computer system without authorization, and by means of such conduct destroys, or discloses information, or prevents authorized use of information on the computer, shall be subject th.
REPORT ANY UNAUTHO	RIZED USE TO COMPUTER SECURITY AND THE INSPECTOR GENERAL

I consent to monitoring

Continue Select the button.

The "Criminal History FBI Response Information" page will display.

Submission Identificati	on		
Submission ID	54194	Response ID	53511
Submitter Name	Thomas Ryan (affiliate)	Email Address	tom.ryan@nrc.gov
Facility Docket No	Arkansas 50-313	Administrator Name	Thomas Ryan (affiliate)
Response	neo to una response. This completes the response		
Response		Download Responses	

Information will be provided within the **Comments** field stating the number of files attached.

Click on the	Download Responses	button.					
Do you want to oper	n or save CriminalHistory_Respor	ise_53511.zip from eie-ps.nrc.g	ov?	Open	Save	Cancel	
Click on eithe	Open	or the Save	• button.				

- If "Open" was selected, the response will display for your review.
- If "Save" was selected, navigate to the file path location you would like to save the zip file to.