



# **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.

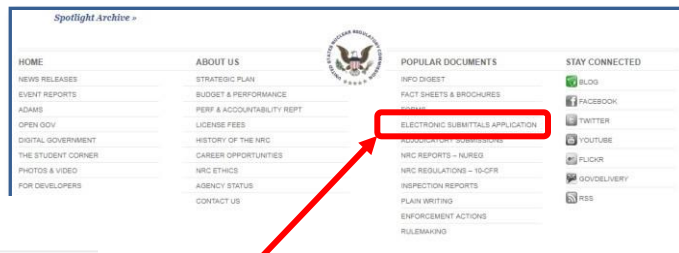
## 3. Submissions

### 3.1 Access the Criminal History Application

Navigate to the NRC's Website ([www.nrc.gov](http://www.nrc.gov)). Scroll to the bottom of the page and select the Electronic Submittals Application link (within the "Popular Documents" section).

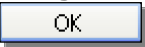


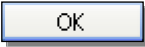
- POPULAR DOCUMENTS
- INFO DIGEST
- FACT SHEETS & BROCHURES
- FORMS
- ELECTRONIC SUBMITTALS APPLICATION**
- ADJUDICATORY SUBMISSIONS
- NRC REPORTS – NUREG
- NRC REGULATIONS – 10-CFR
- INSPECTION REPORTS
- PLAIN WRITING
- ENFORCEMENT ACTIONS
- RULEMAKING



The screenshot shows the NRC website's 'Electronic Submittals Application' page. The header includes the NRC logo and navigation links like 'FAQ', 'GLOSSARY', and 'CONTACT US'. A yellow 'REPORT A SAFETY CONCERN' button and a search bar are also present. The main content area is divided into three columns: a left navigation menu, a central article, and a right sidebar. The central article is titled 'Electronic Submittals Application' and contains text about the application's purpose and usage. Below this, there is a section titled 'Electronic Submission Systems' with a bulleted list of links. The 'Criminal History' link in this list is highlighted with a red box. The right sidebar contains an 'Important Announcement' section with text about the NRC's Users' Guides and help desk hours.

From the “[Electronic Submittals Application](#)” Web page, click on [Criminal History](#).

A **Choose a digital certificate** dialogue box will appear. Click **on** 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 when you imported the certificate. Select the  button to proceed.

### 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 statutes 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.

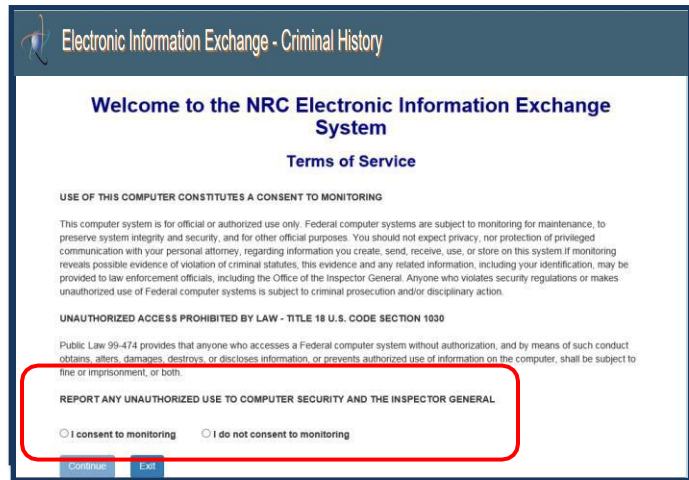
The following options are provided to the user:

- To acknowledge and proceed select the radio button for:

I consent to monitoring

Continue

- Select the button.



**Note:** When selecting “I do not consent to monitoring”, the only option offered is to select the **Exit** button:

I consent to monitoring

I do not consent to monitoring

Continue

Exit

Continue as follows:

- First Time Users ([Section 3.3](#)): See [Section 3.3.1](#) (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 [Section 3.4](#), “Welcome to the NRC Criminal History” page.


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


The “Certificate Information” is pre-populated with information extracted from your Certificate. These fields are not editable.

“Contact Information” and “Address” sections are text fields (with the exception of **State**, which contains a drop down menu to select from).

“Facilities” section: within the **Available** box, click on (to highlight) the Facility access is desired.

**Note:** To select more than one Facility, hold down the **Ctrl** key as you click on each Facility.

Select the  arrow (this will move the highlighted item(s) to the **Selected** box.

**Note:** If an error was made, select the Facility within the **Selected** box, then select the  arrow.

Electronic Information Exchange - Criminal History

### Request Access to Criminal History

▶ Certificate Information

First Name: Sandra Last Name: Miller  
Email: sandra.miller@nrc.gov Exp Date: 03/09/2013

▶ Contact Information

Title: \_\_\_\_\_ Fax: \_\_\_\_\_  
Phone\*: \_\_\_\_\_

▶ Address

Address 1\*: \_\_\_\_\_ Address 2: \_\_\_\_\_  
City\*: \_\_\_\_\_ State\*: \_\_\_\_\_  
Zip\*: \_\_\_\_\_

▶ Facilities

Available Selected\*

American Electric Power 50-315  
Arkansas 50-313  
Arkansas 50-313b  
Beaver Valley Power Station 50-33  
Beaver Valley Power Station 50-41

▶ Rules of Behavior

Accept Rules of Behavior

Rules of Behavior for Submitters of Information using the Electronic Information Exchange System (EIE)

1.0 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).

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

Accept  
 Reject

Submit

© Copyright 2012 NRC

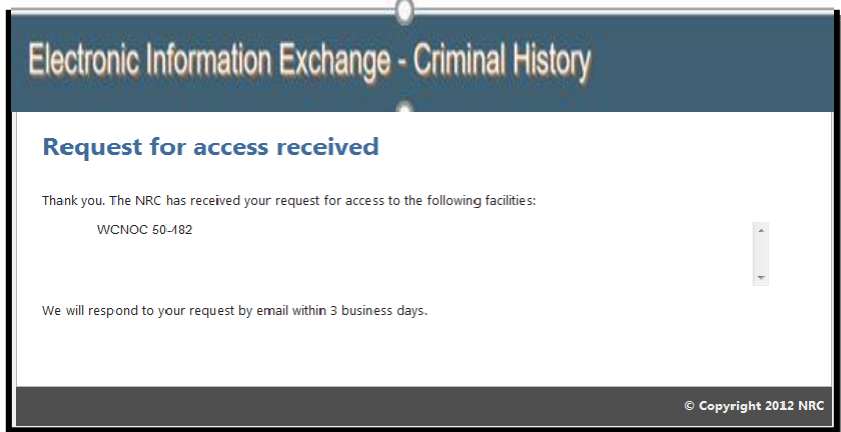
After reading the information provided within the “Rules of Behavior” section, select the radio button for:

**Accept.** (To proceed, you **must** select **Accept.**)

Select the  button.



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

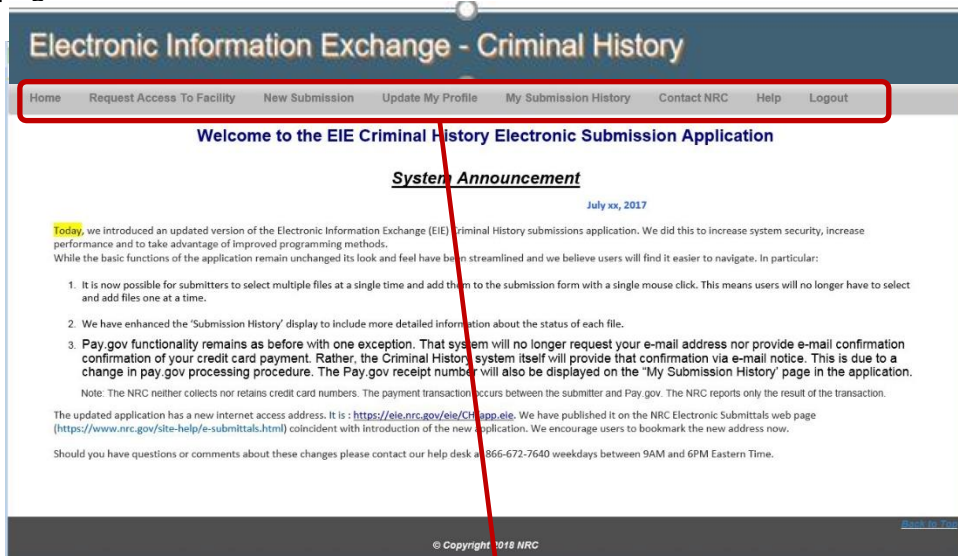


The requestor will receive an e-mail from [CrimHist.Resource@nrc.gov](mailto:CrimHist.Resource@nrc.gov) acknowledging the request for access was received.

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:



The following options are available:



### 3.4.1 Request Access to a Facility



Within the menu bar, click on **Request Access To Facility** to display the “Request Access to a Facility” page.

The screenshot displays the 'Request Access to a Facility' form page. The page title is 'Request Access to a Facility' with a subtitle 'Required fields are marked with an asterisk (\*)'. The form is organized into several sections:

- Certificate Information:** Fields for First Name (Sandra), Last Name (Miller (affiliate)), Email (sandra.miller@nrc.gov), and Expiration (03/13/2018).
- Contact Information:** Fields for Title, Phone ((123) 456-7890), and Fax ((555) 555-5555).
- Address:** Fields for Address 1 (123), Address 2, City (NYC), State (Delaware), and Zip (30084).
- Facilities:** Two columns: 'Available Facilities' (Showing all 74) and 'Selected Facilities\*' (Showing all 2). The available list includes: American Electric Power 50-315, 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-0404, Childrens Healthcare of Atlanta GA-14021, and Clinton Exelon 50-461. The selected list includes: Braidwood Exelon 50-456 and Byron Exelon 50-454.

A 'Submit Request' button is located at the bottom of the form.



### 3.4.1.1 Certificate Information Section

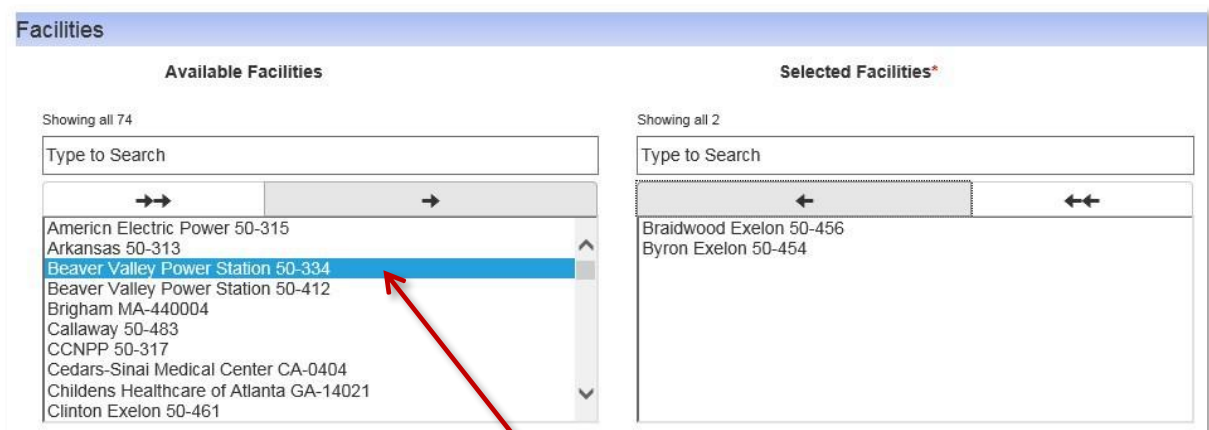
The “Certificate Information” section contains information obtained from your certificate. The four fields (**First Name**, **Last Name**, **Email** and **Expiration**) *cannot* be edited.

### 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



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

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


Click on the  arrow to move the highlighted item(s) to 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.

The screenshot shows a web interface titled "Facilities". It is divided into two main sections: "Available Facilities" and "Selected Facilities".

- Available Facilities:** Shows "Showing all 73". It has a search bar labeled "Type to Search". Below it is a list of facilities with a scroll bar. The list includes: American 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, and Columbia Generating Station 50-397.
- Selected Facilities:** Shows "Showing all 3". It has a search bar labeled "Type to Search". Below it is a list of 3 facilities: Beaver Valley Power Station 50-334, Braidwood Exelon 50-456, and Byron Exelon 50-454.

At the bottom center, there is a blue button labeled "Submit Request" which is highlighted with a red rectangular box.

To complete the request, click on the  button.

The screenshot shows the top of a web page titled "Electronic Information Exchange - Criminal History". Below the title is a navigation menu with links: Home, Request Access To Facility, New Submission, Update My Profile, My Submission History, Contact NRC, Help, and Logout.


The main content area has the heading "Request Access to a Facility" and a sub-heading "Required fields are marked with an asterisk (\*)". Below this, a green message states: "Your request for accessing/withdrawing facilities has been submitted successfully."

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 [CrimHist.Resource@nrc.gov](mailto:CrimHist.Resource@nrc.gov) stating the NRC has received the request and will respond to the access request by email within 3 business days.


### 3.5 New Submission



Mozilla Firefox 4.0 and 5.0 **do not work** with New Submissions. Additionally, Apple Macintosh computer (Mac) is not supported.

The screenshot shows the top of a web page titled "Electronic Information Exchange - Criminal History". Below the title is a navigation menu with links: Home, Request Access To Facility, **New Submission**, Update My Profile, My Submission History, Contact NRC, Help, and Logout. The "New Submission" link is highlighted with a red rectangular box.



Within the menu bar, click on  to display the "Criminal History Submission" page.

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

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

The screenshot shows a 'Submission Identification' form. The 'Docket Number \*' field is highlighted with a red box and has a red arrow pointing to an open dropdown menu. The dropdown menu lists three options: '- Select a Docket -', 'Braidwood Exelon 50-456', and 'Byron Exelon 50-454'. Other fields in the form include 'Submitter Name' (Sandra Miller (affiliate)), 'Email Address' (sandra.miller@nrc.gov), 'Certificate Expiration Date' (03/13/2018), 'Submission Title \*', and 'Submission Comment'.

**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

The screenshot shows the same 'Submission Identification' form. The 'Submission Title \*' field is highlighted with a red box. Other fields are the same as in the previous screenshot.

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

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 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

Attachments and Payment		
Fingerprint File Selection *	Fingerprint File(s) Selected *	Action
<input type="button" value="Browse..."/>		<input type="button" value="Remove"/>
<input type="button" value="Add More Attachment(s)"/>		
# of Files Attached		Amount Due (\$)
Select Payment Option *	- Select a Payment Type -	

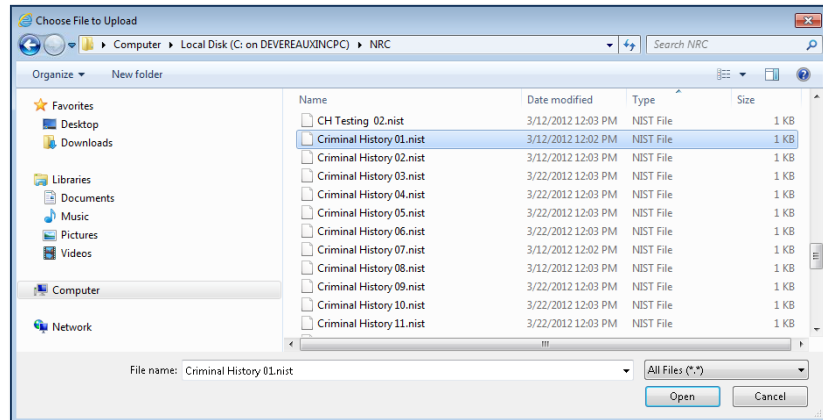
Select the  button.

**Note:** *.nist*, *.nst* and *.eft* are the *only* three (3) acceptable file formats that can be attached to the form.

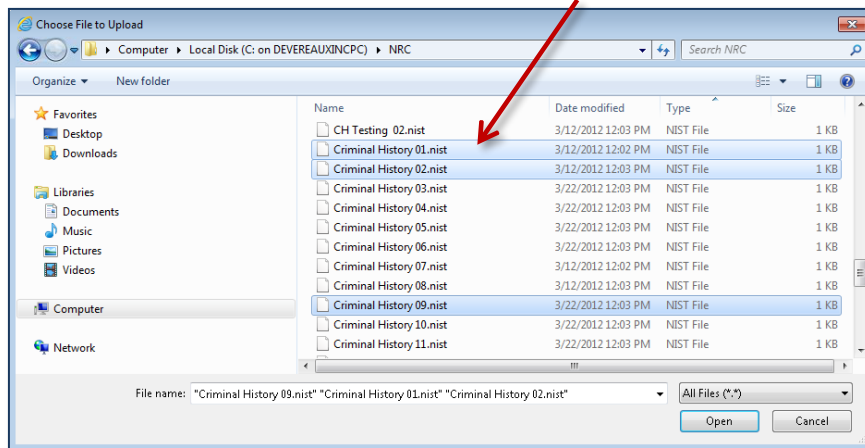
At a minimum, one (1) file must be attached. Understand that for resubmissions, only one (1) file is allowed to be attached.

A “Choose File to Upload” dialogue box will appear. Locate and click on one or more appropriate **.nist** or **.eft** or **.nst** files

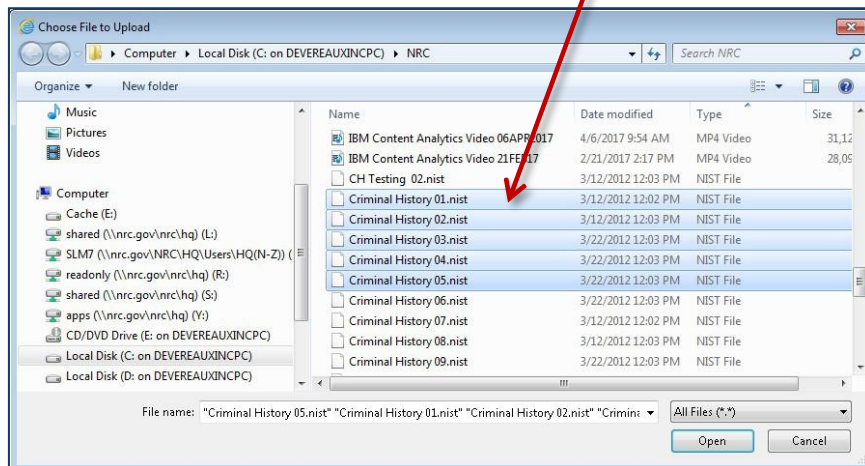
**Note:** For resubmissions, only one (1) file may be attached.



**Note:** Use the **ctrl** key on your keyboard to select several **.nist**, **.nst** and **.eft** files.



Use the **shift** key on your keyboard to select numerous **.nist**, **.nst** and **.eft** files listed in order.



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
<input type="button" value="Choose Files"/> 5 files	Criminal History 01.nist; Criminal History 02.nist; Criminal History 03.nist; Criminal History 04.nist; Criminal History 05.nist;	<input type="button" value="Remove"/>

# of Files Attached

Select Payment Option \*

Amount Due (\$)

To attach additional files, click on the **Add More Attachment(s)** button and repeat the steps beginning within this [Section](#).

**Note:** If a wrong file was attached, select the  button.

Fingerprint File Selection *	Fingerprint File(s) Selected	Action
<input type="button" value="Choose Files"/> 5 files	Criminal History 01.nist; Criminal History 02.nist; Criminal History 03.nist; Criminal History 04.nist; Criminal History 05.nist;	<input type="button" value="Remove"/>

# of Files Attached

Select Payment Option \*

Amount Due (\$)

The **# of files attached** field will populate with the total number of files attached to the submission.

Additionally, the **Amount Due** field will auto-populate with the fee amount.

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

### 3.5.2.2 Payment

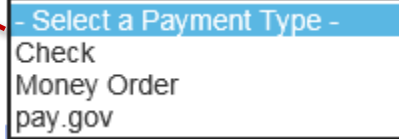
**Note:** The amount due for *each* attached file is \$32.00.

Fingerprint File Selection *	Fingerprint File(s) Selected	Action
Choose Files 5 files	Criminal History 01.nist; Criminal History 02.nist; Criminal History 03.nist; Criminal History 04.nist; Criminal History 05.nist;	Remove

Add More Attachment(s)

# of Files Attached	<input type="text" value="5"/>	Amount Due (\$)	<input type="text" value="160.00"/>
Select Payment Option *	<input type="text" value="- Select a Payment Type -"/>		

Within the **Select Payment Option** field (*required*), click on the drop-down to display the three (3) payment types (Check, Money Order or pay.gov).



Scroll down and select the appropriate payment type.



**Note:** For Check and Money Order payments, the submission cannot be processed until payment 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](mailto: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	
<b>Signature:</b>	<b>Date:</b>
<input type="text"/>	<input type="text"/>
<input type="button" value="Sign"/>	<input type="button" value="Submit"/>



After populating all *required* fields, click on the  button.

Sign and Submit Form

**Signature:** Jane Doe (affiliate)      **Date:** 07/12/2017

Unsign      Submit

The certificate user's name will be displayed along with "today's" date.

Click on the  button.

**Note:** If paid via Pay.Gov, continue with [Section 3.4.2.4](#).  
If paid via Check or Money Order, continue below.

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



An email will be delivered from [CrimHist.Resource@nrc.gov](mailto:CrimHist.Resource@nrc.gov) 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@clef.frb.org](mailto:pay.gov.clev@clef.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 with an asterisk.

Agency Tracking ID  
80072

Payment Amount  
\$160.00

\* Cardholder Name

\* Cardholder Billing Address

Billing Address 2


\* City

\* Country

\* State/Province

\* ZIP/Postal Code

\* Card Number



\* Expiration Date

Security Code

[What's this?](#)

[Cancel](#)

## 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

\*\*\*\*\*1111

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 () stating you authorize the charge to the card account, prior to completing the transaction. Complete the process by clicking on the button.

---

**Pay.gov Payment Received**

The NRC acknowledges your payment of \$160.00 for Criminal History Submission ID: 80072 that contained 5 files.

Your payment was made through the Pay.gov system. The Pay.gov Tracking ID/Receipt # for this transaction is: 3FPTME4Q.

Notes:

1. Inquiries regarding the status or processing of individual files in this submission should be directed to the NRC Criminal History Staff at 301-415-7553 or 301-415-7514 or through e-mail at [CrimHist.Resource@nrc.gov](mailto:CrimHist.Resource@nrc.gov). (In 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

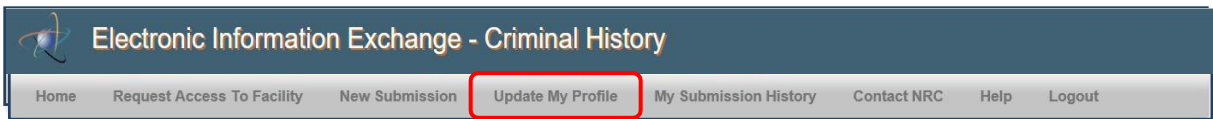
Based on the type of payment selected, the user will receive the following email:

**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.

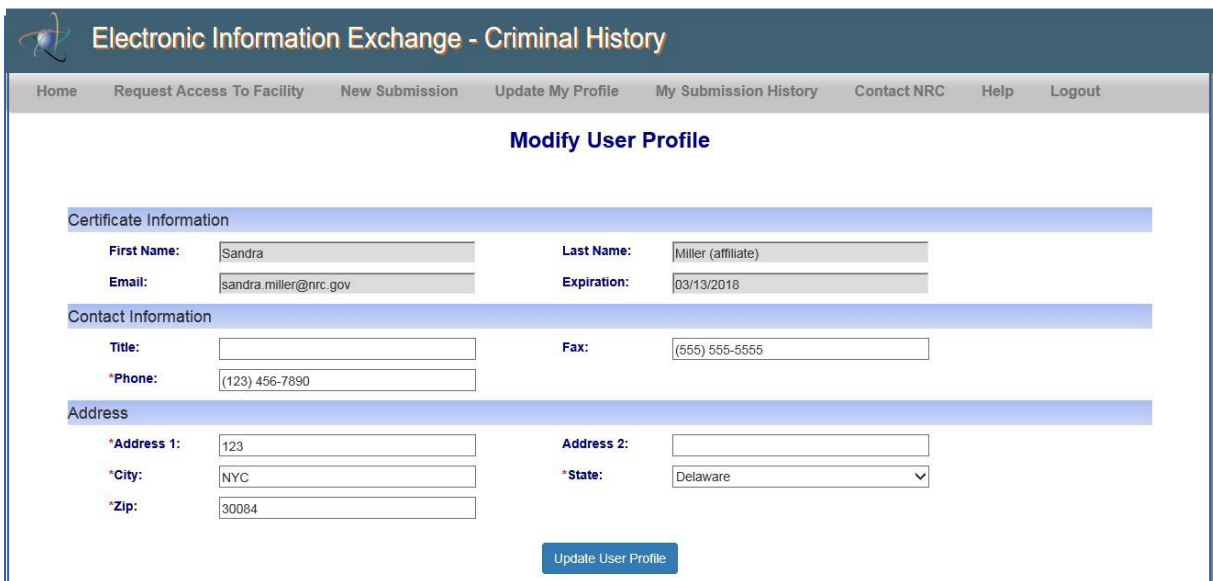


### 3.6 Update My Profile



Update My Profile

Within the menu bar, click on [Update My Profile](#) to display the “Modify User Profile” page.

The image shows the 'Modify User Profile' page. At the top is the system header with the logo and title. Below it is a navigation menu with 'Update My Profile' selected. The main content area is titled 'Modify User Profile' and contains three sections: 'Certificate Information', 'Contact Information', and 'Address'. The 'Certificate Information' section has four fields: 'First Name' (Sandra), 'Last Name' (Miller (affiliate)), 'Email' (sandra.miller@nrc.gov), and 'Expiration' (03/13/2018). The 'Contact Information' section has three fields: 'Title', 'Phone' ((123) 456-7890), and 'Fax' ((555) 555-5555). The 'Address' section has five fields: 'Address 1' (123), 'City' (NYC), 'Zip' (30084), 'Address 2', and 'State' (Delaware). At the bottom of the form is a blue 'Update User Profile' button.

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.

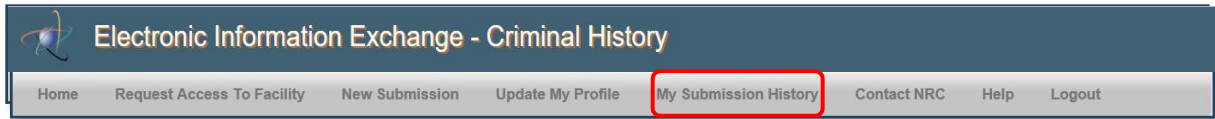
To revise the **State** field, click on the drop-down menu, then select the appropriate State.

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



Within the menu bar, click on **My Submission History** 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.



Status	Pay.gov Receipt
Transferred to FBI	
In Process	
Received	
Pending	

**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.

**Electronic Information Exchange - Criminal History**

Home Request Access To Facility New Submission Update My Profile My Submission History Contact NRC Help Logout

### My Submission History

Start Date: 07/04/2017 End Date: 07/18/2017 Search

Show 10 entries Search:

ID	Type	Facility Name	Submission Title	# Attach	Date	Status	Pay.gov Receipt
▼ 54193	Orig	Braidwood Exelon 50-456	Test 2	5	2017-07-12 10:18:50	In Process	
▼ 54192	Orig	Braidwood Exelon 50-456	Test	5	2017-07-12 10:17:47	Received	
▼ 54191	Orig	Braidwood Exelon 50-456	User Guide Testing	5	2017-07-12 10:16:27	Received	

Showing 1 to 3 of 3 entries

Previous 1 Next

Click on the ▼ icon to the left of a submission to expand and reveal the full submission information.

**Electronic Information Exchange - Criminal History**

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### My Submission History

Start Date: 07/05/2017 End Date: 07/19/2017 Search

Show 10 entries Search:

ID	Type	Facility Name	Submission Title	# Attach	Date	Status	Pay.gov Receipt																								
▲ 54193	Orig	Braidwood Exelon 50-456	Test 2	5	2017-07-12 10:18:50	In Process																									
<table border="1"> <thead> <tr> <th>Document ID</th> <th>Document File Name</th> <th>Status</th> <th>Resubmitted</th> </tr> </thead> <tbody> <tr> <td>235119</td> <td>Criminal History 10.nist</td> <td>Transferred to FBI</td> <td>No</td> </tr> <tr> <td>235118</td> <td>Criminal History 09.nist</td> <td>Returned to Submitter</td> <td><a href="#">Resubmit</a></td> </tr> <tr> <td>235117</td> <td>Criminal History 08.nist</td> <td>Returned to Submitter</td> <td><a href="#">Resubmit</a></td> </tr> <tr> <td>235116</td> <td>Criminal History 07.nist</td> <td>Returned to Submitter</td> <td><a href="#">Resubmit</a></td> </tr> <tr> <td>235115</td> <td>Criminal History 06.nist</td> <td>Returned to Submitter</td> <td><a href="#">Resubmit</a></td> </tr> </tbody> </table>								Document ID	Document File Name	Status	Resubmitted	235119	Criminal History 10.nist	Transferred to FBI	No	235118	Criminal History 09.nist	Returned to Submitter	<a href="#">Resubmit</a>	235117	Criminal History 08.nist	Returned to Submitter	<a href="#">Resubmit</a>	235116	Criminal History 07.nist	Returned to Submitter	<a href="#">Resubmit</a>	235115	Criminal History 06.nist	Returned to Submitter	<a href="#">Resubmit</a>
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Showing 1 to 3 of 3 entries

From “My Submission History” page, users can resubmit and finish a submission.

### 3.7.1 Refine Submission List

**Electronic Information Exchange - Criminal History**

Home Request Access To Facility New Submission Update My Profile My Submission History Contact NRC Help Logout

### My Submission History

Start Date:  End Date:

Show  entries Search:

ID	Type	Facility Name	Submission Title	# Attach	Date	Status	Pay.gov Receipt
54200	Resub	Braidwood Exelon 50-456	Resubmission of Submission ID [54193] Document [235118]	1	2017-07-19 10:53:18	Transferred to FBI	
54193	Orig	Braidwood Exelon 50-456	Test 2	5	2017-07-12 10:18:50	In Process	
54192	Orig	Braidwood Exelon 50-456	Test	5	2017-07-12 10:17:47	Received	
54191	Orig	Braidwood Exelon 50-456	User Guide Testing	5	2017-07-12 10:16:27	Received	

Showing 1 to 4 of 4 entries

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.

A calendar will appear.

**My Submission History**

Start Date:  End Date:

Show  entries Search:

July 2017

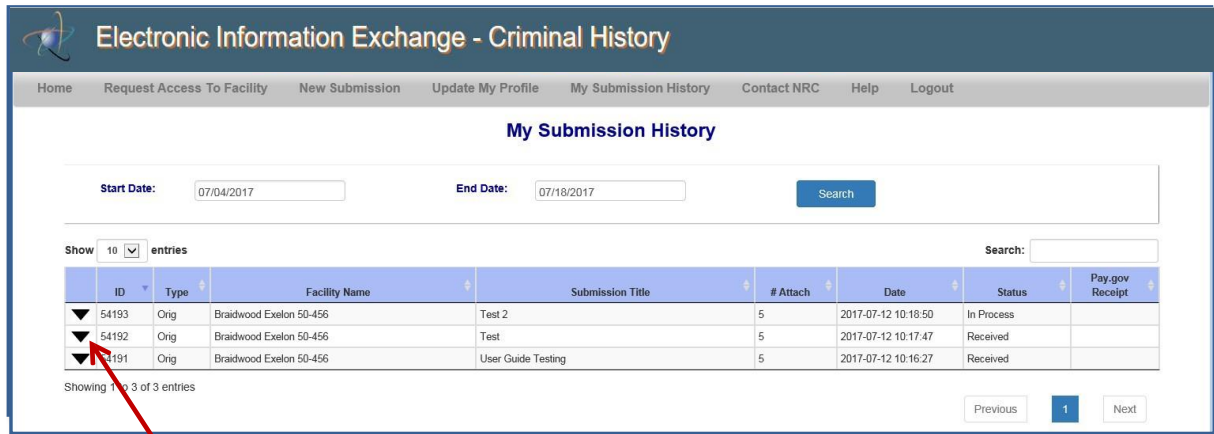
ID	Type	Facility Name	Submission Title	# Attach	Date	Status	Pay.gov Receipt
54200	Resub	Braidwood Exelon 50-456	Resubmission of Submission ID [54193] Document [235118]	1	2017-07-19 10:53:18	Transferred to FBI	
54193	Orig	Braidwood Exelon 50-456	Test 2	5	2017-07-12 10:18:50	In Process	
54192	Orig	Braidwood Exelon 50-456	Test	5	2017-07-12 10:17:47	Received	
54191	Orig	Braidwood Exelon 50-456	User Guide Testing	5	2017-07-12 10:16:27	Received	

Showing 1 to 4 of 4 entries

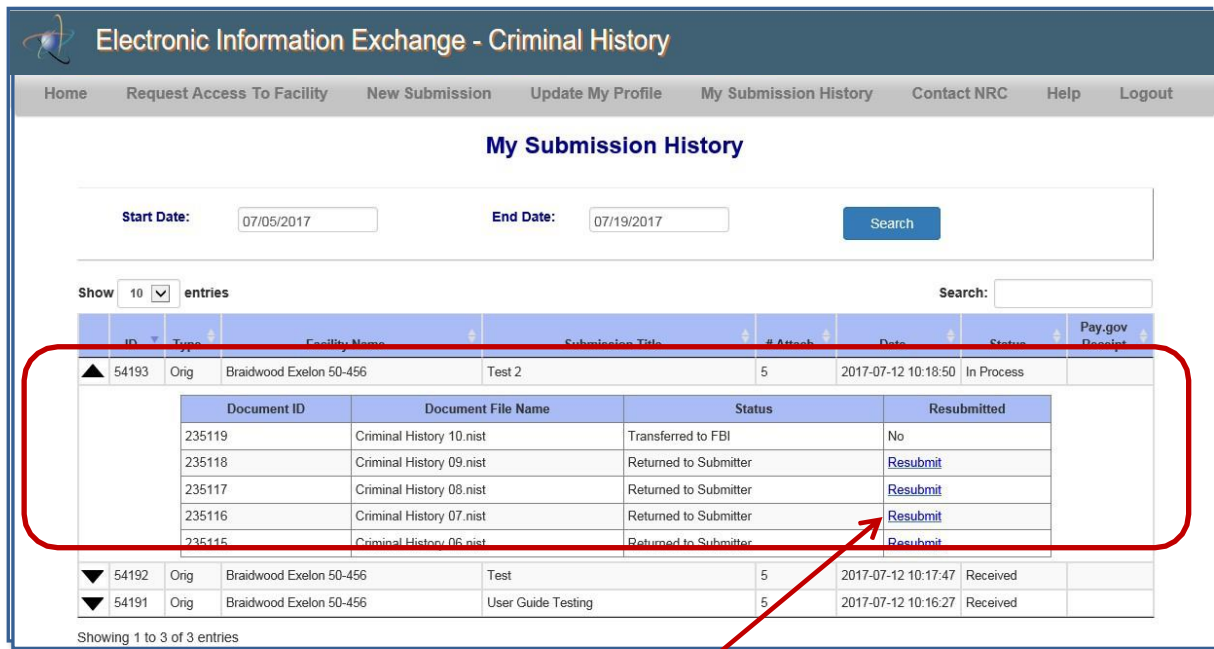
- To expand the results, delete the date listed. Click on the  button. By performing this action in both fields, all submissions made by the user will be displayed.
- To revise the results, click on a desired date and the field will update (this action can be performed in both date fields to narrow the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



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



Within the “Resubmitted” column, select the [Resubmit](#) link for the item the FBI responded to.

The “Criminal History Resubmission” page is displayed.

Electronic Information Exchange - Criminal History

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### Criminal History Resubmission

\* Required field

**Instructions**  
Please attach the file to be reprocessed then sign/submit the form. Only one attachment is permitted.

**Submission Identification**

Submitter Name	Sandra Miller (affiliate)	Email Address	sandra.miller@nrc.gov
Docket Number *	Braidwood Exelon 50-456	Certificate Expiration Date	03/13/2018
Original File	Criminal History 09.nist		
Submission Title *	Resubmission of Submission ID [54193] Document [235118]		
Submission Comment	<input type="text"/>		

**Attachment**

Fingerprint File Selection \*

Browse...

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 [Section 3.4.2.2.1](#) to attach a file).

After attaching the file, click on the

  
button.

Submission Identification

Submitter Name	Sandra Miller (affiliate)	Email Address	sandra.miller@nrc.gov
Docket Number *	Braidwood Exelon 50-456	Certificate Expiration Date	03/13/2018
Original File	Criminal History 09.nist		
Submission Title *	Resubmission of Submission ID [54193] Document [235118]		
Submission Comment	<input type="text"/>		

**Attachment**

Fingerprint File Selection \*

\\Client\CS\NRC\Criminal History 09 Browse...

**Sign and Submit Form**

**Signature:** **Date:**

After signing the resubmission, click on the  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.

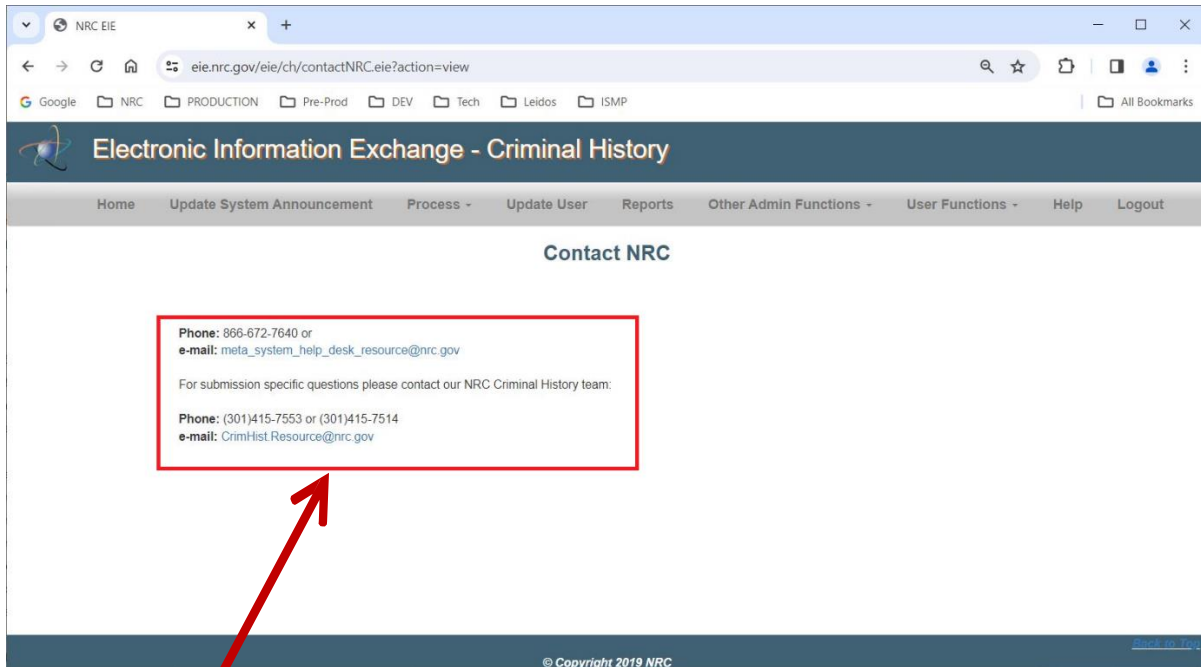
The submitter will receive an e-mail from [CrimHist.Resource@nrc.gov](mailto:CrimHist.Resource@nrc.gov) acknowledging the resubmission was received.

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 [CrimHist.Resource@NRC.gov](mailto:CrimHist.Resource@NRC.gov) and the **Subject** field is populated with “NRC Criminal History Request”.

### 3.8 Contact NRC



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



The phone number and email contacts are:

**Phone:** 866-672-7640 or  
**e-mail:** [meta\\_system\\_help\\_desk\\_resource@nrc.gov](mailto: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](mailto:CrimHist.Resource@nrc.gov)

### 3.9 Help

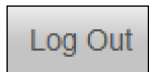


Within the menu bar, click on . This user “Help” guide will be presented

### 3.10 Logout

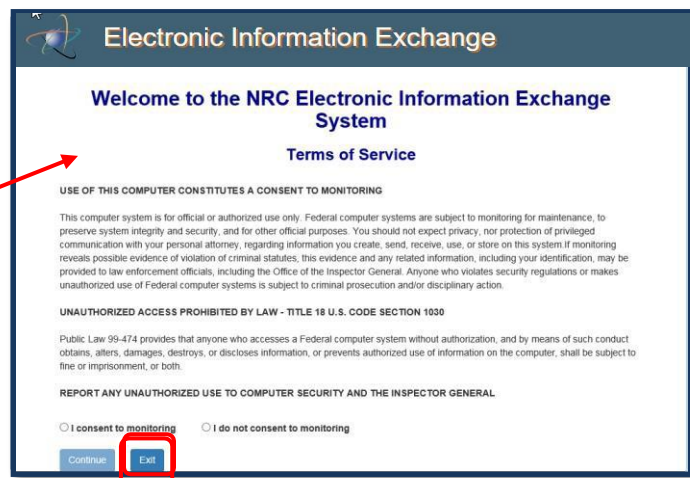



Within the menu bar, click on



The “Welcome to the NRC Electronic Information Exchange System, Terms of Service” page will display.

**Note:** To return to Criminal History, follow instructions within [Section 3.2](#).

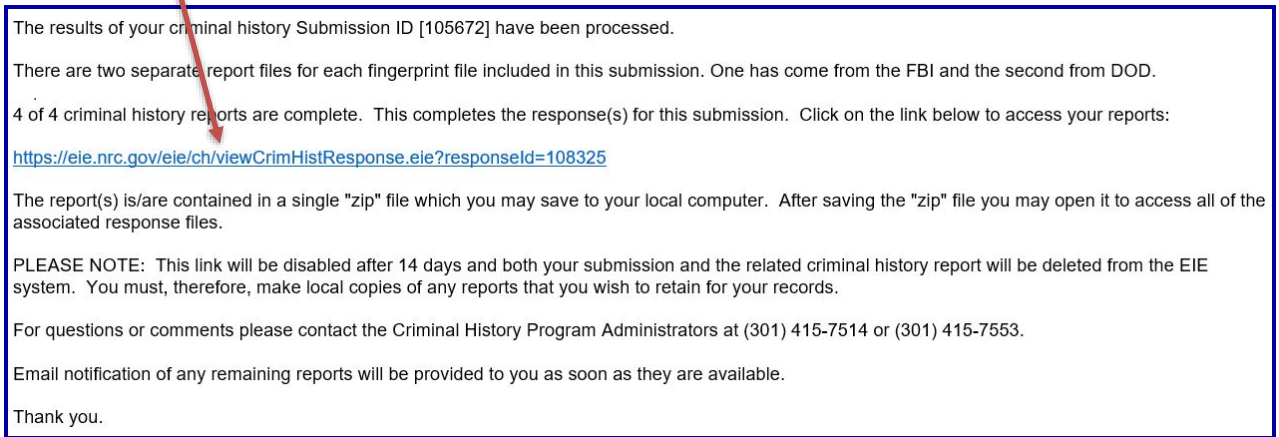


Select the  button. The “Electronic Submittals Application” page (<https://www.nrc.gov/site-help/e-submittals.html>) will display. You may close your internet browser.

### 3.11 Retrieving Responses

When the results are available, an email will be delivered from [CrimHist.Resource@nrc.gov](mailto:CrimHist.Resource@nrc.gov) with the subject: **Criminal History Submission - Results Available**.

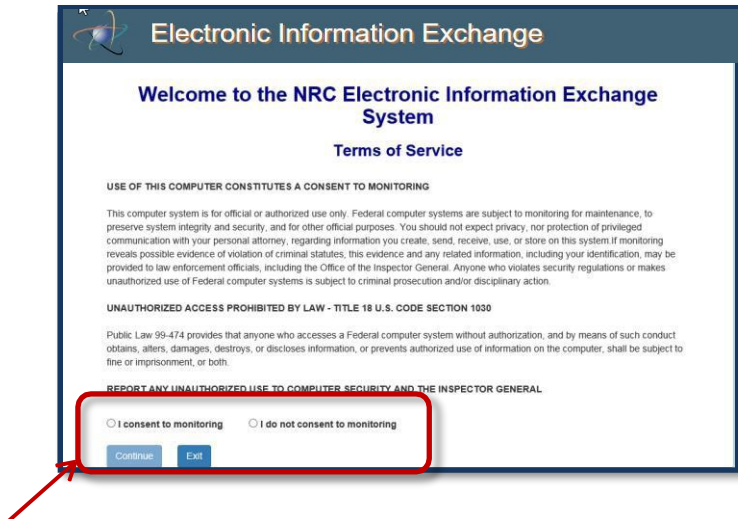
Select the link provided within the email message.



**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 deleted from 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.



To acknowledge and proceed, select the radio button for:

**I consent to monitoring**

Select the  button.

The “Criminal History FBI Response Information” page will display.

Submission Identification			
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)
Submission Title	Test 12		

Comment

There is 1 file attached to this response. This completes the response(s) for this submission.

Response

Download Responses

Comment

There is 1 file attached to this response. This completes the response(s) for this submission.

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

Click on the  button.

Do you want to open or save **CriminalHistory\_Response\_53511.zip** from **eie-ps.nrc.gov**?

Open Save Cancel

Click on either the  or the  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.