



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

May 14, 2020

ALL AGREEMENT STATES

NOTIFICATION OF MAILING ADDRESS CHANGE REGARDING SUBMITTAL OF
FINGERPRINT CARDS (STC-20-039)

Purpose: To inform the Agreement States that the mailing address to submit Criminal History fingerprint cards for processing has changed.

Background: In an effort 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 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 U.S. Nuclear Regulatory Commission (NRC) receives these fingerprint cards from licensees to be transmitted to the FBI.

Discussion: The Criminal History Program has been relocated to another office within the NRC and therefore, the mailing address for submitting fingerprint cards has changed. The following mailing address should be used:

U.S. Nuclear Regulatory Commission
Director, Division of Physical and Cyber Security Policy
Attn: Criminal History Program/Mail Stop – T-08B20
11545 Rockville Pike
Rockville, MD 20852

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

The NRC's Criminal History Program staff has and continues to support licensees' electronic submittal of fingerprints, via the Electronic Information Exchange (EIE) 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. Details on this process may be found in the July 8, 2019, STC letter, "Fingerprint Card Results Process Improvement (STC-19-041)" (Agencywide Documents Access and Management System Accession No. ML19169A323).

An e-mail communication about the mailing address change was sent out to NRC and Agreement State licensees on April 29, 2020, 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 me at (301) 415-3340, or the individual listed below:

POINT OF CONTACT: Kim Lukes
TELEPHONE: (301) 415-6701

INTERNET: Kim.Lukes@nrc.gov

Kevin Williams, Acting Director
Division of Materials Safety, Security, State,
and Tribal Programs
Office of Nuclear Material Safety
and Safeguards

SUBJECT: NOTIFICATION OF ADDRESS CHANGE REGARDING SUBMITTAL OF
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OFC	MSST/SMPB	MSST/SMPB	MSST/ASPB	MSST
NAME	KLukes	TMossman	LRoldan-Otero	KWilliams
DATE	05/05/20	05/06/20	05/12/20	05/14/20

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