Electronic Criminal History Records Checks in Electronic Information Exchange Instructions

1. Go to the Criminal History page in EIE
2. Select the correct credential
3. Enter Password
4. Select "OK"
5. Read the Terms of Service
6. Select "I consent to monitoring" to proceed. If you do not give consent, then you will not be able to use EIE.
7. Select "Continue"
8. Within the menu bar, select "New Submission" to display the "Criminal History Submission" page Fill out the submission form
9. When submitting the fingerprint card for processing, please make sure the top of the card has been completely filled out using blue or black ink or is typed.
10. Attached one or more scanned fingerprint cards
11. Electronically sign the form by selecting "Sign"
12. Select "Submit" when finished.
13. The current fee is $10.00 per person checked through February 28, 2022. The fee will increase to $35 on March 1, 2022. Pay using Pay.gov or a check or money order made payable to "U.S Nuclear Regulatory Commission."