

COMMISSION ON TEACHER CREDENTIALING

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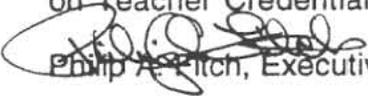


OFFICE OF THE EXECUTIVE DIRECTOR

93-9324

October 29, 1993

TO: All Individuals and Groups Interested in the Activities of the Commission
on Teacher Credentialing

FROM:  Philip A. Fitch, Executive Director

SUBJECT: Increase in FBI Fingerprint Card Processing Fee

Effective January 3, 1994, the Federal Bureau of Investigation is increasing the fee it charges to process fingerprint cards by one dollar, from \$23 to \$24. The time line for the increased fee is as follows:

- Friday, October 8 Notification of fee increase mailed by FBI to fingerprint contributors including the California Department of Justice.
- Thursday, October 28 A copy of the notification faxed to the Commission office by DOJ.
- Friday, December 17 Last day to submit applications with the \$23 FBI fee. This allows the Commission two weeks to complete the evaluation, print the eligibility letter, prepare the cards for DOJ and FBI, and mail them. Remember to allow a little extra time for mailing from your office--it's the holiday season and the Commission must receive the cards by Friday.
- Monday, December 20 All fingerprint cards received by the Commission must have the new \$24 fee.
- Monday, January 3 All fingerprint cards received by FBI must have new \$24 fee.

<u>Appropriate fees when submitted</u>	<u>by 12/17/93</u>	<u>on or after 12/20/93</u>
Certificate of Clearance	\$87.50	\$88.50
First Time Applicant	\$120.00	\$121.00

If you have any questions about this fee increase, please contact our Information Services Office at (916) 445-7256 between 12:30 and 4:30 any workday afternoon. Thank you for your cooperation in implementing this fee increase so quickly.