

## COMMISSION ON TEACHER CREDENTIALING

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OFFICE OF THE EXECUTIVE SECRETARY

92-9219

September 1, 1992

TO: All Individuals and Groups Interested in the Activities of the Commission  
on Teacher CredentialingFROM:   
Philip A. Fitch, Executive Secretary

SUBJECT: Fingerprint Cards Processed by the DOJ and FBI

We knew it was just a matter of time and now the time has arrived. The Commission has been notified by the Department of Justice (DOJ) that they, like the FBI, will require a new fee for resubmitted fingerprint cards unless the original rejected cards are attached.

When the FBI changed its policy last April, the Commission changed its procedures. Instead of returning the rejected card to the applicant, we began to keep the rejected card and send a photocopy to the applicant when reprints were needed. This way we could provide proof of payment and did not have to request additional fees from applicants. Unfortunately, DOJ reprints out number requests for reprints from the FBI and we cannot take on the additional work load of photocopying every card we have to return, especially in the face of the projected budget cuts. The Commission receives no fee for processing fingerprint cards; the entire amount collected is forwarded to the DOJ and FBI.

Beginning immediately, we will return to our policy of sending the rejected cards to the applicant with the following notice:

IMPORTANT	
IF YOU DO NOT RETURN THE ATTACHED FINGERPRINT CARD OR CARDS WITH YOUR REPRINTS, YOU MUST ENCLOSE A CHECK OR MONEY ORDER FOR:	
<input type="checkbox"/>	\$23.00 FOR FBI CARDS
<input type="checkbox"/>	\$27.00 FOR DOJ CARDS
<input checked="" type="checkbox"/>	\$50.00 FOR BOTH CARDS
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We wish we did not have to return this responsibility to our applicants, but we cannot at this time afford the personnel hours needed to initiate an additional service. If you have any questions, please contact our Information Services Office between 12:30 and 4:30 any workday afternoon. Thank you.