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November 15, 2018

Dear KSP and FBI Criminal History User:

- Effective **January 1, 2019** the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Division is implementing a fee revision on fingerprint-based Criminal History Record Information (CHRI) checks from the current fee of \$12.00 per request to the new fee of \$13.25 per request.

Any requests received on or before December 27, 2018 with the current fee (\$12.00) will be processed as normal. **Requests received on or after December 28, 2018 with the current fee (\$12.00) will be returned to sender.** We will accept requests received with the revised fee (\$13.25) anytime, however the processing will be delayed until after the fee change takes effect.


As illustrated in the chart below, the Kentucky CHRI user fee will remain \$20.00 per request. However, the FBI CJIS user fee revision will affect the combined fee for a fingerprint-based state and FBI CHRI check, changing the total cost per request from \$32.00 to \$33.25.

REVISED CHRI FEES

Fingerprint-based CHRI Checks		
SERVICE	CURRENT FEE	REVISED FEE
KSP CHRI Search	\$20.00	No Change
FBI CHRI Search	\$12.00	\$13.25
KSP and FBI CHRI Search	\$32.00	\$33.25

If you have any questions regarding the FBI CJIS user fee change, please contact the Kentucky State Police, Criminal Identification and Records Branch, Criminal Dissemination Section @ KSP.BackgroundChecks@ky.gov.

Thank you for your continued cooperation.



 Captain Scott Felder, Unit 38
 Criminal Identification and Records Branch Commander