

# FLORIDA DEPARTMENT OF EDUCATION



Gerard Robinson  
Commissioner of Education

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## MEMORANDUM

**TO:** District School Superintendents  
District School Certification Officers  
Private School Human Resource Officers

**FROM:** Pam Stewart

**DATE:** March 16, 2012

**SUBJECT:** **FBI Changes in Fingerprint Processing**

### Contact Information

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**DPS: 2012-42**

The Federal Bureau of Investigation (FBI) sent official notification to the Florida Department of Law Enforcement (FDLE) regarding changes to its national criminal history record check processing. Effective March 19, 2012, the cost of the FBI portion of processing fees will be reduced from \$19.25 to \$16.50. Also, effective April 15, 2012, the FBI will no longer accept or process hard copy applicant fingerprint cards for national criminal history record checks.

That means the cost of each submission of fingerprint records will decrease by \$2.75. This fee decrease will be applied to the base cost for fingerprint processing via the statewide Automated Fingerprint Applicant Processing System (AFAPS) supported and maintained by Cogent Systems, Inc. FDLE has notified all licensing and employment customers. If you are a governmental billing customer, the monthly invoice will be invoiced under the new fee as of March 19, 2012.

Even though FBI and FDLE will cease processing hard copy fingerprint cards in April 2012, the Bureau of Educator Certification (BEC) will continue to accept and process them electronically for eligible certification applicants not employed in Florida public schools. However, to implement the fee change, beginning March 19, 2012, the cost for the BEC to process fingerprint cards will decrease to \$54.50.

The FDLE E-Government Criminal History Services Section is available to answer any questions at 850/410-8161 or via e-mail at [ApplicantChecks@FDLE.State.FL.US](mailto:ApplicantChecks@FDLE.State.FL.US). Please refer to the topic "Submitting Fingerprints for Certification" on the Florida Department of Education website at <http://www.fldoe.org/edcert/step4.asp>. Other Educator Certification fingerprinting process questions may be directed as shown in the contact information.

PAM STEWART  
CHANCELLOR OF PUBLIC SCHOOLS