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Information Notice 19-02

To: Radioactive Materials Licensees Subject to 10 CFR Part 37

Subject: Request for Information Regarding a Process Improvement for Fingerprint Card Results

In accordance with Title 10 of the Code of Federal Regulations (10 CFR) Part 37, “Physical Protection of Category 1 and Category 2 Quantities of Radioactive Material,” licensees are required to submit fingerprint cards to the U.S. Nuclear Regulatory Commission (NRC). The licensee may submit this information via the Electronic Information Exchange (EIE) process, which is available on the [NRC’s Electronic Submittals Application web page](https://www.nrc.gov/site-help/e-submittals.html) (<https://www.nrc.gov/site-help/e-submittals.html>) and returns results electronically, or submit a hard-copy via mail and wait for results through the mail.

The NRC is introducing a new voluntary service¹, which allows the Criminal History Program staff to return results via electronic means to those licensees who submit hard-copy fingerprint cards for processing.

Fingerprint card submitters, who are the licensees’ Reviewing Officials (RO), may opt for this new process in order to gain efficiency and security benefits. This process will reduce the time between fingerprint card submission and licensees’ receipt of the results by eliminating the delay incurred in the Criminal History Program staff printing and mailing the results to licensees.

¹ [Fingerprint Card Results Process Improvement \(STC-19-041\)](https://scp.nrc.gov/asletters/program/sp19041.pdf)

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New Process Details:

1. Only approved ROs may apply to obtain a digital certificate² for this process. Criminal History Program staff will verify that the individual applying for the digital certificate is the approved RO on file. [Instructions on how to obtain and install a digital certificate](https://pki.nrc.gov/ecs/apps/eie/dcc-eie-ch.html) are available at the following address: <https://pki.nrc.gov/ecs/apps/eie/dcc-eie-ch.html>.
2. Following digital certificate installation, the RO may log into the [EIE Criminal History system](https://eie.nrc.gov/eie/ch/app.eie) at the following address: <https://eie.nrc.gov/eie/ch/app.eie>. Upon first log-in, the RO will be asked to acknowledge the system 'Rules of Behavior' instructions and will then be taken to the user profile page which includes an opportunity to request that the certificate be affiliated with the user's facility. Criminal History Program staff will enable the affiliation and send a confirmation e-mail to the RO.
3. Following the RO's submittal of a hard-copy fingerprint card, the Criminal History Program staff will deliver the FBI fingerprint result files to the RO via secure e-mail link. The link is 'locked' through the use of the NRC-issued digital certificate. The key to opening the results file is the certificate itself, which is installed on the fingerprint card submitter's desktop. The e-mail with the results file is launched to the submitter within minutes of its return from the FBI.
4. The RO may then open the link in the e-mail notice to download the results to its local desktop. PLEASE NOTE: This link will be disabled after 14 days and the criminal history results report will be deleted from the EIE system. The RO must make local copies of any reports as necessary for regulatory purposes.

If you have any questions, please contact Ira Schneider by telephone at (916) 440-7976 or by email at Ira.Schneider@cdph.ca.gov.

Regards,

Signature on file

Gonzalo L. Perez
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² Regardless of whether a digital certificate has previously been issued by the NRC to the fingerprint card submitter (the RO) for use of another system (such as the National Source Tracking System, etc.), a new certificate will need to be issued