

From: **Edwina Williams** <edwina.williams@dss.virginia.gov>  
Date: Wed, Dec 19, 2018 at 1:20 PM  
Subject: Fee Increase for Criminal History Record  
To: <DSS\_LICENSING@listserv.cov.virginia.gov>

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Good afternoon,

The attached memo announces an increase in fees for fingerprinting effective January 1, 2019. If you have any questions concerning this matter, please contact Kristen Eckstein, OBI Program Supervisor at [kristen.eckstein@dss.virginia.gov](mailto:kristen.eckstein@dss.virginia.gov).

Thank you.

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# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

### MEMORANDUM

**DATE:** December 14, 2018  
**TO:** All VDSS Facilities using Fieldprint  
**FROM:** Tara Ragland, Director, Division of Licensing  
**SUBJECT:** Fee Increase for Criminal History Record

Effective **January 1, 2019**, the FBI will impose a fee increase for fingerprint based applicant criminal history record requests submitted for processing. The Virginia State Police (VSP) will modify their fees to cover this increase. As you are aware, the total fee for all fingerprint checks includes FBI fees and VSP fees. These fees are included in the total fingerprint background check fee charged by Fieldprint.

**New Fee Total (non-volunteers): \$59**

This new fee of \$59 will apply to all fingerprint checks that are not for volunteers. This includes: employees, foster/adoptive parents, relative placement/kinship foster, birth parents, household members, contractual service providers affiliated with children's residential facilities, applicants, agents, caregivers, approved providers in a family day system, and household members for family day homes and child day centers.

**New Fee Total for Volunteers: \$39**

VDSS will continue to cover the fees for fingerprint background checks for child day programs, as previously communicated, through September 30, 2019. After that date, these costs will be the responsibility of the child day program.

These new fees will be charged for any fingerprint appointment that is made on or after January 1, 2019.

Thank you for your commitment to children's safety and your attention to these upcoming changes. For all criminal background inquiries please submit an email to [backgrounds@dss.virginia.gov](mailto:backgrounds@dss.virginia.gov). If you have any questions concerning this matter, please contact Kristen Eckstein, OBI Program Supervisor @ [kristen.eckstein@dss.virginia.gov](mailto:kristen.eckstein@dss.virginia.gov) or 804-726-7099.