

Policy Communiqué #10-05: Delay in Processing/Receiving Results from Federal Criminal History Clearances

This is a message from the Bureau of Subsidized Child Care Services

Title: Delay in Processing/Receiving Results from Federal Criminal History Clearances

Date: April 19, 2010

Priority: High

Category: Informational

Action Required: None

Response Required: None

Purpose:

The purpose of this communiqué is to advise Child Care Information Services (CCIS) that persons applying to be relative/neighbor providers during the period of April 28, 2010 through May 18, 2010, may encounter a delay in the processing or receiving of results from Federal Bureau of Investigation (FBI) fingerprint based criminal record requests.

Discussion:

The FBI Criminal Justice Information Services (CJIS) Division, which is responsible for processing all applicant background checks, has been working with the U.S. Census Bureau to meet the deadline to process fingerprint checks for all of the temporary U.S. Census Bureau employees who will be performing the census checks this year. They expect to receive a high volume of U.S. Census Bureau fingerprints, which will impact the processing load on the CJIS Integrated Automated Fingerprint Identification System.

As a result, CJIS requested contributors, including Cogent Systems, to suspend submission of all **noncriminal** justice fingerprints (such as fingerprints submitted for employment, foster parents and child care providers) during the period of April 28, 2010 through May 3, 2010.

Cogent Systems will continue to process applications and accept fingerprint submissions during this period. However, Cogent will delay submission of those records to the FBI until May 4, 2010.

The FBI will begin processing requests submitted through Cogent Systems on May 4, 2010. This means that there will be a delay in processing FBI Criminal History Clearances for applicants between April 28, 2010 and May 18, 2010. Applicants who submit their fingerprints between April 28, 2010 and May 3, 2010, will experience a delay of one to two weeks. Applicants who submit fingerprints between May 4, 2010 and May 18, 2010 will also experience some delay.

Next Steps:

1. Share this information with appropriate staff and interested parties.
2. Encourage relative/neighbor applicants to start the process early in the 30-day timeframe to allow for the delay.
3. Direct questions to your Subsidy Coordinator.

Obsolete