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November 1, 2011

**NOTICE TO ALL LAW ENFORCEMENT AGENCIES, CIVIL APPLICANT ACCOUNT HOLDERS, APPROVED CHANNELERS, AND PRIVATE FINGERPRINTING SITES**

The Department of Public Safety, Records Bureau, recently received notice that *effective April 15, 2012 the Federal Bureau of Investigation will no longer accept paper fingerprint cards for criminal arrests and civil applicant submissions for employment and licensing purposes.* This deadline is firm; there are no exceptions or extensions.

The DPS Records Bureau is in the process of acquiring the capability to convert paper fingerprint cards to an electronic format for submission to the FBI. Your agency will not have to change its business practices or acquire fingerprinting equipment to take advantage of this new service. *We intend to have this capability in place by the April 15, 2012 deadline.* However, should unforeseen circumstances occur that delay us from meeting the deadline, your agency has the following options.

**Option 1: Seek Private Fingerprinting Sites with Electronic Capability**

This option would require your office/agency to locate private businesses or governmental agencies that have the capability to submit fingerprints electronically to the DPS Records Bureau and direct your applicants to those sites for fingerprinting. A list of agencies that have the ability to submit fingerprints electronically to the DPS Records Bureau can be found on our website at <http://www.nvrepository.state.nv.us/fingerprints.shtml>

**Option 2: Develop Electronic Submission Capability**

This option would require your office/agency to acquire a Livescan fingerprinting machine and work with the DPS Records and Technology Division and your Livescan vendor to connect to the DPS Network for electronic submission to the State and the FBI. This process takes several months of work between our office, your agency, and your Livescan vendor, and there is no guarantee that our office could accommodate your request by the April 15, 2012 deadline.

If you choose to go with Option 2, Developing Electronic Submission Capability, please contact Erica Souza, Fingerprint Examiner Supervisor, at (775) 684-6235 as soon as possible. If you have any other questions about this notice and how it may impact your agency, please contact Kimberly Graunke, Fingerprint Support Unit Supervisor, at (775) 684-6214 or Liza Paulino, Repository Services Manager, at (775) 684-6241.

cc: Chris Perry, Director  
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