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Julie Butler
Division Administrator

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To: All Civil Applicant Customers

Subject: **Timeframe for Regeneration of Civil Responses**

Beginning on May 1, 2014, the FBI's Criminal Justice Information Services (CJIS) Division will provide duplicate responses for civil fingerprint submissions for up to 90 days from the date of the original fingerprint response. Once the 90-day window has passed, the agency must submit a new set of fingerprints with associated fees for processing if the agency wants a duplicate response.

Previously, the CJIS Division provided duplicate responses if an agency submitted a request within 6 months of the original fingerprint-based check.

In response to the FBI CJIS Division's direction and to keep processes streamlined, the Nevada Criminal History Repository will also only allow 90 days for a duplicate response from the date of the original fingerprint response.

The Criminal History Repository has a Civil Applicant Status Request form on our website. This form should be used by the account holder to request the status of fingerprint submissions or for a duplicate response. Enclosed with this letter is the updated form for your convenience. Please disregard all other forms.

Thank you for your cooperation and understanding. If you should have any questions, please contact our office at (775) 684-6262.

Sincerely,

The Nevada Department of Public Safety
Records, Communications and Compliance Division