

COMMONWEALTH of VIRGINIA

DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

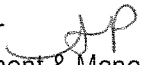
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HUGHES MELTON, MD, MBA
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COMMISSIONER

MEMORANDUM

TO: DBHDS Licensed Private Providers

FROM: Stacy Pendleton, Co-Director 
Human Resources Development & Management

SUBJECT: Fee Increase for Criminal Background Checks

DATE: December 21, 2018

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.

New Fee Total: \$50

This new fee of \$50 will apply to all fingerprint checks sent to DBHDS. This includes any applicant, any applicant for approval as a sponsored residential service provider, any adult living in the home of an applicant for approval as a sponsored residential service provider, any person employed by a sponsored residential service provider to provide services in the home, and any person who enters into a shared living arrangement with a person receiving medical assistance services pursuant to a waiver.

These new fees will be charged for any fingerprint criminal history requests that is received after January 4, 2019 and any requests received with the old amount **after January 4, 2019** will be returned for incorrect payment.

Thank you for your attention to this important change as well as our commitment to provide quality services to our consumers. If you have any questions regarding this change, please contact Malinda Roberts at (804) 786-6384, or Malinda.roberts@dbhds.virginia.gov or Belinda Turner at (804) 887-7393 or Belinda.turner@dbhds.virginia.gov.

SP/MCR

pc: Jae Benz
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