



**STATE OF CONNECTICUT**  
**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**  
**DIVISION OF STATE POLICE**  
**Criminal Justice Business Applications Unit**



December 14, 2022

## State Police Guide to Processing Fees

All individuals fingerprinted under the National Child Protection Act/Volunteers for Children Act (NCPA/VCA) must provide care, education, instruction, recreation, supervision, or training to children, the elderly, or individuals with disabilities. These individuals must complete and sign a waiver and consent form, in addition to, the Federal Bureau of Investigation’s Privacy Act Statement and Noncriminal Justice Applicant’s Privacy Right’s forms.

<b>Local or Regional School Districts</b>		
<b>Applicant Type</b>	<b>Statute</b>	<b>Fees</b>
Employees	CGS 10-221d	\$13.25
Nonemployees (Paid)	NCPA/VCA	\$13.25 and \$75.00
Nonemployees (Unpaid)	NCPA/VCA Volunteer	\$11.25 and \$75.00

<b>State Technical High Schools</b>		
<b>Applicant Type</b>	<b>Statute</b>	<b>Fees</b>
Employees	NCPA/VCA	\$13.25 and \$75.00
Nonemployees (Paid)	NCPA/VCA	\$13.25 and \$75.00
Nonemployees (Unpaid)	NCPA/VCA Volunteer	\$11.25 and \$75.00

<b>VECHS* Schools (charter, magnet, or nonpublic schools)</b>		
<b>Applicant Type</b>	<b>Statute</b>	<b>Fees</b>
Employees	NCPA/VCA	\$13.25 and \$75.00
Nonemployees (Paid)	NCPA/VCA	\$13.25 and \$75.00
Nonemployees (Unpaid)	NCPA/VCA Volunteer	\$11.25 and \$75.00

### Student Teacher Fees for All Schools

<b>Approved State Department of Education Teacher Preparation Program</b>		
<b>Applicant Type</b>	<b>Statute</b>	<b>Fees</b>
Student Teacher (Paid)	NCPA/VCA	\$13.25
Student Teacher (Unpaid)	NCPA/VCA Volunteer	\$11.25
<b>Unapproved Teacher Preparation Program</b>		
<b>Applicant Type</b>	<b>Statute</b>	<b>Fees</b>
Student Teacher (Paid)	NCPA/VCA	\$13.25 and \$75.00
Student Teacher (Unpaid)	NCPA/VCA Volunteer	\$11.25 and \$75.00

\*The Volunteer and Employee Criminal History System (VECHS) enables nongovernmental qualified entities to receive federal criminal history record information under the NCPA/VCA.



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<b>VECHS Entities (nongovernmental agencies)</b>		
<b>Applicant Type</b>	<b>Statute</b>	<b>Fees</b>
Employees	NCPA/VCA	\$13.25 and \$75.00
Nonemployees (Paid)	NCPA/VCA	\$13.25 and \$75.00
Nonemployees (Unpaid)	NCPA/VCA Volunteer	\$11.25 and \$75.00

<b>State Agencies</b>		
<b>Applicant Type</b>	<b>Statute</b>	<b>Fees</b>
Employees	varies	\$13.25
Public Applicants	varies	\$13.25 and \$75.00

**Fingerprinting Fees- \$15.00**

Fingerprints taken at a state police location will cost \$15.00 per fingerprint card. All other locations, such as a regional educational service center, police department, independent fingerprinting company, or school personnel can charge their own fingerprinting fees. Do not send the \$15.00 fee with the fingerprint card to the state police.

**Criminal History Search Fees**

Federal fees are \$11.25 or \$13.25. The state fee is \$75.00. The state police must perform a state search before it can perform a federal search. State fees are not charged for governmental employees who must be fingerprinted under a state statute or student teachers who are enrolled in a teacher preparation program that has been approved by the State Department of Education.

**Payment Submission**

**All payments are processed in the Connecticut Criminal History Record System.**

**Contact Information**

Contact the Criminal Records Unit at 860-685-8480 for questions regarding criminal history records.