



Criminal History User Guide



September 2012

Revision 1

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1. Introduction

This document outlines step-by-step instructions for successful electronic transmittal of background check information (e.g., fingerprints) to the Nuclear Regulatory Commission (NRC), as required by 10 CFR Part 73.57, via the Electronic Information Exchange (EIE) process, which is available on the NRC's "Electronic Submittals" Web page (<http://www.nrc.gov/site-help/e-submittals.html>).

If users are experienced in submitting documents electronically, precede to [Appendix A, Advanced Users Guide](#).

2. First Time User Required Actions

To submit background check information to the NRC, first-time users must successfully complete the steps described in [Sections 2.1](#) (which include [2.1.1](#), [2.1.2](#) and [2.1.3](#)). These are one-time, nonrecurring steps.

2.1 Requesting, Obtaining and Installing Your Digital ID Certificate


In undertaking the multi-step process of requesting, obtaining, and installing a digital certificate, it is important to be aware that you must pick up (and later renew) your digital ID certificate from the *same PC* where you initially enrolled for the certificate. This is a security precaution imposed by Versign, the digital certificate issuer. Therefore, it is important that you enroll for the certificate from a PC where you receive e-mail for the e-mail address that will be associated with your digital ID certificate.

2.1.1 Requesting an NRC Approval Code

Prior to starting the Digital ID enrollment process, you must have an NRC Approval Code. If you do not have an NRC Approval Code, Criminal History Program participants should call (301) 492-3531 or send an email request to the NRC's Criminal History Program staff at: CrimHist.Resource@nrc.gov with the following basic information: your name, email address, phone number, organization, role in the organization and reason for submitting documents to the NRC.

2.1.2 Requesting a Digital ID Certificate

Important:



For *all* Internet Explorer versions below 9.0, users must be aware that additional actions are required prior to successfully completing the enrollment process. For Internet Explorer users only, the security settings must be set to “Medium”. See [Section 6 “Digital ID Certificate Enrollment Steps”](#) within the [NRC’s Digital ID Certificates Guide](#) located on the NRC’s Obtain a Digital ID Certificate Website (<http://www.nrc.gov/site-help/e-submittals/apply-certificates.html>) for detailed step-by-step instructions on changing the security settings and requesting a certificate.

Additionally, Google Chrome, Mozilla Firefox 4.0 and 5.0 do not work for the Forms Viewer

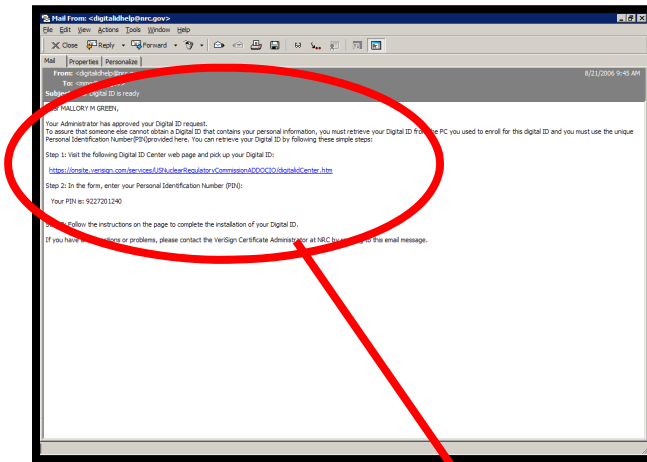
Once you have obtained an approval code (see [Section 2.1.1](#)), to enroll for an NRC issued digital ID certificate, go to the NRC’s “Electronic Submittals / NRC’s Digital ID Center” website (<https://onsite.verisign.com/services/USNuclearRegulatoryCommissionADDOCIO/digitalidCenter.htm>)

Select the  link and complete the form.



2.1.3 Installing the Digital ID Certificate

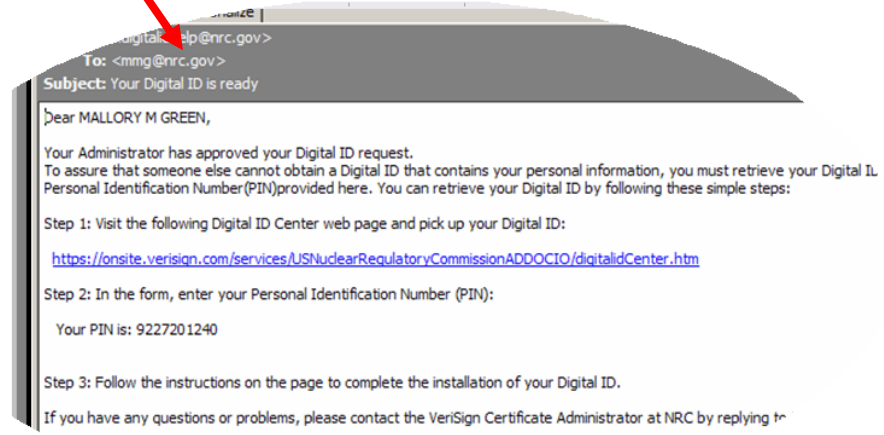
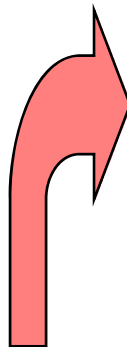
You will receive a “Your Digital ID is ready” e-mail if your digital ID certificate request is approved. This e-mail will contain both a VeriSign-provided Personal ID Number (PIN) and a link to NRC’s Digital ID Center.

To pick up and install your digital ID certificate, open the “**Your Digital ID is ready**” e-mail message.



Copy the PIN (provided in the e-mail message). An easy copying method is to highlight the PIN then

simultaneously press the  key on the keyboard and the  key.



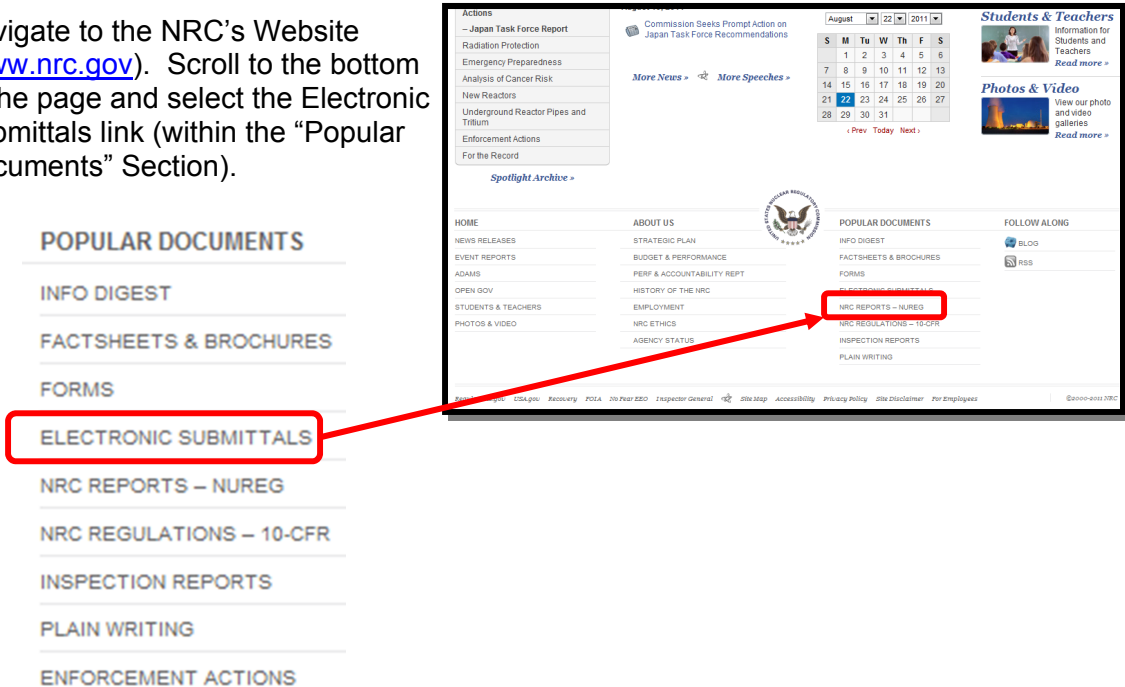
Next, click on the link within the e-mail message. This will take you to the NRC Digital ID Center’s “**PICK UP ID**” web page.

See [Section 7 “Digital ID Certificate Installation Steps”](#) within the [NRC’s Digital ID Certificates Guide](#) to complete the installation process.

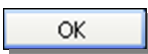
3. Submissions

3.1 Access the Criminal History Application

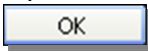
Navigate to the NRC's Website (www.nrc.gov). Scroll to the bottom of the page and select the Electronic Submittals link (within the "Popular Documents" Section).

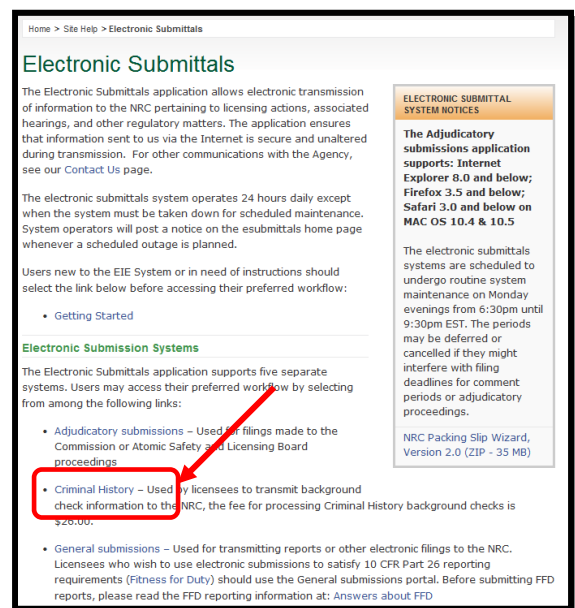


From the "[Electronic Submittals](#)" Web page, select:

- ◆ [Criminal History](#)
- ◆ A **Choose a digital certificate** dialogue box will appear. Click **on** the certificate and then select the  button. A **Signing data with your private exchange key** dialogue box will appear.

Within the blank **CryptoAPI Private Key** field, enter the certificate password you created when you imported the certificate.

Select the  button to proceed.



3.2 Consent to Monitoring

The user must recognize that the use of a federal computer system constitutes consent to monitoring and is for official or authorized use only. Should monitoring reveal possible evidence of violation of criminal statutes or Public Law, your identification may be provided to the appropriate law enforcement officials and subjects you to criminal prosecution, fine, imprisonment, or other disciplinary action.

The following options are provided to the user:

- ◆ To acknowledge and proceed select the radio button for I consent to monitoring.
- ◆ Select the button.

United States Nuclear Regulatory Commission
Protecting People and the Environment U.S.NRC

Welcome to NRC's Criminal History application

USE OF THIS COMPUTER CONSTITUTES A CONSENT TO MONITORING.

This computer system is for official or authorized use only. Federal computer systems are subject to monitoring for maintenance, to preserve system integrity and security, and for other official purposes. You should not expect privacy, nor protection of privileged communication with your personal attorney, regarding information you create, send, receive, use, or store on this system. If monitoring reveals possible evidence of violation of criminal statutes, this evidence and any related information, including your identification, may be provided to law enforcement officials, including the Office of the Inspector General. Anyone who violates security regulations or makes unauthorized use of Federal computer systems is subject to criminal prosecution and/or disciplinary action.

UNAUTHORIZED ACCESS PROHIBITED BY LAW - TITLE 18 U.S. CODE SECTION 1030

Public Law 99-474 provides that anyone who accesses a Federal computer system without authorization, and by means of such conduct obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer, shall be subject to fine or imprisonment, or both.

REPORT ANY UNAUTHORIZED USE TO COMPUTER SECURITY AND THE INSPECTOR GENERAL

I consent to monitoring.
 I do not consent to monitoring.

© Copyright 2012 NRC

Note: When selecting “I do not consent to monitoring”, the only option offered is to select the **Exit** button:

I do not consent to monitoring.

3.3 First Time Users

3.3.1 Request Access to Criminal History

First time users to Criminal History will receive the “Request Access to Criminal History” page. If you are not a first time user, continue with [Section 3.4](#), “Welcome to the NRC Criminal History” page.


This page contains the users profile information. All required fields, annotated with an asterisk (*) must be populated


The “Certificate Information” is pre-populated with information extracted from your Certificate. These fields are not editable.

“Contact Information” and “Address” sections are text fields (with the exception of **State**, which contains a drop down menu to select from).

“Facilities” section: within the **Available** box, click on (to highlight) the Facility access is desired.

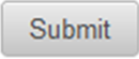
Note: To select more than one Facility, hold down the **Ctrl** key as you click on each Facility.

Select the  arrow (this will move the highlighted item(s) to the **Selected** box.

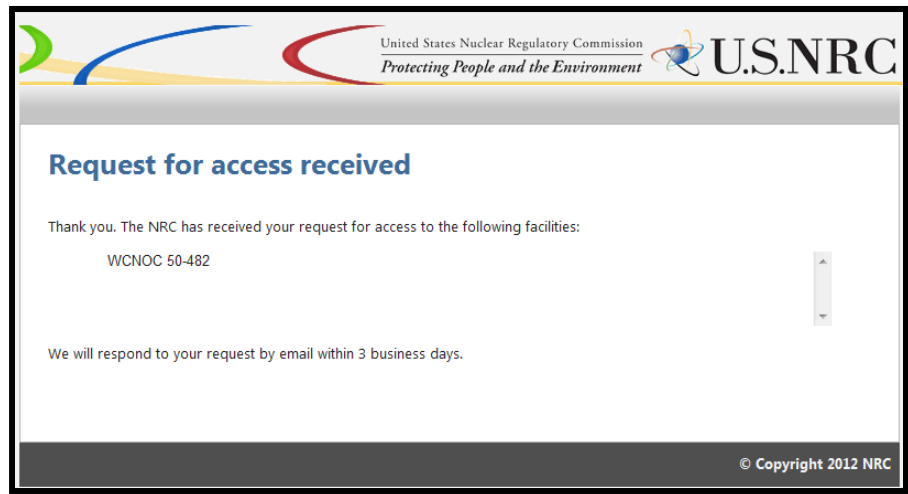
Note: If an error was made, select the Facility within the **Selected** box, then select the  arrow.

After reading the information provided within the “Rules of Behavior” section, select the radio button for:

Accept. (To proceed, you *must* select **Accept.**)

Select the  button.

After completing and submitting the form, a "Request for access received" page is displayed.



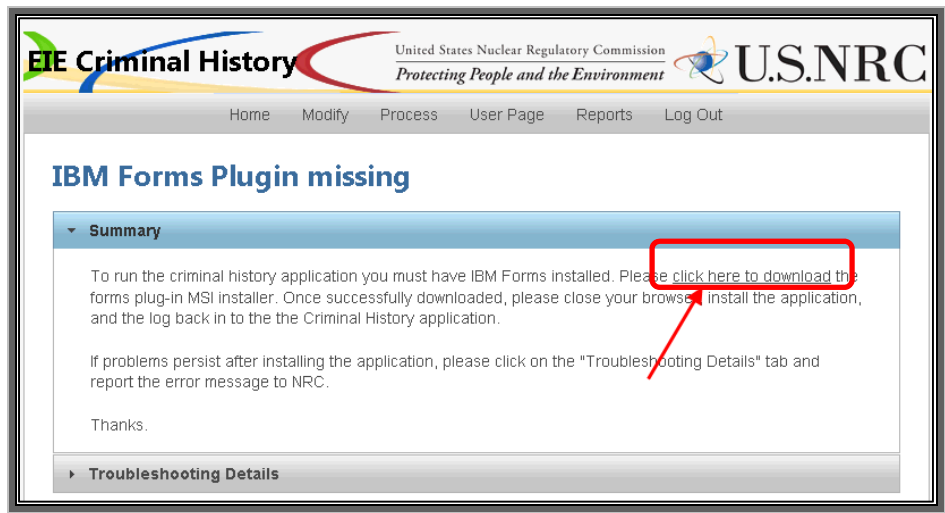
The requestor will receive an e-mail from CrimHist.Resource@nrc.gov acknowledging the request for access was received.

Within three (3) business days, the requestor will receive an email communicating access was granted or withheld. If granted, the user will be provided a link (<https://eieprod.nrc.gov/CH>) to proceed with the Criminal History submission process.

3.3.2 Install the signing Active X plug in

Upon initial log in users will be asked to install an Active-X plug-in that will enable the signing function on the submission form. If the plug in not already installed in the browser, the user will see the following message:

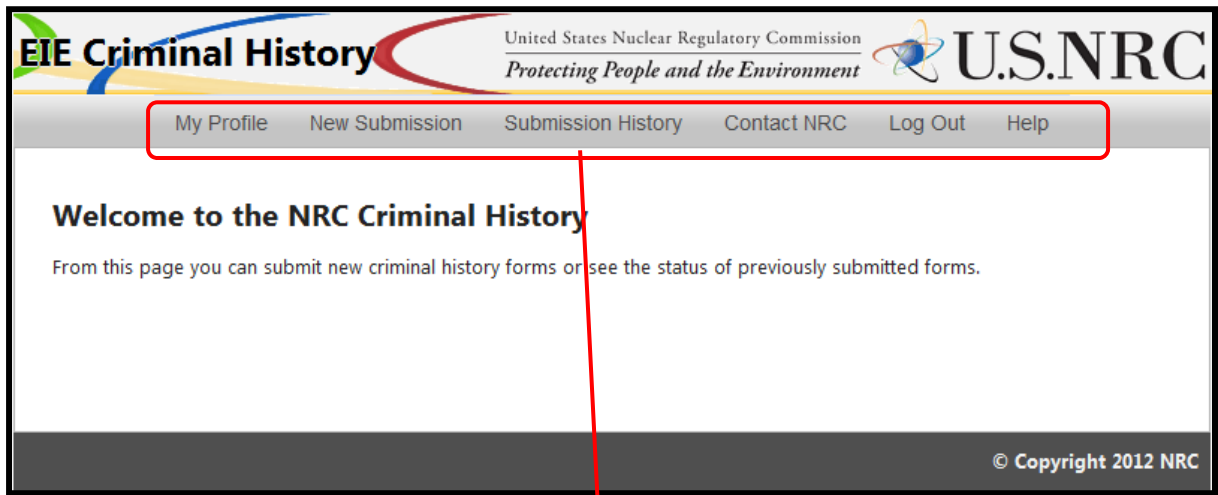
Select the [click here to download](#) link and follow the instructions in the Installation Wizard screens that follow.



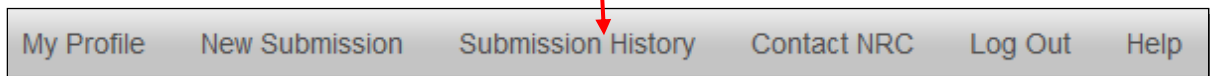
Note: Depending on the security rights users are permitted this installation may require the assistance of a local System Administrator.

3.4 Welcome to the NRC Criminal History

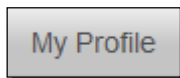
Once access to a Facility has been granted and the plug in installed, upon logging into Criminal History and accepting consent to monitoring, the user will be presented with the following page:

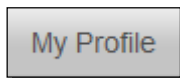


The following options are available:



3.4.1 My Profile



Within the menu bar, click on  to display the "Profile" page. The following options are available to the user:

- ♦ Updating the user profile (see [Section 3.4.1.1](#))
- ♦ Requesting additional access to a facility (see [Section 3.4.1.2](#))

3.4.1.1 Updating My Profile

The “Certificate Information” section contains information obtained from your certificate. The four fields (**First Name**, **Last Name**, **Email** and **Exp. Date**) can *not* be edited.

All fields within the “Contact Information” or “Address” sections (with the exception of **State**) are text fillable fields. To update a text fillable field, click within the appropriate field, highlight (to delete) the existing information, then type the revised information into the field.

To revise the **State** field, click on the drop-down menu, then select the appropriate State.

The screenshot shows a web form titled "Profile" with three main sections: "Certificate Information", "Contact Information", and "Address". The "Certificate Information" section contains four fields: "First Name" (Sandra), "Last Name" (Miller), "Email" (sandra.miller@nrc.gov), and "Exp Date" (03/09/2013). The "Contact Information" section contains "Title" (Business Analyst), "Phone" ((123) 456-7890), and "Fax" ((987) 654-3210). The "Address" section contains "Address 1" (1234 Any St.), "City" (Rockville), "State" (Maryland), and "Zip" (12345). A "Save" button is located at the bottom of the form. A red box highlights the "Certificate Information" and "Contact Information" sections, with a red arrow pointing to the "Certificate Information" section.

Save

After updating all necessary fields, click the  button.

A “Saved” dialogue box will display.

Click the  button.

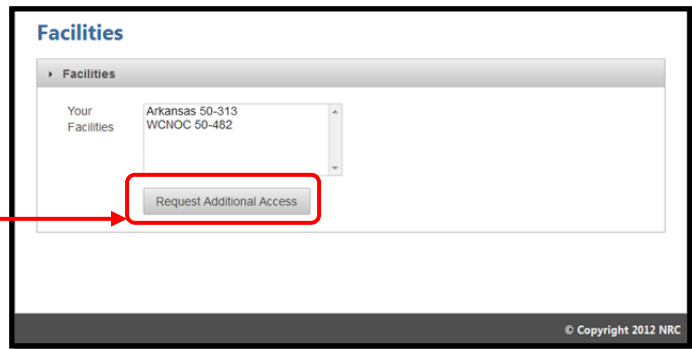
The screenshot shows a dialog box titled "Saved" with a close button (X) in the top right corner. The main text of the dialog box reads "Thank you. Your information has been updated." At the bottom right of the dialog box is an "Ok" button.

3.4.1.2 Request Additional Access

Within the “Facilities” section, click on the



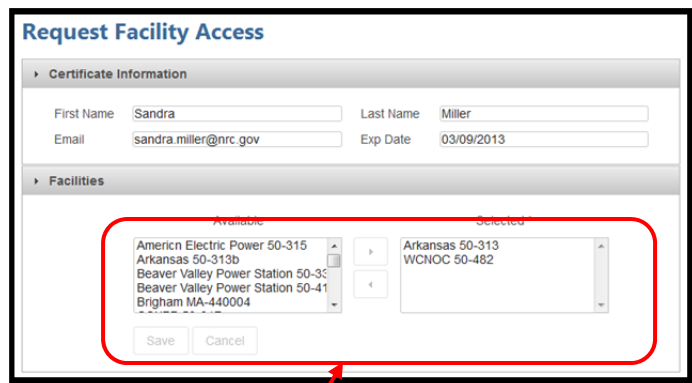
button.




The “Request Facility Access” page will appear.

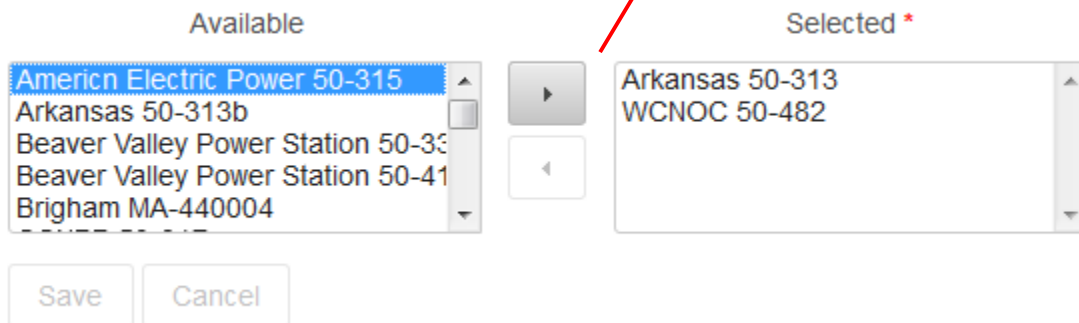
The fields listed within the “Certificate Information” section can *not* be edited.


Within the “Facility” section, click on (to highlight) a Facility from the **Available** box.



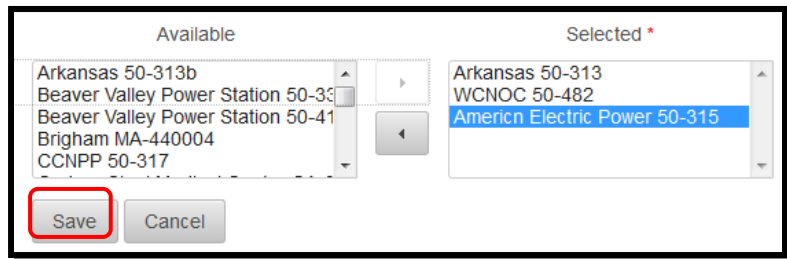
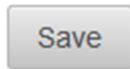
Note: To select more than one Facility, hold down the **Ctrl** key as you click on each Facility.

Select the  arrow to move the highlighted item(s) to the **Selected** box.



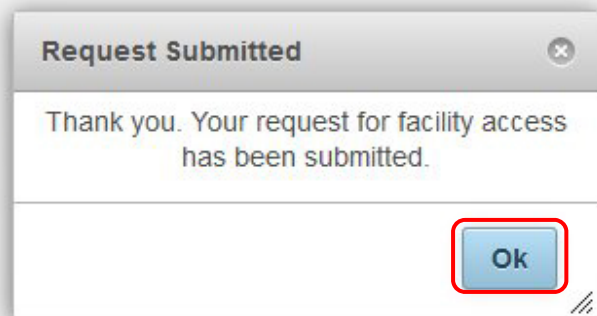
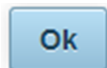
Note: If an error was made, select the Facility within the **Selected** box, then select the  arrow.

Click the
button.



A "Request Submitted" dialogue
box will appear.

Click the
button.



3.4.2 New Submission



Google Chrome, Mozilla Firefox 4.0 and 5.0 do not work with New Submissions. Additionally, Apple Macintosh computer (Mac) is not supported.

Within the menu bar, click on

New Submission

to display the
"Criminal History Submission" page.

All required fields (annotated with an
asterisk [*]) must be populated.



3.4.2.1 Submission Identification Section

Submission Identification		
Submitter name	Sandra Miller	
Email Address	sandra.miller@nrc.gov	Certificate Expiration Date 03/09/2013
Docket *	<input type="text"/>	
Submission Title *	<input type="text"/>	

Within the “Submission Identification” section of the form, the **Submitter name**, **Email Address** and **Certificate Expiration Date** fields are auto-populated with information retrieved from your Certificate. These fields can not be edited.

Submission Identification		
Submitter name	Sandra Miller	
Email Address	sandra.miller@nrc.gov	Certificate Expiration Date 03/09/2013
Docket *	<input type="text"/>	
Submission Title *	<input type="text"/>	

Docket

- Arkansas 50-313
- American Electric Power 50-315
- WCNOG 50-482

Docket field (**required**) – Select the facility for which you wish to make your submission from the drop down menu.

Submission Identification	
Submitter name	<input type="text" value="Sandra Miller"/>
Email Address	<input type="text" value="sandra.miller@nrc.gov"/>
Certificate Expiration Date	<input type="text" value="03/09/2013"/>
Docket *	<input type="text"/>
Submission Title *	<input type="text"/>

The Submission Title is included on the response form, therefore, the user should enter within the **Submission Title** field (**required**) information that will be an aid upon receipt of the response form.

As an example, a title could be “4 Files submitted at 10:00am on March 22, 2012”.

3.4.2.2 Attachments and Payment Section

3.4.2.2.1 Attaching Files

Attachments and Payment	
<input type="button" value="Add File Attachments..."/>	<input type="button" value="Remove File Attachments..."/>
# of files attached	<input type="text" value="0"/>
Amount Due	<input type="text" value="\$0.00"/>
Select Payment	<input type="text"/>
Pay.gov Receipt #	<input type="text"/>
Transaction Date	<input type="text"/>


Select the button.

Note: *.nist*, *.eft* and *.nst* are the *only* three acceptable file formats that can be attached to the form.

At a minimum, one (1) file must be attached.

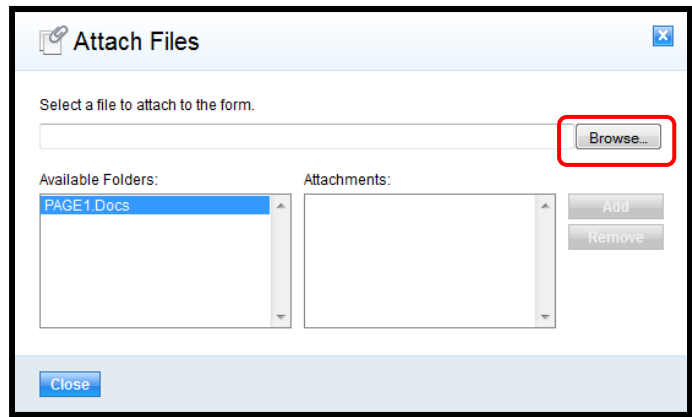
At present, we recommend that users attach no more than 10 files to one submission form. That number will expand as we gain experience with the system.

An “Attach Files” dialogue box will appear.


Select the  button.

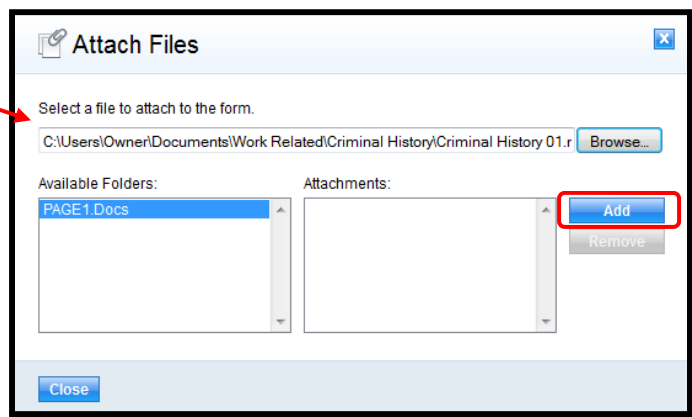
A “File Upload” dialogue box will appear. Locate and click on the appropriate *.nist* or *.eft* or *.nst* file.

Select the **Open** button.

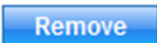



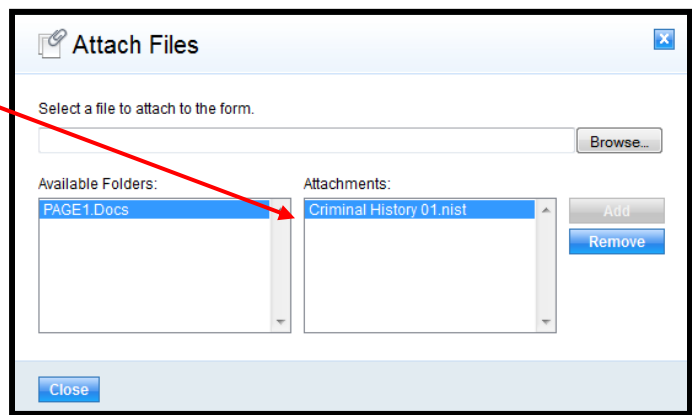
The file will appear within the **Select a file to attach to the form** field.

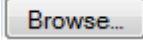
Select the  button.



The file will then appear within the **Attachments** box.

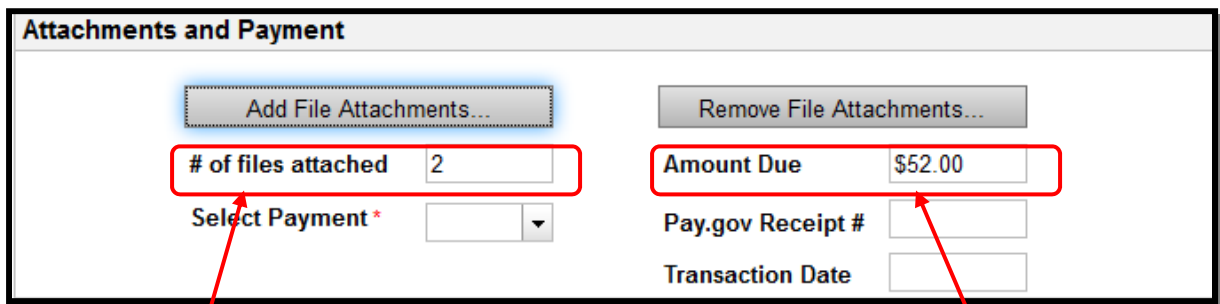
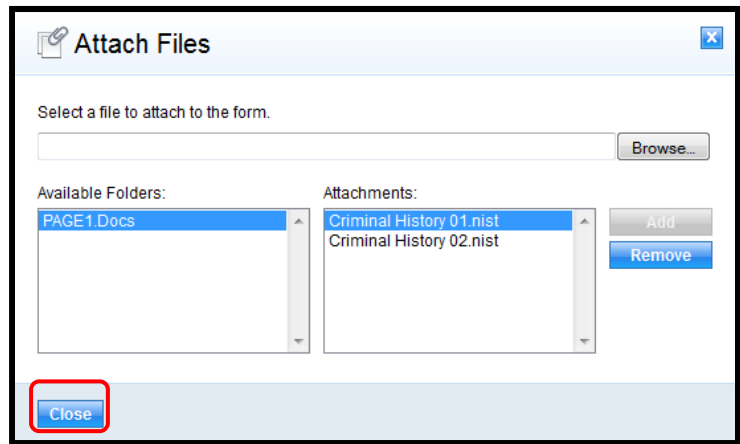
Note: If the wrong file was attached, select the  button, then select the  button to confirm the deletion.



Note: To attach additional files, repeat the steps beginning at the [top of this page](#) with selecting the  button.

Unlike the previous system users may attach only one file at a time so the 'Browse>Select>Open Add' sequence must be complete for each file.

After attaching the required **.nist .nst** or **.eft** file(s), select the **Close** button.



The **# of files attached** field will populate with the total number of files attached to the submission.

Additionally, the **Amount Due** field will auto-populate with the fee amount.

These two fields: **# of files attached** and **Amount Due**, cannot be edited by the user.

Note: Select the **Remove File Attachments...** button, if files were attached in error. At the "Remove Attachments" dialogue box, click on the file to be removed, then select the **Remove** button.

3.4.2.2.2 Payment

Attachments and Payment	
<input type="button" value="Add File Attachments..."/>	<input type="button" value="Remove File Attachments..."/>
# of files attached <input type="text" value="2"/>	Amount Due <input type="text" value="\$52.00"/>
Select Payment * <input type="text"/>	Pay.gov Receipt # <input type="text"/>
	Transaction Date <input type="text"/>

The amount due for *each* file attached is \$26.00

There are three (3) methods of payment:

- ♦ Credit card (pay.gov)
- ♦ Check or
- ♦ Money Order

Note: For Check and Money Order payments, the submission cannot be processed until payment has been received.

Within the **Select Payment** field (required), click on the drop-down to display the three (3) payment types.

Scroll down and select the appropriate one.

Select Payment *

<input type="text"/>	<input type="button" value="v"/>
pay.gov	
Check	
Money Order	



- ♦ For Check and Money Order payments, continue with [Section 3.4.2.3](#)
- ♦ For Credit Card (pay.gov) payments, continue with the instructions below.

The "Online Payment, Step 1: Enter Payment Identification" page will appear.

Populate all required fields (*) (Account Holder Name, Billing Address, Card Type, Card Number, Expiration Date.)

Select the

Continue with Plastic Card Payment

button.

Online Payment [Return to your originating application](#)
Step 1: Enter Payment Information 1 | 2 | 3
Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)
Required fields are indicated with a red asterisk *
Account Holder Name: Sandra Miller *
Payment Amount: \$26.00
Billing Address: *
Billing Address 2:
City:
State / Province: -----
Zip / Postal Code:
Country: United States
Card Type: * VISA MasterCard AMEX DISCOVER
Card Number: * (Card number value should not contain spaces or dashes)
Security Code: [Help finding your security code](#)
Expiration Date: * / *
Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.
[Continue with Plastic Card Payment](#) [Cancel](#)
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

The "Online Payment, Step 2: Authorize Payment" page will appear.

Verify the information listed is accurate. If not, select the link: [Edit this information.](#)

It is highly recommended to populate the **Email Address** and **Confirm Email Address** fields.

Enter additional emails (if desired) within the **CC:** field.

Online Payment [Return to your originating application](#)
Step 2: Authorize Payment 1 | 2 | 3
Payment Summary [Edit this information](#)
Address Information Account Information Payment Information
Account Holder Name: Sandra Miller Card Type: Visa Payment Amount: \$26.00
Billing Address: 123 Any St. Card Number: *****1111 Transaction Date 03/26/2012 11:12 and Time: EDT
Billing Address 2:
City:
State / Province:
Zip / Postal Code:
Country: USA
Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.
Email Address:
Confirm Email Address:
CC: Separate multiple email addresses with a comma
Authorization and Disclosure
Required fields are indicated with a red asterisk *
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.
[Submit Payment](#) [Cancel](#)
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Authorization and Disclosure
Required fields are indicated with a red asterisk *
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.
[Submit Payment](#) [Cancel](#)

Select the checkbox (☐) to **authorize a charge to my card account.**

Select the **Submit Payment** button.

The "Online Payment, Step 3: Confirm Payment" page will appear.

To print the payment information for your records, select the [print a copy](#) link.

To complete the submittal, select the [Return to your agency website](#) link (continue with the instructions below).

Address Information	Account Information	Payment Information
Account Holder Name: Sandra Miller Billing Address: 123 Any St. Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$26.00 Transaction Date 03/26/2012 11:22 and Time: EDT

The page will update stating the Payment was received and will list the NRC Submission ID number, the amount paid and the Pay.gov Tracking ID number.

Click on the [return to the submission form](#) link.

Payment received

NRC has successfully received your payment.

NRC SubmissionID: 319
Payment Amount: \$26.00
Pay.gov Tracking id: 3FOHVALU

Please click the following link: [return to the submission form](#)

The "Criminal History Submission" page will display with the **Pay.gov Receipt #** field and the **Transaction Date** field populated.

After the **Pay.gov Receipt #** field is populated, the user may neither *add* nor *delete* files from the submission.

Note: An email will be delivered from paygovadmin stating the payment has been submitted. If you have any questions regarding the payment, contact: Pay.gov Customer Service by phone at (800) 624-1373 or by email at pay.gov.clev@clef.frb.org.

Criminal History Submission 03/26/2012

Instructions

Fill out all required fields and attach one or more files. Click to electronically sign the form and then click Submit. The fee to process background checks is \$26.00 per item. Note this amount is subject to change in 2012.

Submission Identification

Submitter name: Sandra Miller
Email Address: sandra.miller@nrc.gov Certificate Expiration Date: 03/09/2013
Docket: Arkansas 50-313
Submission Title: Test

Attachments and Payment

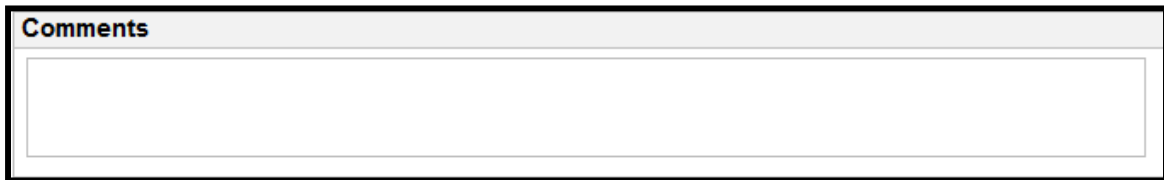
Add File Attachments... Remove File Attachments...
of files attached: 1 Amount Due: \$26.00
Select Payment: pay.gov Pay.gov Receipt #: 3FOHVALU
Transaction Date: 03/26/2012

Comments (Optional)

Sign and Submit Form

Click Here to Sign electronically Click Here to Submit

3.4.2.3 Comments Section



The screenshot shows a rectangular box with a light gray header labeled "Comments". Below the header is a large, empty white text area for entering comments.

Within the **Comments** field, enter any information that may be useful to assist the NRC in processing the submission.

3.4.2.4 Sign and Submit Form Section



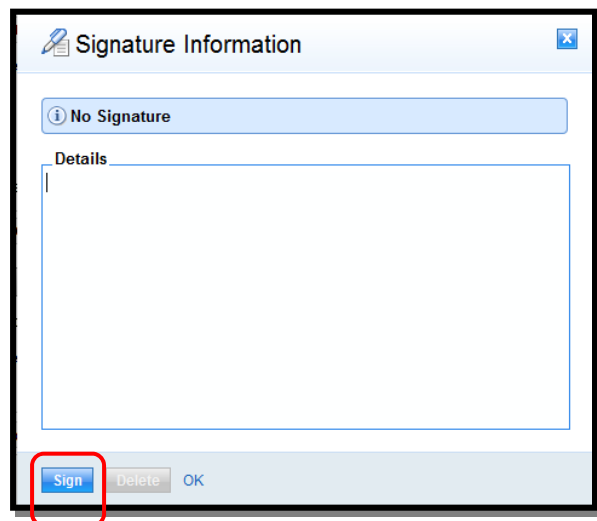
The screenshot shows a horizontal bar with a light gray header labeled "Sign and Submit Form". Below the header are two buttons. The first button, "Click Here to Sign electronically", is highlighted with a red rectangular border. The second button, "Click Here to Submit", is a standard gray button.

Upon populating all required fields, the **Click Here to Sign electronically** button becomes activated.

Click on the **Click Here to Sign electronically** button

A "Signature Information" dialogue box appears.

Select the  button.

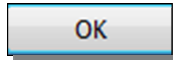


The screenshot shows a "Signature Information" dialogue box. At the top, there is a blue bar with a pencil icon and the text "Signature Information". Below this is a blue bar with an information icon and the text "No Signature". Underneath is a section labeled "Details" with a large empty text area. At the bottom of the dialogue box, there are three buttons: "Sign", "Delete", and "OK". The "Sign" button is highlighted with a red rectangular border.

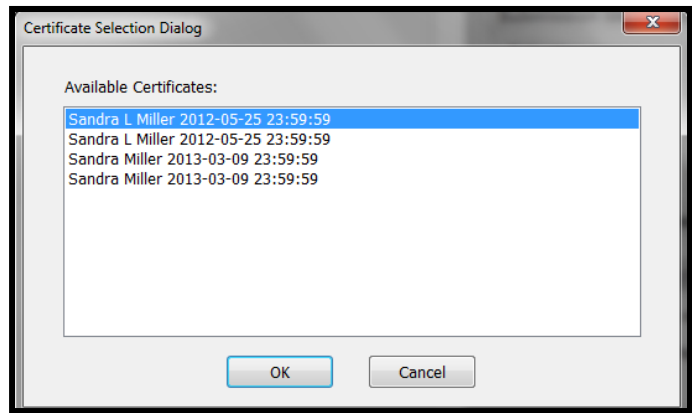
A "Certificate Selection Dialog" box will appear.

First, click on the applicable certificate.


Then, select the

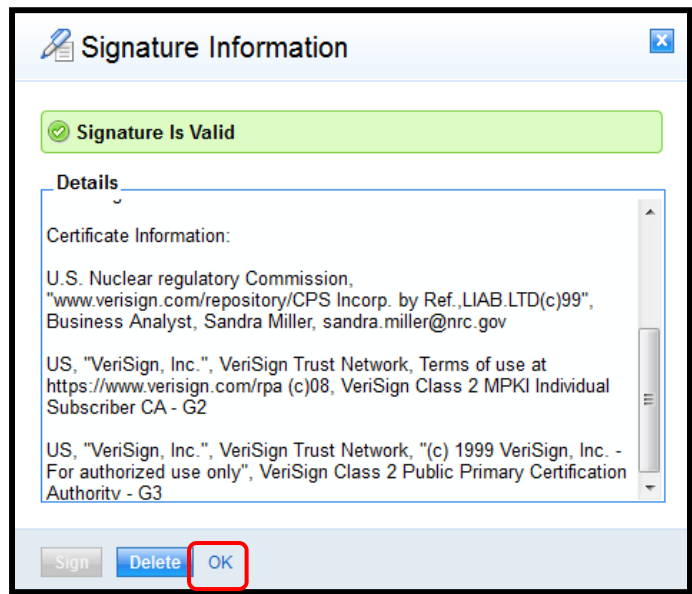


button.



The "Signature Information" dialogue box will appear, stating the Signature is Valid and the Details box populated.

Select: 



The button will update, displaying the certificate user's name and email address.

Click on the **Click Here to Submit** button.



The screen will update with a message that the submission was received.

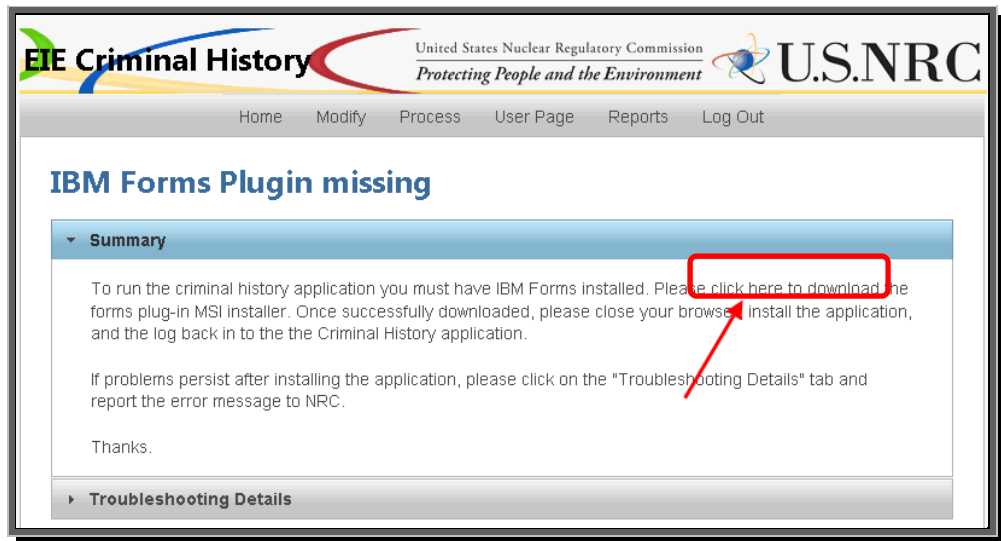
Based on the type of payment selected, the user will receive the following email:

Check or Money Order: Acknowledgement of submission - payment *pending*. The email will list the Submission number as well as the number of attachments. Additionally, the email will state that payment has not yet been received and the submission can not be processed until payment has been received.

Credit Card (Pay.gov): Acknowledgement of submission - payment *received*. The email will list the Submission number as well as the number of attachments.

3.4.2.4.1 First-Time Users

When attempting to sign the form, first-time users will need to install an Active-X plug-in that will enable the signing function on the submission form. If the plug in not already installed in the browser, the user will see the following message:

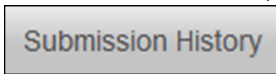


Select the [click here to download](#) link and follow the instructions in the Installation Wizard screens that follow.

Note: Depending on the security rights users are permitted this installation may require the assistance of a local System Administrator.

3.4.3 Submission History

Within the menu bar, click on

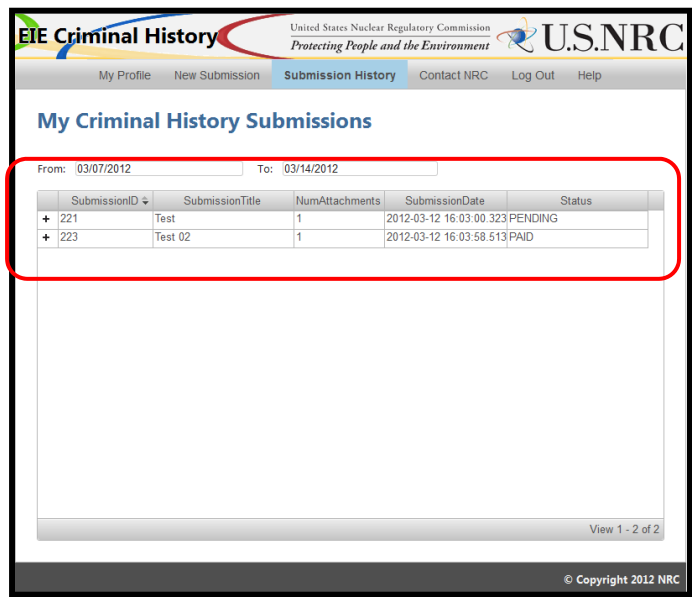


to display "My Criminal History Submissions" page, which is primarily a reporting device for users.

Users can see a history of what they submitted and when.

Within the **Status** field, items at PENDING are awaiting payment (vs. items at PAID status).

Additionally, this page provides users the ability to resubmit a form.



Note: Clicking within a column header (i.e. SubmissionID, Submission Title, etc.) allows for sorting in descending and ascending order. The only exception to this rule is the NumAttachments header.

To reveal additional information regarding the submission, click on the **+** to the left of the SubmissionID column:

My Criminal History Submissions

From: 03/09/2012 To: 03/16/2012

SubmissionID	SubmissionTitle	NumAttachments	SubmissionDate	Status								
- 221	Test	1	2012-03-12 16:03:00.323	PENDING								
<table border="1"> <thead> <tr> <th>ID</th> <th>TCN</th> <th>Status</th> <th>Resubmit</th> </tr> </thead> <tbody> <tr> <td>221</td> <td>Criminal History 01.nist</td> <td>PENDING</td> <td>pending</td> </tr> </tbody> </table>					ID	TCN	Status	Resubmit	221	Criminal History 01.nist	PENDING	pending
ID	TCN	Status	Resubmit									
221	Criminal History 01.nist	PENDING	pending									
View 1 - 1 of 1												
+ 223	Test 02	1	2012-03-12 16:03:58.513	PAID								

3.4.3.1 Refine Submission List

The **From** and **To** fields are auto-populated. The **To** field contains “today’s” date, while the **From** field is seven (7) days prior to “today’s” date.

To refine or expand the list presented, the user may click within the **From** and/or **To** fields.

From: 03/08/2012 To: 03/15/2012

SubmissionID	SubmissionTitle	NumAttachments	SubmissionDate	Status
+ 221	Test	1	2012-03-12 16:03:00.323	PENDING
+ 223	Test 02	1	2012-03-12 16:03:58.513	PAID

A calendar will appear.

- ♦ To expand the results, delete the date listed. By performing this action in both fields, all submissions made by the user will be displayed.
- ♦ To revise the results, click on a desired date and the field will update (this action can be performed in both date fields to narrow the results even further).

3.4.3.2 Resubmit Submission

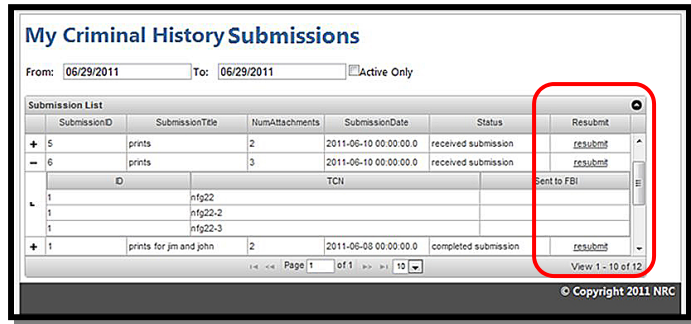
To resubmit, there must be a reason, such as the FBI sent a message stating they couldn’t read the prints, therefore, you must resubmit.

From: 03/08/2012 To: 03/15/2012

SubmissionID	SubmissionTitle	NumAttachments	SubmissionDate	Status
+ 221	Test	1	2012-03-12 16:03:00.323	PENDING
+ 223	Test 02	1	2012-03-12 16:03:58.513	PAID

After being informed by the FBI that a resubmit is required, from “My Criminal History Submissions” page, expand the Submission by clicking on the + to the left of the SubmissionID column.

Within the “Resubmit” column, select the [Resubmit](#) link for the item the FBI responded to.



The “Criminal History Resubmission” page is displayed.

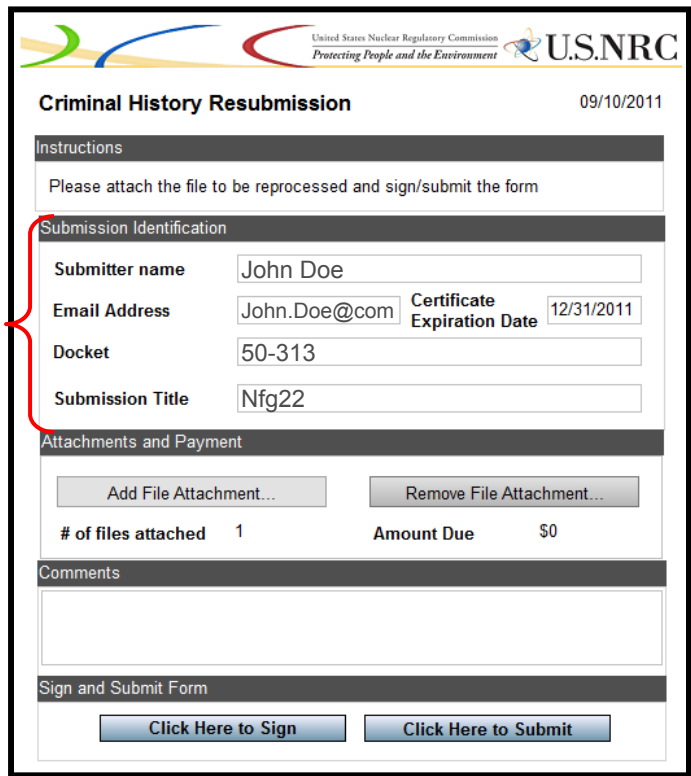
The following fields are auto-populated and disabled:

- ◆ Submitter name
- ◆ Email Address
- ◆ Certificate Expiration Date
- ◆ Docket
- ◆ Submission Title

A file must be attached to the resubmission. Select the [Add File Attachment...](#) button.

Note: Only one file may be attached to the resubmission form.

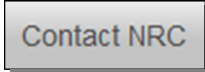
See [Section 3.3.2.2.1](#) to attach files.



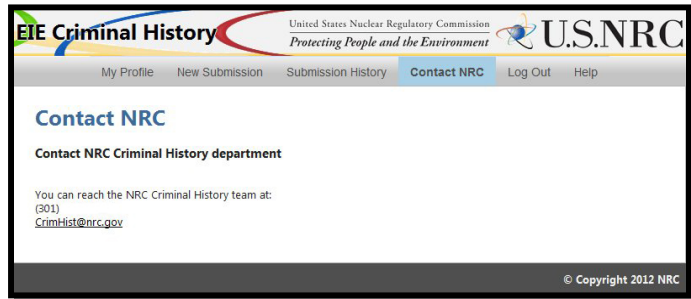
Click on the [Click Here to Sign](#) button.

3.4.4 Contact NRC

Within the menu bar, click on



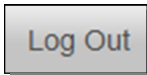
to display the “Contact NRC” page. Phone number and email contact information is provided.




The Criminal History email address is as an HTML hyperlink. By selecting this link, an email is created using the users default email client. It is pre-populated with the email address CrimHist@NRC.gov in the **To** field. The **Title** field is pre-populated with “NRC Request”.

3.4.5 Logout

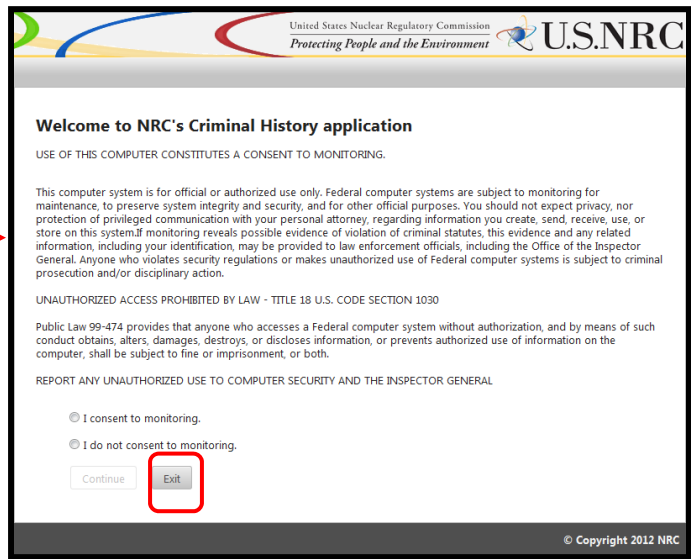
Within the menu bar, click on



The “Welcome to NRC’s Criminal History application” page will display.

Select the  button.

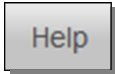
The www.NRC.gov homepage will display.



You may close your internet browser.

3.4.6 Help

Within the menu bar, click on



to display the “Help Center”.

A link to the complete step-by-step user guide is provided as well as links to subject specific instructions.

