



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF STATE POLICE
BUREAU OF IDENTIFICATION



INTERDEPARTMENTAL MEMORANDUM

TO: Department/Division Heads
FROM: Cynthia Powell, Office Supervisor *CP*
DATE: January 10, 2012
SUBJECT: Fingerprint Supported Background Check Results

Please be advised the current processing time for fingerprint supported background check results is approximately 14-16 weeks. This includes the 3-5 business days for delivery, as all postage for outgoing mail is processed at an off-site location.

Due to the high volume of requests received in this office and the current volume increase of applicant submissions, please allow the full 14-16 weeks processing time before submitting duplicate requests. These requests require duplicate research efforts of staff, in turn continuously delaying the overall processing time.

If your agency currently receives FBI responses via a CFN printer, please note these FBI responses are automated. The State response may take the full 14-16 weeks to complete.

In continuing to make every effort to insure your office receives an accurate and complete response, it is respectfully requested that all agencies allow the complete 14-16 week processing time before submitting duplicate inquiries. Cooperation from all agencies will allow this dedicated staff to work more efficiently, which in turn may result in reducing the response time rather than increasing it.

Your anticipated patience and consideration in this matter is greatly appreciated. Should you have any questions regarding this matter or would like to discuss this matter further, please contact the office at (860)685-8480.

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