

Exhibit F  
Criminal History Record Check Instructions

**CRIMINAL HISTORY RECORD CHECK INSTRUCTIONS**

All employees and personnel performing services for contractors or sub-contractors on or at the Department of Emergency Services and Public Protection (DESPP) facilities are required, under their contracts, to have background investigations completed by the Department of Emergency Services and Public Protection (DESPP). Contractors are responsible for costs associated with criminal history record checks (State & Federal) including fingerprinting costs. All contractors' employees must have security approval by DESPP prior to starting work. Contractors must submit the employee information required by the department upon contract award. Contractors are to include contingency employees who may be utilized to cover absenteeism. No Contractor's employee will be admitted to DESPP facilities without identification and a completed criminal history record and background check.

**INSTRUCTIONS:**

To begin the background process, appointments are coordinated by contacting Chastity DeLillo in Human Resources at (860) 685-8394. Processing is conducted by appointment only at 1111 Country Club Road in Middletown, CT. When you arrive, you are to inform the Trooper at the front desk you need to go to Human Resources (do not say fingerprinting).

**REQUIRED IDENTIFICATION:**

A current and valid photo id with a signature (license or state id) or a valid passport.

**FEES: (subject to change without notice)**

Required Criminal History Record Checks fees for State Contractor are as follows:

Processing Fee (In-State Only)	\$15.00	Cash (exact amount for each payment), *Check/Money Order made payable to: "Treasurer-State of CT" Fees <b>CANNOT</b> be combined in one check.
State Fingerprinting Fee	\$75.00	
Federal Fingerprinting Fee	\$13.25	

\*If paying by check/money order, a separate check/money order needs to be made for each fee made **payable to "Treasurer-State of CT"**. Fees are subject to further changes without notice. Please contact the State Police Bureau of Identification (SPBI) at (860) 685-8480 for fee verification.

**NOTE:** It is the companies' responsibility to make contact with Chastity DeLillo via email at [Chastity.Delillo@ct.gov](mailto:Chastity.Delillo@ct.gov) to receive verification of conditional clearance before employment can begin. Please note conditional clearance is pending the outcome of the background investigation for in state contractors only. If sub-contractors are working from out of state, the background must be completed prior to starting.