



Nebraska State Patrol-Criminal Identification Division
Application for Criminal History Records Portal Fee Waived



Criminal History Records requested online include a \$3.00 Portal Fee assessed by Nebraska Interactive, a third party contracted by the State of Nebraska. Nebraska State Agencies are able to apply for the \$3.00 portal fee to be waived for all records ordered online using a Nebraska.gov subscription.

- Approval of this application does not grant any additional access or free/discounted access to other Nebraska.gov Subscriber services.
Online records requests using the subscriber service will bill the Nebraska State Patrol record fee of \$12.50 to your Nebraska.gov subscription.
Any Criminal History Request Portal Fees inquired on your Nebraska.gov subscription account prior to approval and processing of this application are non-refundable.
Online records requests made not using a Nebraska.gov subscription or using a Nebraska.gov subscription without the Portal Fee Free setup authorized with this application, will assess the \$3.00 Portal Fee.
Please visit: www.nebraska.gov/subscriber/ for more information regarding Nebraska.gov Subscriber Services.

Please complete the following to apply for the Portal Fee to be waived and return to the address or fax below.

Nebraska State Patrol-Criminal Identification Division
Attn: Records Analysis Supervisor - Background Check Team
3800 NW 12th Street, Lincoln, NE 68521
Fax: 402.479.4321

1. Agency Name: \_\_\_\_\_
Contact Person (Responsible party for user account set up):
Name: \_\_\_\_\_
Phone: \_\_\_\_\_
Email: \_\_\_\_\_

2. Projected volume (number of times access will be used in one month): \_\_\_\_\_

I \_\_\_\_\_ hereby apply for Portal Fee Free access to the NSP Criminal History Records Subscriber System as described above.

Dated this day \_\_\_\_\_ of \_\_\_\_\_, 20\_\_

Signature of Agency Director

Printed Name of Agency Director