**Section 1570.40 Cost Criteria for the Fee to be Charged**

a) The Authority shall establish the maximum fee that may be charged by criminal justice agencies other than the Department of State Police for assisting in the processing of requests for conviction information made pursuant to the Act. This fee shall be based on a reasonable estimate of the actual costs to participating criminal justice agencies throughout the State to comply with these rules.

b) In establishing the maximum fee that a criminal justice agency other than the Department of State Police may charge, the Authority shall consider the following criteria:

1) Personnel Costs. The fee charged shall include all personnel costs necessary to assist in the processing of the request forms. Such costs shall include time allocated for:

A) Giving instructions to the requester,

B) Fingerprinting the individual record subject,

C) Reviewing the CIR Form,

D) Processing the fee, and

E) Supervising and training personnel to comply with these rules.

2) Tangible Costs. The fee charged shall include all expenses incurred by a criminal justice agency other than the Department of State Police which are directly attributable to assisting in the processing of requests for conviction information. Such costs shall include, as may be appropriate, the cost for:

A) Fingerprinting materials and supplies such as ink, rollers, cleaning fluids, and towels, and

B) Telecommunications services.