



**Division of Medical Services
Office of Long Term Care**

<http://humanservices.arkansas.gov/dms/Pages/oltcHome.aspx>

PO Box 8059, Slot S405, Little Rock, AR 72203-8059
501-320-6229 · Fax: 501-682-1197



MEMORANDUM

LTC-A-2015-03

TO: Nursing Facilities; ICFs/MR 16 Bed & Over; HDCs;
 ICFs/MR Under 16 Beds; ALF Level I; ALF Level II;
 RCFs; Adult Day Cares; Adult Day Health Cares;
 Post-Acute Head Injury Facilities; Interested Parties;
 DHS County Offices

FROM: Carol Shockley, Director, Office of Long Term Care

DATE: February 10, 2015

RE: Advisory Memo - Criminal Record Check Program – Change in National Check Fee

The Office of Long Term Care has received notification from the Arkansas State Police that the fee to conduct the National (FBI) criminal record check submitted **by mail** has been changed effective February 1, 2015 to \$14.75. The DMS-736 Request for Criminal Record Check form has been revised to reflect the new cost and is available on the Office of Long Term Care website located at:

<http://humanservices.arkansas.gov/dms/Pages/oltcForms.aspx>

Please begin using the revised form immediately to ensure the fastest processing of the request.

If you need this material in alternative format such as large print, please contact our Americans with Disabilities Act Coordinator at 501-682-8307 (voice) or 501-682-6789 (TDD).

CS/jll