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## BUDGET UNIT BRIEF – FY 2025

Fiscal Services Division

July 1, 2024



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Ground Floor, State Capitol Building

Des Moines, Iowa 50319

515.281.3566

# Division of Criminal Investigation Criminal History Data Check Prepayment Fund

## Purpose and History

The Criminal History Data Check Prepayment Fund was created in Iowa Code section [692.2A](#) to allow any non-law enforcement agency or person to deposit funds as an advance on fees required to conduct criminal history data checks as provided in Iowa Code sections [135C.33](#) and [692.2](#). The Fund is administered by the Department of Public Safety (DPS). Prepaid fees are held by the DPS until the background checks are completed. Moneys are then transferred to the Division of Criminal Investigation (DCI) State General Fund operating account to offset any costs incurred.

## Funding

The cost of an Iowa criminal history check through the DCI is \$15 for all users. The DCI also conducts national criminal history checks through the Federal Bureau of Investigation (FBI) for certain authorized agencies and qualified entities pursuant to [661 IAC 82](#). The cost for a national criminal history check, including data from all 50 states and territories, is \$26. The national cost is reduced to \$13 for volunteers. Fees for national criminal history checks are collected by the DCI and remitted to the FBI.

The prepaid fees received are deposited in six separate accounts:

- Prepaid Private Investigator/Private Security Licensing and Fingerprints Account — Private investigators and private security agencies are required to meet several conditions of licensure, including a criminal history record free of a conviction for a felony or aggravated misdemeanor offense. This is partially verified by conducting a national criminal history check. Licensees may pay this fee in advance of conducting criminal history checks. The advance payments are deposited in this account as unearned revenues. Once the criminal history checks are completed, the revenue is considered earned and transferred to the DCI State General Fund operating account.
- DCI Background Prepayments Account — Employers deposit funds in this account for future employee background checks. Funds in this account do not revert to the State General Fund but remain in the account until the background check is completed. Then the appropriate amount is transferred to the DCI State General Fund operating account. A minimum of \$200 is required to establish an employer account, and additional money can be added as needed.
- Credit Card Pay-As-You-Go Account — This account serves as a clearing account for payments by credit card.
- Cash and Check Pay-As-You-Go Account — This account serves as a clearing account for payments by cash or check.

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## More Information

Department of Public Safety — Division of Criminal Investigation — Criminal History Record Check Information: [dps.iowa.gov/divisions/criminal-investigation/criminal-history/record-check-forms](https://dps.iowa.gov/divisions/criminal-investigation/criminal-history/record-check-forms)  
LSA Staff Contact: Justus Thompson (515.725.2249) [justus.thompson@legis.iowa.gov](mailto:justus.thompson@legis.iowa.gov)

- Prepaid Gaming Background Check Account — Prepaid background check fees for employees of casinos and racetracks in Iowa are deposited in this account. Once an employee criminal history check is completed, the revenue is then deposited in the DCI State General Fund operating account. Fees for background investigations for new gaming licenses are also held in this account. Once the investigations are complete, the revenue is transferred to the appropriation for the Gaming Revolving Fund.
- Prepaid Lottery Background Check Account — Prepaid criminal history check fees for employees of the Iowa Lottery are deposited in this account. Once an employee criminal history check is completed, the revenue is deposited in the DCI State General Fund operating account.

**Related Statutes and Administrative Rules**

Iowa Code chapter [692](#)

Iowa Code section [135C.33](#)

[661 IAC 82](#)

**Budget Unit Number**

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