



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

120 South Riverside Plaza • Suite 1016 • Chicago, Illinois 60606 • (312) 793-8550

Memorandum

To: Authority Members
From: Robert P. Boehmer
Date: August 24, 2004
Re: Uniform Conviction Information Act Fees

The Illinois Uniform Conviction Information Act (UCIA) requires the Authority to annually review and set the maximum fee criminal justice agencies other than the Illinois State Police may charge and assess for processing requests for conviction information pursuant to the Act. Although this process appears to be used rarely at the local level, the Authority is still required to annually review the maximum fee. The current maximum fee is \$16.

Authority staff mailed a survey to a sample of 254 randomly selected Illinois criminal justice agencies in order to assess whether the current maximum fee is still appropriate. Staff received 91 responses, of which 78% indicated that their agency does not process UCIA requests. During the process, staff received several basic questions about the UCIA, indicating that many criminal justice agencies were not aware of the Act's provisions. Only 22 respondents indicated that their agencies actually process such requests. For those agencies that do process requests for conviction information under the Act, it appears that the cost has risen. After analysis of the results of the survey, staff has determined that the current maximum fee should be increased from \$16.00 to \$24.00 to more accurately reflect the cost for local agencies to assist with requests for conviction information under the UCIA.

Please contact me if you have any questions or would like a copy of the survey results.