



Offline Search Instructions

Requirements	Written documentation is required for <u>all</u> requests to retrieve data from NCIC/DCIN/NLETS computer systems. It is crucial that agencies include all potential identifiers for a thorough and accurate search. Incomplete or unclear requests will be returned to the agency for clarification prior to any search being performed. Information on transactions performed by other law enforcement/criminal justice agencies (not the Requesting Agency) will not be processed for internal administrative investigations unless pursuant to a proper criminal justice agency request including detailed justification documentation, a court order, or court subpoena. The time required to complete log extracts will vary depending on the complexity of the information requested and the agency who prepares the results. Expedited requests are available for emergency and/or exigent law enforcement circumstances. DCIN offline search for in-state requests can produce findings for inquiries made during a specified time frame and/or as far back as one (1) year from the current date. If information is needed that is older than one (1) year, submit an NCIC offline search request.
DCIN <i>Examples:</i> User Sign In/Off History SEND transactions Improper Use Investigations	DCIN searches compile transactions performed in <u>North Carolina ONLY</u>. Results are returned to agencies by email from the SBI Compliance Unit after processing by NC SBI Service Desk. 1. An electronic form is available in Omnixx Links–All Other Links–IT Assistance–Offline Search Form. 2. Complete and print CIIS-17 (Request Form >OFFLINE SEARCH). 3. Ensure the form is signed by <u>both</u> the requestor <u>and</u> a higher-ranking supervisor <u>or</u> the agency head representative responsible for the agency. 4. Email typed completed document to: NC SBI Service Desk <i>Email:</i> ServiceDesk@ncsbi.gov <i>Note:</i> Adobe Reader 9.0 or later is required to fill out form. Free download is available from Adobe at: http://get.adobe.com/reader/
NCIC <i>Examples:</i> Hit Confirmations Purged Records NCIC Record History <i>More in NCIC Brochure</i>	Requests for transactional information from NCIC related searches in criminal cases can be a valuable tool for the criminal justice professional. These requests for national searches are processed by the FBI CJIS (Criminal Justice Information Services) Division, Investigative and Operational Assistance Group, Clarksburg, West Virginia. Assistance may be requested by contacting TACHELP@ncsbi.gov and your request will be submitted for approval and processing. Review NCIC Offline Search Brochure for examples & NCIC Request Form for Offline Search.

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NLETS	Requests for national searches are processed as RAND reports (Random Access to Nlets Data). This Nlets service searches historical transactions nationwide to report message traffic for out-of-state (NC) transactions such as: ✓ Out-of-state vehicle information ✓ Whether other states performed searches about NC vehicles (by whom/when) ✓ Suspect name searched nationwide by NC agencies and/or other states ✓ Victim name searched nationwide by other states Review Nlets User Guide for three (3) requests & responses to assist agency investigators. • Click link and scroll to bottom webpage for “RAND Legacy Specifications” for examples. Additional information is available below. Web: www.nlets.org User Guide: Click Here Nlets requests must be approved by NC Nlets CSO. 1. Contact your SBI District Training Specialist or TACHELP@ncsbi.gov to initiate request on your behalf. 2. Provide your ORI, reason for the request, as much information as possible, if possible a timeframe for needed information, and email of person to receive Nlets' response.
DMV	Criminal Investigations Partial Tag searches can <u>only</u> be performed via CJLEADS. Requests for other information maintained by DMV or searches to determine when/if a DMV inquiry has been made should be sent directly to DMV using the contact information listed below. <u>DMV Contact Information</u> 1. Click to find <u>your</u> local DMV Office • Use Filter “Choose Office Type” for local Phone–Hours–Location 2. Call statewide DMV Offices (919) 715-7000 3. Email the DMV Data Management Services Section: data-control@ncdot.gov • <i>Subject Line:</i> Criminal Investigation for DMV Records