

Module 2

CRIMINAL RECORD INQUIRIES



DCIN/NCIC/NLETS

Provided by
Criminal Information & Identification Section

Revised May 18, 2026

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Module 2 Title:	CRIMINAL RECORD INQUIRIES
Purpose:	To present an overview of the types of criminal records that are available to authorized personnel, how to access these records, and the laws, rules, and regulations regarding the use of these records.
Training Objectives:	At the end of this instruction, Users will be able to achieve the following objectives: 1. Identify the sources of criminal records available to authorized users to include SBI, FBI and Nlets (Canadian and Other State) records. 2. Explain State/Federal rules and regulations regarding access and dissemination of these criminal records. 3. Identify the three (3) DCIN operator responsibilities regarding accessing criminal records from SBI, FBI and Nlets sources. 4. Given a scenario, identify the correct transaction and purpose code that would be used to process a criminal record request. 5. Retrieve, print, and review the monthly criminal record log while understanding and fulfilling the agency's responsibilities for maintaining and ensuring compliance with DCIN regulations. 6. Explore both the NC Administrative Office of the Court (AOC) eCourts system and the NC DPS/DAC Law Enforcement Search website to access criminal court records and to obtain offender information for criminal record investigations.
Hours:	Six (6)
Instructional Method:	Lecture—Discussion—Live Demo—Workbook Exercises
Training Materials:	Training Manual Computer Web Browser High Speed Internet Connection Power Point Presentation

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I. SOURCES OF CRIMINAL RECORDS

A. SBI Computerized Criminal/Investigative Records

1. NC Computerized Criminal History File (CCH)
 - a. Criminal records of individuals who have been arrested and the SBI have received and accepted a valid criminal fingerprint card; these records are identified with a NC State Identification Number (SID) ending with 'A.'
 - b. Historical misdemeanor fingerprint cards, which will provide the identification record only. An AOC inquiry must be performed to obtain the arrest and court data.
 - c. These records are identified with a NC SID ending with 'H.'
2. Juvenile Investigative Records
 - a. Juveniles who have been adjudicated delinquent and fingerprinted in accordance with [NCGS § 7B-2102](#).
 - b. Only juveniles who were 10 years old or older at the time they allegedly committed the offense that would be a Class A, B, C, D, or E felony if committed by an adult.
 - c. These records are identified with a NC SID ending with 'J.'
3. NC criminal/investigative records normally consist of three components that are merged together electronically by the SBI Criminal Information & Identification Section (CIIS).
 - a. Arrest Data Segment — records of an individual's arrest for a crime in which the individual was fingerprinted; created from fingerprint cards submitted by NC law enforcement agencies.
 - b. Court Disposition Segment — disposition status of the charge(s); supplied by NC Administrative Office of the Courts (AOC) after disposition by the courts.
 - c. Custody Data Segment — custodial/prison information; supplied by NC Department of Correction if the individual was convicted and received custody sentence.

NOTE: NC agencies may request the SBI to change or modify previously submitted arrest fingerprint cards by completing the SBI [online request form](#) and emailing to cchmodification@ncsbi.gov to correct NC SID information.

B. NCIC Interstate Identification Index (III)

1. National name index for which the FBI has received and accepted a valid criminal fingerprint card.
2. III includes:
 - a. Searchable digitized fingerprints for criminal and civil subjects until 110 years of age -OR- seven years after notification of death with biometric confirmation.
 - b. Any fingerprint submissions for background check transactions such as employment or permits are kept for 90 days and then deleted from the federal database.

3. Includes identification information with an automatic pointer to the state(s) or federal agency housing the computerized record.
4. The III “no record” response does not mean that there is absolutely no criminal history record on the individual. There may be records at the local or state level for which arrest fingerprint submissions are not on file with the FBI/III.
5. NC Historical and Juvenile Investigative records are not indexed in III.

C. Other States/Canadian Criminal/Investigative Information

1. Other State Repositories
 - a. Computerized files are maintained at the state level only.
 - b. Criminal records of individuals who have been arrested and the other state/Canada accepted a valid criminal fingerprint card.
 - c. May include various types of records such as criminal, arrest, etc.
2. Canadian Police Information Center (CPIC)
 - a. Name index and complete criminal history records for Canada.
 - b. Response(s) may be reviewed by CPIC before being returned to the requestor.
3. Criminal History Record Information (CHRI)
 - a. Local record transactions in other states and/or Canada
 - b. May or may not be documented by fingerprint cards.
 - c. CHRI may include other states’ court information and investigative case records.

II. ACCESS & DISSEMINATION REQUIREMENTS FOR CCH/CHRI

A. Access

1. Restricted to authorized law enforcement/criminal justice agencies. Limited access ORIs are not authorized to access SBI/NCIC/Nlets criminal records. ORIs for limited access agencies end in ‘P.’
2. Need to Know is access for the administration of criminal justice or criminal justice employment.
3. Right to Know (Right to Review) allows an individual to request a review of his/her computerized record.
 - a. Local agencies are not authorized for this reason.
 - b. The individual needs to contact the SBI Criminal Information & Identification Section and submit fingerprints to verify identity
 - c. Visit www.ncsbi.gov/backgrounds for more details.

4. [Title 28 CFR Part 20.3](#) defines the Administration of Criminal Justice as the performance of any of the following activities involving accused persons or criminal offenders:
 - a. Detection
 - b. Apprehension
 - c. Detention
 - d. Pretrial Release
 - e. Post-Trial Release
 - f. Prosecution
 - g. Adjudication
 - h. Correctional Supervision
 - i. Rehabilitation

B. Dissemination

1. The SBI stores an automated log of criminal/investigative inquiries.
2. Automated log will contain the information supplied by the operator in the inquiry transaction.
3. Secondary Dissemination is dissemination to any authorized person outside the initial requesting agency. This must be indicated in the inquiry screen (AT2) and in the case file pertaining to that record.
 - a. The Attention (ATN or AT2) fields may also be utilized to indicate the purpose of the request if not being used for Secondary Dissemination. For example, NCIC Entry, SOR File, Arrest or list the appropriate OCA Number.

C. Terminal Operator's Responsibility

1. Determine specific reason for request.
2. Choose appropriate transaction and purpose code for the given reason.
3. Indicate if a secondary dissemination will be made.

NOTE: *A certification message is displayed each time you sign into Omnixx Force. This is an electronic acknowledgement that you, as an operator, understand and agree to abide by all regulations that apply to DCIN and are subject to any penalties including but not limited to [14B NCAC 18C .0102](#).*

III. AUTHORIZED USES & TRANSACTIONS FOR NATIONAL/STATE RECORDS – QH/QR

A. Criminal Justice Information

1. The [Privacy Act of 1974](#) requires the FBI to maintain an audit trail of the purpose of each disclosure of a criminal history record and the recipient of that record. Therefore, law enforcement agencies must have the ability to account for all criminal history inquiries.

2. Caution should be exercised when running criminal record inquiries.
3. State/National and NC Only Purpose Codes are not interchangeable.
4. Seek guidance when in doubt.

B. Criminal Justice — Purpose Code C

1. Requests for the administration of criminal justice such as criminal investigations, court, bond/probation hearings, etc.
2. Security of the Criminal Justice Facility
 - a. Vendors or contractors at the criminal justice facility that are NOT involved with the actual administration of criminal justice at the criminal justice agency.
 - 1) Carpet cleaners, individuals responsible for maintaining vending machines, custodial or maintenance workers.
 - 2) Private wrecker operators who recover automobiles impounded as evidence.
 - b. Volunteers at the criminal justice facility who are NOT involved with the administration of criminal justice at the criminal justice agency.
 - 1) Participants in citizen police academies
 - 2) Participants in community ride-along programs
 - 3) Volunteers at a confinement facility who provide social or community services rather than rehabilitative services
 - c. Confinement facility visitors.
3. Inmates of a confinement facility for proper inmate classification.
4. Security of a military installation – authorizes a military criminal justice agency (military police) to utilize Purpose Code C in screening of visitors and contractors being admitted into their installation.
5. Defendants, co-defendants, jurors, witnesses, experts, etc. — but only for prosecutorial purposes in a criminal court, a court of general jurisdiction, or an appellate court.
6. Juvenile investigative records will only be returned when Purpose Code C is used. Juvenile investigative records are not criminal history records and are for criminal justice investigative uses only.
7. Governmental Social Service agencies with child protection responsibilities (DSS) and the National Center for Missing and Exploited Children may receive FBI criminal history record information under Section 151 of the Adam Walsh Child Protection and Safety Act of 2006 ([Public Law 109-248](#)).
 - a. Purpose Code C is the only code allowed for DSS agencies and can only be used when investigating or responding to allegations of abuse, neglect, or exploitation of a minor.

- b. To access CCH/CHRI information, each DSS office with an active ORI must utilize and maintain the Criminal History Request Form to document authorized access for the search being requested from the processing agency.
 - 1) Servicing Agency performs a Query ORI (QO) to ensure DSS ORI is active prior to processing request. DSS ORIs end in the letter 'F'.
 - 2) For all queries, retain operator's ORI. Do not change ORI to DSS agency per the NC Administrative Rule. — [14B NCAC 18A .0302\(a\)\(9\)](#).
 - 3) See [example of DSS Request](#) in Forms Section.

NOTE: *Child placement is NOT allowed. Servicing agency must maintain all documentation & monthly logs for all secondary dissemination to DSS.*

C. Criminal Justice Employment — Purpose Code J

1. Background investigations of the criminal justice agency personnel.
 - a. Includes sworn officers, communications, and records personnel, etc.
 - b. Includes "friends, relatives, and associates" of the employee or applicant who is subject to the background investigation.
 - c. Review [14B NCAC 18B .0403](#) for more details.
2. Vendors or contractors at the criminal justice agency that ARE involved with the actual administration of criminal justice at the criminal justice agency.
 - a. Personnel involved with maintenance of computer systems, upgrading record systems, etc.
 - b. [CJIS Security Policy](#) requires fingerprint-based backgrounds for all personnel who are responsible for configuring and maintaining computer systems and networks with access to the FBI CJIS network.
3. Volunteers at the criminal justice agency who ARE involved with the actual administration of criminal justice at the criminal justice agency.
 - a. Volunteer dispatchers, data entry clerks, reserve officers, and interns, etc.
 - b. Volunteers at a confinement facility who are providing inmate rehabilitation.
4. Criminal history inquiries CANNOT be made for BLET sponsorships. The only exception is when the individual is:
 - a. Employed by OR has applied for employment for an open position at the inquiring agency. The purpose code would be J for employment.
 - b. Do not indicate "BLET" in the Attention fields.
 - c. No DCIN/NCIC inquiries should be made for BLET sponsorship.

D. Domestic Violence and Stalking — Purpose Code D

1. Requests only by civil and criminal courts for use in domestic violence and stalking court cases (for use by magistrates and judges).
2. Civil courts are authorized to access criminal history files for this purpose only.

3. Law enforcement officers conducting routine investigations for domestic violence and stalking cases and agencies performing transactions in order to enter protection orders into NCIC should use Purpose Code C.

E. Check on Pawn Shop Firearms — Purpose Code F

1. Background checks are permitted on persons who have pawned firearms to determine if the owner of the pawned firearm is wanted for a crime or is a felon possessing a firearm.
 - a. With few exceptions, Purpose Code F is restricted to check ownership of firearms among pawn shop items.
 - b. 'F' should not be used for the return/transfer to owners of firearms which are in the possession of law enforcement agency.
2. Agencies may receive copies of pawn slips directly from pawn shops or from online services such as <https://leadsonline.com/> among similar resources for critical investigations.
 - a. Agencies may perform NCIC queries on pawn shop information to determine whether property was stolen.
 - b. Best practice for transactions QH/QR, use optional AT2 field to enter name of pawn shop and owner to qualify background check under restricted use of code F.

F. Public Housing Authority (PHA) — Purpose Code H

1. Requests by authorized PHA assigned an active ORI.
 - a. Servicing Agency performs QO to determine PHA ORI is active prior to processing request.
 - b. PHA ORIs end in the letter 'Q'.
2. Only authorized use is for background checks on adult applicants for (or tenants of) public housing for purposes of applicant screening, lease enforcement, and eviction.
3. For all queries, retain operator's ORI. Do not change ORI to PHA agency per [14B NCAC 18A .0302\(a\)\(9\)](#).
4. PHA may not receive a copy of the QH response. They shall only be advised if a possible record exists or no record exists. A QR query is not allowed for Purpose Code H.
5. Public Housing Authority must submit fingerprint cards to the FBI to obtain the criminal record.
6. The SBI has developed a recommended request form to be used for Public Housing Authority requests. See [PHA Form Instructions](#) which clearly identify required procedures the PHA must follow. See also [example of PHA Request for Access to DCIN/NCIC](#) from Forms Section.

G. Transactions for National & State Criminal/Investigative Records

1. National and State Criminal/Investigative Name Inquiry — QH
 - a. Name and numeric identifier(s) (DOB, SOC, etc.) must be used.
 - b. Provides identification record with FBI and/or SID.
 - c. Performs Wanted/Missing Person search which includes a search of the following NCIC files: Wanted Persons, Missing Persons, Violent Persons, Foreign Fugitive, Protective Interest*, Immigration Violators*, Gang*, Threat Screening Center File*, Protection Orders, Sex Offenders*, Supervised Release*, and Identity Theft*.
 - d. Performs search of NC Concealed Handgun Permits*, NC Sex Offender Registration* files and NC DOC Records*.

NOTE: Responses from files with an asterisk* may only be given to criminal justice agencies.

2. National and State Criminal/Investigative Record Inquiry — QR
 - a. Name and either FBI or SID must be used.
 - b. Provides complete computerized criminal history record.
 - c. Cannot be performed for public housing authority — Purpose Code H.

NOTE: For all queries, retain operator's ORI. Do not change ORI to another agency's ORI per [14B NCAC 18A .0302\(a\)\(9\)](#).

3. Transaction QR Responses include:
 - a. National (III) records
 - b. State (SBI CCH) records (including NC juvenile investigative records if Purpose Code C is used)
 - c. Nlets criminal record responses
4. NC Only Name Index Search — ZID
 - a. Used to query by an alias name and for criminal justice use only.
 - b. Response includes valid criminal fingerprint card from SBI state repository.
 - c. Listing of NC criminal/investigative records to provide investigative leads.
5. As an overview for background checks, see [Workflow for CCH/CHRI Transactions](#) from Forms Section.

IV. AUTHORIZED USES & TRANSACTIONS FOR NORTH CAROLINA ONLY RECORDS — QHNC/QRNC

A. Defense/Private Attorneys — Purpose Code PA

1. Defense Attorneys have access to only NC records if the following criteria are met:
 - a. Request is for a defendant represented in a criminal or infraction court case. No civil court cases!

- b. Defense Attorney Access Form has been completed and signed by the requesting attorney.
 - c. The Defense Attorney Access Form must be notarized.
 - d. For more details, review [14B NCAC 18B .0409](#).
 - e. See example [Defense Attorney Request Form](#) in Forms Section.
- 2. Agency performing inquiry should maintain Defense Attorney Access Form on file for one year.
- 3. Defense Attorneys may NOT receive any spin-offs.

B. Guardian Ad Litem — Purpose Code GA

- 1. A [Guardian Ad Litem](#) is an individual appointed by the court to take charge of child being represented in court for an abuse or neglect case.
- 2. A Guardian Ad Litem may be an approved community volunteer, a DSS worker, private attorney, or court program employee.
- 3. The Guardian Ad Litem must present a copy of the court order stating his/her appointment.
- 4. A copy of the court order must be maintained on file for one year by the agency performing inquiry.

C. Licensing/Non-Criminal Justice Employment — Purpose Code E##

- 1. Background checks on applicants/employees for non-criminal justice employment or to issue a city/county permit such as taxi permits, precious metal dealer permits, fire departments, city, or county government, etc.
 - a. For example, taxi permit is Purpose Code E06.
- 2. Access authorized only for those agencies that have written approval from SBI with Access Agreements on file.
- 3. Access Agreements by local agencies to the SBI must be based on a state statute or local ordinance which gives authority to deny license or employment based on a criminal record.
- 4. Purpose Code E## must be activated by the SBI for an authorized agency prior to use.
 - a. Without Access Agreement which enables specific ORI/terminal(s) to query with code E##, transaction will be REJECTED.
 - b. Unauthorized transactions will show on monthly CCH log and Error Reporting Form must be sent to SBI Compliance Unit.
- 5. If criminal record is received, agency should submit fingerprint card to the SBI for verification before denying the license or deciding non-criminal justice employment.

D. Transactions for NC Only Requests

1. NC Only Query — QHNC
 - a. Name and numeric identifier(s) (DOB, SOC, etc.) must be used.
 - b. Provides NC identification record with a SID.
 - c. Performs Wanted/Missing Person search which includes a search of the following files: Wanted Persons, Missing Persons, Violent Persons, Foreign Fugitive, Protective Interest*, Immigration Violators*, Gang*, Threat Screening Center File*, Protection Orders, Sex Offenders*, Supervised Release*, and Identity Theft*.
 - d. Performs search of NC Concealed Handgun Permits*, NC Sex Offender Registration* files and NC DOC Records*.
 - e. Responses from files with an asterisk* may only be given to criminal justice agencies.
2. NC Only Record Query — QRNC
 - a. Name and SID must be used.
 - b. Response will provide a complete state (SBI CCH) record.

NOTE: For all queries, retain operator's ORI. Do not change ORI to another agency's ORI per [14B NCAC 18A .0302\(a\)\(9\)](#).

V. NLETS TRANSACTIONS FOR CRIMINAL/INVESTIGATIVE INFORMATION

A. Other State Repositories for Criminal Records Inquiries

1. Transactions should be used when additional information is desired and/or there is no III/CCH or NICS record.
2. Other State Computer Criminal Name Inquiry — IQ
 - a. Name and numerical identifier(s) (DOB, SOC, etc.) are used to obtain identification record with SID.
 - b. Up to 5 states can be queried at a time.
3. Other State Computer Criminal Record Inquiry — FQ
 - a. SID used to obtain full record.
 - b. Only one state at a time can be queried for the full state record.
4. Authorized purpose codes are determined by each state.
5. Visit wiki.nlets.org for more details on these transactions.

B. Canadian CCH Inquiries

1. Canadian Criminal Name Inquiry — CIQ
 - a. Name and numeric identifier(s) (DOB, SOC, etc.) used to obtain identification record with FPS Number.

2. Canadian Criminal Record Inquiry — CFQ
 - a. FPS Number used to obtain full record from CPIC.
 - b. Response is reviewed by CPIC prior to disseminating out of country, which may delay your response.
3. Authorized purpose codes are determined by CPIC.

C. Other State/Canadian Local Records Transactions

1. Requests for CHRI or additional information such as photographs, court dispositions, fingerprint cards, or local records from an individual agency in another state and/or Canada.
2. Other State/Canadian Request Local Record query — AQ
3. Other State/Canadian Response Local Record query — AR
4. Authorized purpose codes are determined by each state.
5. Visit wiki.nlets.org for more details on these transactions.

D. Other State Parole, Probation, and Correction Inquiries

1. Nlets transactions access information from Departments of Corrections in other states. Some states treat this type of information as Criminal History. Therefore, authorized purpose codes are determined by each state.
2. Some states may not be able to respond to some or all these inquiries.
 - a. Nlets will REJECT if a state does not support the file query.
 - b. Currently 16 states respond to one or more of these Nlets transactions.
3. Use transaction Query Corrections — CPQ
 - a. To request a correction photo from other states.
 - b. To access NC DOC files and request photo.
4. Other State Parole, Probation and Corrections Query — PAQ
5. Other State Corrections by Name or Number Query — PCQ
6. Other State Parole Record Only Query — PPQ
7. Other State Probation Record Only Query — PBQ
8. Nlets.org—RESOURCES: Use maps to identify message key-responses per state as well as which states will share online DL photos and Corrections photos.

E. Immigration & Customs Enforcement (ICE) Records – IAQ

1. The [Immigration Alien Query](#) transaction sent to the Department of Homeland Security's ICE databases is searched by the [Law Enforcement Support Center \(LESC\)](#) for these purposes:
 - a. Obtain information on aliens suspected of criminal activity.
 - b. Status information of aliens under arrest.
2. Uses
 - a. Purpose Code C — Criminal investigative purposes
 - b. Identification and background data for correctional agencies
 - c. To notify ICE of a subject's incarceration or placement on probation.
3. Access
 - a. Only agencies authorized to request criminal record information via Nlets have access to the LESC.
 - b. Limited access ORIs do not have access to LESC inquiries.
4. Search
 - a. Use all information known, in addition to mandatory fields. Perform inquiries such as criminal records & DMV to obtain additional identifiers prior to IAQ transmission.
 - b. LESC searches within fourteen (14) unique DHS/ICE databases in addition to searches done in NCIC Wanted Persons and III.
5. Response
 - a. LESC operates a communications center that provides law enforcement hit confirmations within 10 minutes, 24 hours a day.
 - b. Computer generated acknowledgment will be sent within seconds of receipt by the LESC indicating the request has been received and is being processed.
 - c. LESC may send copies of their responses to the ICE office with jurisdiction over the agency that made the inquiry.
 - d. Inquiries/responses are not required to be logged and will not be added to the automated criminal record log.

F. Nlets Criminal/Investigative Help Files – HL Transaction

1. [Nlets Help Files](#) provide details about access, availability, contact information, etc. from outstate and federal agencies.
2. In Omnixx Force:
 - a. Go to Forms, Utilities, Informational Messages, Out-of-State Help (HL) at top of list. Or use keyboard shortcut, enter in Command Field: TF HL.

VI. DCIN CRIMINAL HISTORY INQUIRIES LOG

A. Inquiry — QCHL

1. Used to comply with NCIC-DCIN-NICS rules regarding access and dissemination.
2. Log is created automatically as inquiries are performed.
3. Log must be obtained for each Omnixx in-house device. If no CCH inquiries were performed on a specific in-house device, a log must still be maintained.
4. Query By:
 - a. Requested month (RMO) and year (QYR) are used to obtain the monthly summary log.
 - b. Beginning and Ending Date/Time (BDT/EDT) may be used to obtain the current month's data.
5. Monthly summary log is available on the first day of the following month and available for the previous eighteen months.

B. Response

1. Provides a list of all criminal/investigative inquiries made at a specific terminal, including rejected transactions.

C. Agency's Responsibilities

1. Conduct an audit once every month for the previous month's automated logs. Both logs must be reviewed within fifteen (15) business days from the end of the month being reviewed and signed by agency head or designee to determine compliance.
2. While in review of log, ensure the operator's ORI was NOT changed to another agency's ORI per 14B NCAC 18A .0302(a)(9).
3. All CCH logs must be maintained electronically or printed on file for one (1) year from date of inquiry for each in-house device.
4. Documentation must be kept on file for each inquiry made into CCH and is subject to audit. The SBI and FBI will require this documentation during audits.
5. Any errors, misuse, or possible violations must be reported to the SBI Compliance Unit within twenty (20) business days of the end of the month being reviewed. Use the [Error Reporting Form](#) available in Omnixx Links—Compliance—Error Reporting Form.

VII. NC ADMINISTRATIVE OFFICE OF THE COURTS RECORDS

A. NC Criminal Court Records — AOC

1. As of October 2025, access to AOC records has moved all services from its in-house NCAOC-built systems to a vendor-cloud-based management system called eCourts.
2. These records may or may not include responses based on fingerprint card information and can provide valuable insights when reviewing individuals' criminal histories.
3. The [eWarrants system](#), managed by AOC, is a statewide database that allows [law enforcement agencies to access](#) and serve NC-issued warrants on a daily basis.

VIII. WEBSITE — NC DEPARTMENT OF PUBLIC SAFETY DIVISION OF ADULT CORRECTIONS — DPS/DAC

A. North Carolina Offender Information — Law Enforcement Search

1. NC Offender Information has been made available to criminal justice users, as part of the DAC website. This service provides information on all past and current offenders (inmates, probationers and parolees) to criminal justice agencies across NC.
2. Internet URL is www.dac.nc.gov/dac-services/criminal-offender-searches.
3. LEO Registration Form will authorize personnel in law enforcement and criminal justice agencies. All users must register individually with an official Law Enforcement Agency (LEA) email address.
4. Access to the Law Enforcement Search link using your approved LEA email address and security code is for criminal justice/law enforcement agencies only.

Module 2

Criminal Record Inquiries

INDEPENDENT EXERCISES



Sources of Records and Access/Dissemination

Complete each of the following questions by providing your answer in the blank provided.

1. "Need to Know" implies that criminal justice agencies have access to criminal/investigative records for what reasons?

2. What is the national name index for which the FBI has received a valid criminal fingerprint card?

3. What has taken place when a record has been disseminated to an authorized person outside the initial requesting agency?

4. What are the local records transactions that are maintained by agencies in other states and/or Canada that may or may not be documented by fingerprint cards?

5. Who should an individual contact to request a review of his/her computerized record?

Authorized Uses & Transactions for National/State Records

1. A National Name Inquiry (QH) includes a search of the wanted/missing file.
 - a. True
 - b. False

2. Which purpose code should law enforcement use for investigations into criminal cases of domestic violence & stalking?
 - a. H
 - b. J
 - c. C
 - d. D

3. Which purpose code should be used for criminal justice employment?
 - a. H
 - b. J
 - c. C
 - d. D

4. Purpose code F is used only to background check owners who pawn firearms (QH-QR).
 - a. True
 - b. False

5. How does Public Housing Authority obtain a criminal record?
 - a. National Record Inquiry (QR)
 - b. NC Only Name Inquiry (QHNC)
 - c. Submit fingerprint card to FBI
 - d. None of the above

6. Criminal history inquiries **CANNOT** be performed for BLET sponsorship **UNLESS**:
 - a. Individual is employed with your agency
 - b. Individual has applied for an open position with your agency
 - c. Both a & b
 - d. None of the above

Authorized Uses & Transactions for NC Only Records

1. Background checks for non-criminal justice employment require which of the following?
 - a. State statute or local ordinance
 - b. Written approval from SBI
 - c. Both a & b
 - d. No requirements to perform background checks

2. A North Carolina Only name inquiry (QHNC) will search the following files:
 - a. Wanted/Missing/Violent Persons
 - b. Protection Orders
 - c. NC Concealed Handgun File
 - d. All of the above

3. A ZID transaction can be performed on an alias name.
 - a. True
 - b. False

4. The Defense Attorney Access Form should be kept on file for:
 - a. Do not keep
 - b. 2 years
 - c. 1 year
 - d. Indefinitely

5. Which purpose code should be used for a Guardian Ad Litem inquiry?
 - a. GA
 - b. E# #
 - c. PA
 - d. None of the above

Nlets Transactions & Criminal History Inquiries Log

1. How far back are DCIN Criminal History Inquiries Logs (QCHL) available?
 - a. One year
 - b. 18 months
 - c. 2 years
 - d. Indefinitely

2. Canadian inquiries are reviewed by CPIC prior to dissemination outside of the country.
 - a. True
 - b. False

3. A local record inquiry (CHRI) is used to request additional information such as local records and photographs.
 - a. True
 - b. False

4. The IAQ transaction can be used for which of the following?
 - a. To notify ICE of a subject's incarceration or placement on probation.
 - b. Identification and background data for correctional agencies.
 - c. Obtain information on aliens suspected of criminal activity.
 - d. All of the above.

5. To obtain information available via the Nlets files, use which of the following?
 - a. IAQ
 - b. HL – Help Files
 - c. CPQ
 - d. AQ

Module 2

Criminal Records Inquiries

FORMS & EXAMPLES



MODULE 2 TRANSACTION ABBREVIATIONS

NATIONAL/STATE RECORDS PURPOSE CODES

C	<i>Criminal Justice Purposes</i>
J	<i>Criminal Justice Employment</i>
D	<i>Domestic Violence & Stalking</i>
F	<i>Check on Pawn Shop Firearms</i>
H	<i>Public Housing Authority</i>

NATIONAL & STATE CRIMINAL/INVESTIGATIVE RECORDS

QH	<i>National & State Criminal/Investigative Name</i>
QR	<i>National & State Criminal/Investigative Record</i>

OTHER STATE REPOSITORIES FOR CRIMINAL RECORDS

IQ	<i>Other State Computer Criminal Name</i>
FQ	<i>Other State Computer Criminal Record</i>

CANADIAN CCH INQUIRIES

CIQ	<i>Canadian Criminal Name</i>
CFQ	<i>Canadian Criminal Record</i>

OTHER STATE/CANADIAN LOCAL RECORDS

AQ	<i>Other State/Canadian Request Local Record</i>
AR	<i>Other State/Canadian Response Local Record</i>

NORTH CAROLINA ONLY PURPOSE CODES

PA	<i>Defense/Private Attorneys</i>
GA	<i>Guardian Ad Litem</i>
E##	<i>Licensing/Non-Criminal Justice Employment</i>

NORTH CAROLINA ONLY RECORD TRANSACTION

QHNC	<i>NC Only Name</i>
QRNC	<i>NC Only Record</i>

OTHER STATE PAROLE, PROBATION, AND CORRECTION RECORDS

CPQ	<i>NC Corrections Record</i>
PAQ	<i>Other State Parole, Probation, and Corrections</i>
PCQ	<i>Other State Corrections by Name or Number</i>
PPQ	<i>Other State Parole Record Only</i>
PBQ	<i>Other State Probation Record Only</i>

IMMIGRATION & CUSTOMS ENFORCEMENT (ICE) RECORDS

IAQ	<i>Other State/Canadian Request Local Record</i>
-----	--

ADDITIONAL CRIMINAL RECORD INQUIRIES TRANSACTIONS

ZID	<i>NC - Alias Name Only Index Search</i>
HL	<i>Nlets Criminal/Investigative Help Files</i>
QCHL	<i>Query Criminal/Investigative Log</i>

PUBLIC HOUSING AUTHORITY ACCESS TO DCIN/NCIC NETWORKS

I, _____ of _____ in
(Name) (Public Housing Authority)

accordance with Public Law 104-120 request Criminal Conviction Records for the below identified adult applicants for, or tenants of, public housing. This request is made for purposes of applicant screening, lease enforcement, or eviction.

The _____ in reliance on the information
(Law Enforcement Agency)

provided herein by the Public Housing Authority agree to access state and national criminal history records for the applicants or tenants named herein. The Public Housing Authority agrees to use this information only in conformity with Public Law 104-120. The Public Housing Authority understands that any misuse of this information obtained through the DCIN/NCIC system will be reported to the Federal Bureau of Investigation.

Signature of Public Housing Agency Representative

Address

City, State, Zip

Date of Request

Telephone Number

Name

Date of Birth

Race

Sex

Social Security Number

Any Other Numerical Identifiers

☐ No Record Found

☐ Possible Record/Submit Fingerprints

Name

Date of Birth

Race

Sex

Social Security Number

Any Other Numerical Identifiers

☐ No Record Found

☐ Possible Record/Submit Fingerprints

Page ____ of ____

**PUBLIC HOUSING AUTHORITY ACCESS
TO DCIN/NCIC NETWORKS (CONTINUED)
Additional Pages if Needed**

Name

Date of Birth

Race

Sex

Social Security Number

Any Other Numerical Identifiers

☐ No Record Found

☐ Possible Record/Submit Fingerprints

Name

Date of Birth

Race

Sex

Social Security Number

Any Other Numerical Identifiers

☐ No Record Found

☐ Possible Record/Submit Fingerprints

Name

Date of Birth

Race

Sex

Social Security Number

Any Other Numerical Identifiers

☐ No Record Found

☐ Possible Record/Submit Fingerprints

Name

Date of Birth

Race

Sex

Social Security Number

Any Other Numerical Identifiers

☐ No Record Found

☐ Possible Record/Submit Fingerprints

Page ____ of ____

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PUBLIC HOUSING AUTHORITY — FORM INSTRUCTIONS

The attached form has been developed for use by North Carolina Public Housing Authorities (PHA) and North Carolina law enforcement agencies. This form is not intended to be used to obtain any information not specifically authorized by law. This form is a recommended form and is not required by law. It is recommended that law enforcement agencies establish a policy to incorporate the utilization of this form or other method of processing of Public Housing criminal history requests.

Instructions for utilizing this form are as follows:

1. Public Housing Authority (PHA) should fill out all appropriate information listed on the form for each name provided (at least Name, DOB, Race, Sex).
2. PHA should provide law enforcement agency the original copy with original signatures (notary not required). PHA should keep a copy for their records.
3. Law enforcement agency should conduct the appropriate name inquiry transaction (QH) utilizing all data provided with the given names. When response to inquiry is received, verification should be made to ensure the correct data fields were used in the inquiry. Law enforcement agency should check the appropriate block on the form to indicate either "No Record Found" or "Possible Record/Submit Fingerprints". If a multiple response is received based on the information provided, the block "Possible Record/Submit Fingerprints" should be checked so PHA can verify by fingerprint submission to the FBI.
4. **NO RESPONSES FROM DCIN SHOULD BE GIVEN TO THE PHA.**
5. The law enforcement agency should maintain a copy of the completed PHA Request Form for a period of 1 year. This is suggested for accountability purposes only. It is not part of the criminal history logging requirement.
6. A copy of the completed form may be mailed to the authorized representative of the PHA who signed the form.

Any questions regarding the utilization of this form should be directed to the SBI/CIIS Training Specialist for your district.

DEPARTMENT OF SOCIAL SERVICES REQUEST FORM

Criminal History Record Information - Name Search: Public Law 109-248

**Requesting
Agency**

ALL FIELDS MANDATORY

PRINT CLEARLY

Date of Request: _____

Requesting Agency: _____ ORI: _____

Requested By: _____ Telephone Number: _____

E-Mail Address: _____ Case Number: _____

Purpose of Request: _____

Certification:

1. This request is for investigating or responding to reports of child abuse, neglect or exploitation only, and not placement, pursuant to Public Law 109-248, Section 151 ("Adam Walsh Child Protection and Safety Act of 2006").
2. Dissemination of Criminal History Record Information (CHRI) is governed by statutes, laws and regulations and as the requestor, I will comply with and be subject to the provisions of both state and federal law and regulations, including, but not limited to Public Law 109-248, 12 NCAC 04F .0401 (Dissemination of CCH Records).
3. I understand this form should be maintained by the Requesting Agency, available for review by state and federal regulating authorities at various times, including state and federal compliance audits.
4. Information obtained will not be disclosed to the individual that is the subject of the records check.
5. That I am requesting and will use this information only in my official capacity with my agency.

Signature: _____ Date: _____

Search Requested (Subject of Records Check):

_____	_____	_____	_____
Last Name	First Name	Middle Name	Suffix
_____	_____	_____	_____
Maiden/Aliases Name	Aliases	Race	Sex
_____	_____	_____	_____
Date of Birth (approximate age, if unknown)	SSN (optional)	Driver's License Number/State	
_____	_____	_____	
Place of Birth	Current Address		
_____	_____		
Type of CHRI Search Requested: ☒ State and National (QH/QR – Purpose Code C)			

**Processing
Agency**

ALL FIELDS MANDATORY

PRINT CLEARLY

Processing Agency: _____ ORI: _____

Processed By: _____ Telephone Number: _____

Information Disseminated: _____ No Record _____ Criminal Record Attached

Based on the Following Identifiers: (choose all that apply)

_____	Name	_____	Date of Birth	_____	SSN
_____	Race	_____	Sex	_____	Maiden/Aliases

Certification:

1. I have determined the above request meets state and federal regulations for access and dissemination.
2. This request is being made only for investigating or responding to reports of child abuse, neglect or exploitation and not placement, Pursuant to Public Law 109-248, Section 151.
3. I understand this form should be maintained by the Processing Agency, available for review by state and federal regulating authorities at various times, including state and federal compliance audits.

Signature: _____ Date: _____

DEFENSE ATTORNEY ACCESS OF SBI/DCI NETWORKS

DEFENSE ATTORNEY ACCESS OF SBI/DCI NETWORK FOR NORTH CAROLINA CHRI and/or DRIVER'S ISSUANCE/HISTORY DATA per 14B NCAC 18B .0409

I, _____, of _____, Law Firm, in accordance with N.C.G.S. § 15A-141, represent the defendant identified below and have entered the named criminal/infraction case:

Identifying Information			
Defendant's Name			
Date of Birth		Race:	Sex:
Operator's License #		Issuing State:	*Social Security #: *Social Security Number is optional.
Case Docket #		NC County:	Court Date:

Information Requested	
NC Criminal History Record Information** (QHNC/QRNC & Purpose Code PA) ** Requires original signature of Defense Attorney and must be Notarized.	☐
NC Driving History ** Requires original signature of Defense Attorney and must be Notarized.	☐
Out-of-State Driving History*** *** Requires original signatures of Defense Attorney and Defendant/Driver. Both signatures must be Notarized. *** Requires Defendant/Driver's written consent.	☐

* * * * * AGENCY USE ONLY * * * * *	
DCIN Operator's Name:	_____
Date Processed:	_____

DEFENDANT / DRIVER'S WRITTEN CONSENT FOR RELEASE OF PERSONAL INFORMATION

I, _____ (printed name of motorist), authorize the _____ (name of agency) to disclose or otherwise make available to my attorney, _____ (name of attorney), personal and highly restricted information including: Identifying Information; Photographs; Images; Social Security Number; Driver Identification Number; Name; Address; Phone Number; Medical and Disability Information about me in connection to my Motor Vehicle Operator's Permit and/or License; Motor Vehicle Title; Motor Vehicle Registration; Driver Safety Record; and Identification Card issued by a department of motor vehicles.

Defendant/Driver Original Signature _____

Date _____

NOTARY PUBLIC

COUNTY OF _____

STATE OF _____

SWORN AND SUBSCRIBED BEFORE ME THIS THE _____ DAY OF _____, 20____.

NOTARY PUBLIC'S SIGNATURE
(SEAL)

MY COMMISSION EXPIRES: _____

I understand that the use of this information for any purpose other than those outlined above, any misuse of this information obtained through the SBI/DCIN System, or fraudulent completion of this document may result in criminal, civil or administrative penalties - 14B NCAC 18B .0409

Requesting Defense Attorney Information (ONLY ONE ATTORNEY PER FORM)		
Attorney's Printed Name		NC State Bar #:
Attorney's Original Signature No Stamps, No Faxed Copies, No Computer Generated Signatures		Date:
Address		Telephone #:

NOTARY PUBLIC

COUNTY OF _____

STATE OF _____

SWORN AND SUBSCRIBED BEFORE ME THIS THE _____ DAY OF _____, 20____.

NOTARY PUBLIC'S SIGNATURE
(SEAL)

MY COMMISSION EXPIRES: _____

Revised 01/03/2021

WORKFLOW FOR CCH/CHRI TRANSACTIONS

	Step 1 Is there a record?	Step 2 Show the full record.	Purpose Codes
National (includes NC)	QH	QR	C, J, D, H, F
NC Only	QHNC	QRNC	PA, GA, E# #
Other States	IQ	FQ	C, J, D, E, F
Canada	CIQ	CFQ	C, J, D, E, F

Local Agency Record Requests:

- **NC** — Other States, or Canada
- **AQ** — to request information
- **AR** — to respond to request

Others:

- **IAQ** — ICE Inquiry
- **ZID** — Alias Name Search
- **QCHL** — CCH Inquiries Log

FOR COMPLETE BACKGROUND CHECKS, DON'T FORGET TO PERFORM OTHER TRANSACTIONS

DMV, DAC & Other LE/CJ Databases:
[eCourts](#), [eWarrants](#), [CJLEADS](#), Agency RMS, etc.

ANSWER KEY

Independent Exercises Module 2 – Criminal Record Inquiries

Sources of Criminal Records and Access/Dissemination

1. Administration of Criminal Justice & Criminal Justice Employment
2. III (Interstate Identification Index)
3. Secondary Dissemination
4. CHRI (Criminal History Record Information)
5. SBI/CIIS

Authorized Uses & Transactions for National & State Records

1. **A** True
2. **C** Purpose Code C – Criminal Justice Purposes
3. **B** Purpose Code J – Criminal Justice Employment
4. **A** True
5. **C** Submit fingerprint card to FBI
6. **C** Both a & b

Authorized Uses & Transactions for NC Only Requests

1. **C** Both a & b
2. **D** All of the above
3. **A** True
4. **C** 1 year
5. **A** Purpose Code GA – Guardian Ad Litem

Nlets Transactions & Criminal History Inquiries Log

1. **B** 18 months
2. **A** True
3. **A** True
4. **D** All of the above
5. **B** HL – Nlets Help Files

DCIN DIRECTORY FOR ASSISTANCE

Available on **Omnixx Links**

* **Click Here** *

CONTACT US

Division of Criminal Information Network

Log In

NEED HELP ?

Help during the DAY – Monday-Friday 8am-5pm
Email / Call : Your District Trainer
 Email : TACHelp@ncsbi.gov
 Call : **(919) 773 - 7900**
Leave Voice Message on DCIN Help Line
 Email : ServiceDesk@ncsbi.gov

Help after 5:00 pm (Evenings, Holidays, Weekends)
1st) Contact NCSBI Service Desk
Within Raleigh Area: **(919) 773 - 7900**
Toll Free : **(866) 867 - 7106**
Email : ServiceDesk@ncsbi.gov
Send Message : **Terminal PIB**

2nd) Only if you need emergency assistance
 Service Desk will forward you to the DCIN Help Line.
YOU MUST LEAVE A CLEAR VOICE MESSAGE for the system
 to notify the On Call Trainer to contact you ASAP.

***** ALL NON-EMERGENCY REQUESTS *****
 Receive Response on NEXT Business Day
Monday-Friday 8 am – 5 pm

>> New VPN Requests must be made online <<
<https://docs.ncsbi.gov/vpnrequest>
 Enter Username & Password (same for both): **loadid**
Excel Spreadsheet Still Required



During Business Hours (Monday-Friday, 8-5 pm)

CONTACT DIRECTLY

Email Unit for Most Efficient Response

TOPIC	SBI Unit	Email	Phone
Access Agreements	Access Integrity Unit	AIUHelp@ncsbi.gov	(919) 582 - 8639
Audits	Compliance Unit	ARAHelp@ncsbi.gov	(919) 582 - 8640
Criminal History Corrections	CCH / NICS Unit	CIISHelp@ncsbi.gov	(919) 582 - 8690
Crime Reporting, UCR, NIBRS	Crime Reporting Unit	SBCrimeReport@ncsbi.gov	(919) 582 - 8680
DCIN-NCIC-NLETS Usage	Training Unit	TACHelp@ncsbi.gov	(919) 773 - 7900
DCIN Notification ListServ	NCSBI Service Desk	ServiceDesk@ncsbi.gov	(919) 773 - 7900
E Purpose Codes	Access Integrity Unit	EcodeHelp@ncsbi.gov	(919) 582 - 8639
EVOLVE - Validations	Compliance Unit	EVOLVEHelp@ncsbi.gov	(919) 582 - 8640
FBI - NICS Dispositions	CCH / NICS Unit	CIISHelp@ncsbi.gov	(919) 582 - 8690
Fingerprint Results	CIIS Customer Service Unit	CIISHelp@ncsbi.gov	(919) 582 - 8660
LASO - Local Agency Security	Compliance Unit	ARAHelp@ncsbi.gov	(919) 582 - 8640
ORI - Request NEW ORI	Compliance Unit	ORI@ncsbi.gov	(919) 582 - 8640
Permits Concealed Gun	Compliance Unit	CHPHelp@ncsbi.gov	(919) 582 - 8640
Sex Offender Registration	Sex Offender Coordination Unit	SORHelp@ncsbi.gov	(919) 582 - 8670
Security Awareness Training	Compliance Unit	SATHelp@ncsbi.gov	(919) 582 - 8640
TAC Support	Training Unit	TACHelp@ncsbi.gov	(919) 773 - 7900
Technical + VPN Issues	NCSBI Service Desk	ServiceDesk@ncsbi.gov	(919) 773 - 7900



INSTRUCTIONS FOR CERTIFICATION TESTING ONLINE

1. Users must:

- a. Attend 90% of classroom instruction to be authorized to test.
- b. Coordinate testing with their Terminal Agency Coordinator (TAC) or Assistant TAC (ATAC). The TAC/ATAC will schedule a date/time for the testing and may specify a location where the testing is to occur. If a user takes a certification test without coordination with agency TAC/ATAC, the score will be deleted, and the user must retake the test. The user may be sanctioned by the SBI. A subsequent violation, after having been sanctioned, may result in revocation of the user's DCIN certification.
- c. Test within 15 consecutive calendar days at end of class instruction (includes weekends and holidays). Otherwise, test will expire and the user is required to attend class again.
- d. Score at least 80%. Users who score 80% or higher are immediately able to transmit the appropriate certification transactions.
 - 1) Any user that scores below 80% may take the test up to three (3) times at any time convenient for the user and the TAC/ATAC.
 - 2) If the user fails all three (3) attempts over the 15-consecutive-calendar-day test period, the user must attend DCIN class again.
- e. Confirm that they reviewed test results by clicking on the "I acknowledge reviewing my test results" at the bottom of the page. Their certification status will then be updated to reflect the new 2-year certification.
 - 1) Acknowledgement step must be completed BEFORE the Test Results page can be printed or the test status will not be saved.
 - 2) When the test is submitted for grading, the user will immediately receive a Test Results page displaying the test score and all questions and answers from the test. This allows users the ability to review missed test questions.
- f. Print, sign and date the test results. Give results to the TAC/ATAC for them to sign, date, and maintain on file for 2 years.

2. Test info:

- a. Includes 25 true/false and/or multiple-choice questions pulled at random from a pool of test questions.
- b. Timed at 40 minutes. After 40 minutes, the test will automatically submit for grading, even if unfinished.
- c. Users may use their training manual and class notes, but cannot receive assistance from any person.
- d. Cheating or assisting is cheating FRAUD and may result in certification revocation. Results of the investigation will be turned over to NC Department of Justice Training & Standards Division which may revoke other certification as well (law enforcement officer, criminal justice instructor, telecommunicator, and/or correctional officer certifications).

3. Recertification:

- e. Certification is good for two (2) years.
- f. Users can recertify within 30 days of expiration.
- g. Users can take recertification tests up to 365 days after their expiration dates have passed.
 - 1) Although users can access Omnixx Force, they cannot transmit transaction unless they successfully complete the specific test for each certification's transactions.
 - 2) If users do not have a passing score of 80% or higher on or before the 365th day, they will be required to attend DCIN class again and complete testing to obtain certification in appropriate module(s).