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ATTENTION: AGENCY TAC/POC

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REVIEW AND DISTRIBUTE THIS NOTICE ACCORDINGLY



License Plate Readers (LPR)

Agencies requesting access to NCIC/DCIN/Nlets Systems through License Plate Readers (LPR) must submit a letter of request, on agency letterhead, from their agency head. The letter must include:

- Project description
- Timeline
- Project goals
- Agency point of contact
- Vendor details
- Supporting documentation (if applicable)
- Mailed to : North Carolina State Bureau of Investigation
Criminal Information and Identification Section
3320 Garner Road
PO Box 39500
Raleigh, NC 27626-0500
Attn: Compliance Unit

Pertinent Info:

Once the letter of request is received, an internal review will be conducted. All criminal justice agencies with vendors having access to criminal justice information (CJI) must fingerprint all vendor employees. Agencies using private vendors/contractors must have a signed Memo of Agreement/User Agreement with the vendor, a signed FBI CJIS Security Addendum with each employee, a fingerprint background check on each employee, and each employee must complete the CJIS Online Security Awareness Training. FBI CJIS Security Addendums and Certifications are available on the FBI website. Vendors are responsible for ensuring each of their employees sign these forms and that copies are sent to the law enforcement agency. Sample agreements are available from the FBI upon request. The FBI requires an external review and a signed Memorandum of Understanding (MOU) between the SBI, who is the NC FBI designee. The SBI IT staff will then work with agency-selected vendors to implement the requested technology, but **DOES NOT** endorse any vendor, product, or services.

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North Carolina State Bureau of Investigation

Notice #: 2024 - 00002

Please do not rely solely on this document as an all-inclusive resource.

If you are uncertain about any issue, please seek out guidance from your agency legal counsel or contact the SBI for direction to an appropriate guiding authority.

In Review:

- Agencies requesting access to NCIC/DCIN/Nlets Systems through License Plate Readers (LPR) must submit a letter of request
- Agencies using a private contractor/vendor for IT services must maintain a Memo of Agreement/User Agreement.
- Agencies must maintain a signed FBI CJIS Security Addendum, a fingerprint background check, and completed CJIS Online Security Awareness Training completed by each employee of the private contractor/vendor.
- A signed MOU is required.
- SBI - IT will work with vendors to implement the requested technology.
- More information is posted in Omnixx>Links>Compliance>[LPR Request-Requirements](#).
- Question should be sent to the Compliance Unit at ARAHelp@ncsbi.gov
- Send technical questions to ServiceDesk@ncsbi.gov

The logo consists of a green square with the word "Get" in white, followed by the word "CONNECTED" in a large, bold, grey sans-serif font.

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