Offline Search Instructions

Requirements

Written documentation is required for all requests to retrieve data from NCIC/DCIN/Nlets systems.

It is crucial that all potential identifiers are provided for thorough and accurate search. Incomplete or unclear requests will be returned to the agency for clarification prior to any search being carried out.

Information on transactions performed by other law enforcement/criminal justice agencies will not be processed for internal administrative investigations unless pursuant to a court order or subpoena.

The completion time will vary depending on the complexity of the requested search. Expedited requests are available for emergency and/or exigent law enforcement circumstances.

***DCIN offline search for in-state requests can only go back one (1) year from current date.**

***If information is needed older than one (1) year, submit an NCIC offline search request.**

***NCIC Offline Searches - Instances of MISUSE must also be reported to the SBI Compliance Unit at ARAHelp@ncsbi.gov. These offline searches will be reviewed by the SBI CIIS SAC and then submitted to NCIC.**

DCIN

- **NC Only**
- Can only go back one year from current date.
- **NC Offline Search Form**
- Ex. User sign on/off history, SEND transactions, Improper Use Investigations

NCIC

- **National**
- No time limit.
- **NCIC Offline Search Form**
- Ex. Hit confirmations, Purged records, NCIC record history

Nlets

- **Out-of-state**
- Contact SBI Training Specialist
- Provide ORI, reason for request, all info, and timeframe

DMV

- **NC Division of Motor Vehicles**
- Call (919) 715-7000
- OR
- Email data-control@ncdot.gov
  Subject Line: Criminal Investigation for DMV Records