



State of Illinois  
 Illinois State Police  
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# Guide to Understanding Criminal History Record Check Information

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Illinois State Police

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## GUIDE TO UNDERSTANDING CRIMINAL HISTORY RECORD CHECK INFORMATION

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DIVISION OF ADMINISTRATION  
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## -I- GENERAL INFORMATION

### *The History of the Bureau of Identification*

On February 14, 1929, seven men were lined up against a wall in a garage located at 2212 North Clark Street, Chicago, and were shot by four men, two of which were wearing police uniforms.

The Chicago Police Department identified six of the victims, through fingerprints, as members of the O'Bannion gang. The subsequent investigation indicated that the murders were committed by four members of a Detroit gang associated with Al Capone. This crime became known as the Saint Valentine's Day Massacre.

The public uproar over the brazen murders became one of the motivating forces for reform in crime fighting. Supporters of a reform movement used the role fingerprints played in solving this crime to push for a state level identification bureau.

During December 1930, local, state, and federal government officials met to discuss crime-related problems. The attendees of this meeting agreed to form a committee that would support legislation, creating a state repository for criminal records.

On July 2, 1931, Governor Henry Horner signed House Bill 1073 into law, thus creating the Bureau of Identification (BOI). The BOI was created for the purpose of collecting, maintaining, and disseminating criminal history record information (CHRI).

In January 1932, T.P. Sullivan became the first Superintendent of the BOI. With borrowed supplies, \$10,000, and two assistants, Sullivan began. During 1932, Sullivan collected approximately 30,000 arrest fingerprint cards, which comprised the bureau's master fingerprint file.

Today, the BOI operates the Automated Fingerprint Identification System (AFIS), the Criminal History Record Information system (CHRI), and the live scan network, representing a unique blend of technology. The manual file is maintained in both paper and microfilm formats and currently contains approximately 2.8 million records. The automated file, which is comprised of the CHRI system and AFIS, consists of approximately 5.5 million offenders.

## *The Role of the Bureau of Identification as the State Central Repository*

The Bureau of Identification is the state central repository for criminal records. The BOI's primary function is to collect, maintain and disseminate criminal history record information. The BOI's specific responsibilities for the collection, maintenance and dissemination of CHRI data are identified in the Illinois Criminal Identification Act, 20 ILCS 2630, et al. Criminal history record information maintained by the BOI consists of information reported by Illinois criminal justice agencies summarizing a subject's contacts with the criminal justice system. A subject's CHRI transcript, commonly referred to as a "rap sheet", consists of personal identification information such as name, sex, race, and date of birth, as well as other physical characteristics. Transcripts include a cumulative record of arrests, state's attorney filing decisions, court dispositions, sentence information and custodial data.

Criminal history record information is used for criminal justice as well as non-criminal justice purposes. Police agencies use CHRI data in conducting investigations and in charging suspects. State's attorneys rely on CHRI data in making filing decisions, in making bail recommendations, in plea negotiations, and in investigations. Judges rely on CHRI data in both setting bond for defendants and in deciding which defendants should not be released on bond prior to final disposition of a case. Judges also use CHRI data to determine the appropriate sentence for defendants found guilty as a result of the court proceedings. Probation and community correctional personnel use CHRI data to determine the appropriate levels of supervision and to develop individualized treatment programs for offenders. Correctional institutions utilize CHRI data in determining security classifications, housing and work assignments for inmates. Non-criminal justice entities utilize CHRI for making hiring and licensing decisions. The BOI provides access to CHRI data and ensures that information disseminated is in compliance with state and federal laws governing the use of such data.

## -II- UNIFORM CONVICTION INFORMATION ACT

On January 1, 1991, the Uniform Conviction Information Act (UCIA) became law in Illinois. This act mandates that all criminal history record conviction information collected and maintained by the Illinois State Police, Bureau of Identification, be made available to the public pursuant to 20 ILCS 2635/1 et seq. This law permits only conviction information to be disseminated to the public. A check of federal records cannot be made using this form.

All requests for UCIA information must be submitted on a Uniform Conviction Information Act request form (either fingerprint or name based). Each form contains a unique Transaction Control Number (TCN). Consequently, copies cannot be processed. All inquiries **must** be submitted on an original form. Always record the TCN, which is located in the top right hand corner of the UCIA request form. For live scan fingerprint submissions, request the TCN from the live scan vendor when the request is submitted. This number is used in tracking the status of the request form. Each paper form must be accompanied by a check or money order in the appropriate amount made payable to the *Illinois State Police*. Electronic requests can be paid for using a draw-down account. Multiple requests may be submitted with a single check or money order to cover the total cost. Please refer to the current fee schedule located in *Appendix B* for the fees associated with each form.

When processing a UCIA request for employment purposes, the applicant's signature is required. This signature must be retained for two years by the employer. The employer is required to provide a copy of the response to the applicant.



Any person who intentionally and knowingly requests, obtains, or seeks to obtain conviction information under false pretenses, disseminates inaccurate or incomplete conviction information or violates any other provisions of 20 ILCS 2625/1 may be guilty of a crime punishable by up to one year of imprisonment and/or may incur civil liabilities.

### *UCIA Processing Instructions*

Requests for UCIA Information are to be made according to the following instructions. Failure to properly complete all required fields on the form resulting in an error, will require an additional fee upon resubmission.

- ✦ The requester must complete a UCIA form for each conviction record requested. Maiden names may be included on the fingerprint based forms but are not permitted on name based forms. Maiden names must be submitted separately when using a name based search.
- ✦ Each request must contain the requester's complete return address.

### *Guide to Understanding Criminal History Record Check Information*

- The individual named in the request may initiate proceedings to challenge or correct a record furnished by the Illinois State Police by contacting the BOI.
- The subsequent dissemination of conviction information furnished by the Illinois State Police is permitted only for the 30 day period immediately following receipt of the information.
- The subject's complete and accurate name, sex, race, and date of birth are required in order to check the Illinois criminal history record files. Without this information, the search of the Illinois criminal history record files could be adversely affected.
- Do not include or attach other correspondence.

If the request is for employment or licensing purposes, the following additional instructions apply:

- Pursuant to 20 ILCS 2635/7, a requester must maintain on file for a minimum of 2 years a release signed by the individual to whom the information request pertains.
- The requester must provide the individual named in the request with a copy of the response furnished by the Illinois State Police.
- Within seven working days of receipt of such copy, the individual named in the request must notify the BOI as well as the requester if the information furnished is inaccurate or incomplete.

**UCIA Fingerprint Form**  
**Form #ISP6-404B**

The UCIA fingerprint form can be used by any individual or agency to obtain fingerprint based conviction information about a person for any purpose. **Please type or print using ink (do not use pencil).**

The instructions listed below follow the field format of the UCIA fingerprint submission. Failure to complete all required fields which are marked in **bold** on the form and listed in the instructions as **“MANDATORY”** will result in the return of the request unprocessed. Notations will be made for both paper and live scan submissions for those areas where a distinction between the two should be made.

**Document Control Number**

L 999999999
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**Document Control Number (DCN) - MANDATORY**

**Paper form:** The DCN is a pre-printed number located at the top left-hand corner of the form. Each form has a unique DCN number and therefore all inquiries must be submitted on an *original* form.

**Live scan:** A range of numbers is provided to the agency and should auto-populate on the live scan submission. DCN ranges **must not** be recycled. To request a new range of DCN numbers, submit an email request to [livescan@isp.state.il.us](mailto:livescan@isp.state.il.us). Include the agency ORI, the device identifier of the live scan machine (typically beginning with the prefix “LS”), and the number of DCN numbers needed.

**Submitting Agency ORI – NCIC (if applicable)**

IL									
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**Submitting Agency ORI-NCIC - MANDATORY**

**Paper form:** This field is used by agencies that have an assigned Originating Requester Identification (ORI) number specifically for requesting a fingerprint inquiry for non-criminal justice purposes. This is a nine character alphanumeric code. Example: IL01600ZS or PS0100000 (IL is preprinted on the form. If your prefix differs from “IL”, cross out the letters and hand write the appropriate prefix.) For those agencies that do not have an ORI, or those that use a live scan vendor, please use ILLUFP000 in this field.

**Live scan:** This is the agency ORI/NCIC number for the **requester** of the criminal history record information. This is not necessarily the sender of the live scan request.

**Transaction Control Number**

FRMXXXXL99999999
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**Transaction Control Number (TCN) - MANDATORY**

**Paper form:** The TCN is a unique pre-printed number located at the top right-hand corner of the form. If the TCN is not present or is invalid, the form will be returned

to the submitting agency or requester unprocessed. Above the TCN will be a bar coded number (Standard BAR CODE 39) representing the TCN in bar code format. This bar code will be used to scan the fingerprint cards into the Automatic Fingerprint Identification System (AFIS).

**Live scan:** Live scan machines will assign this number automatically, using the device identifier assigned to the machine (typically beginning with "LS") and the DCN.

Subjects Last Name

**Subjects Last Name - MANDATORY**

The subject's last name should be entered into this field. Hyphenated names should include the dash between names. If there is a space in the last name, enter it as one name. For example, O'Brien would be OBrian or Van Dyke would be VanDyke. Do not enter any other special characters, such as apostrophes. If the subject has only one name, it must go in the Last Name field.

First Name

**First Name**

The subject's first name should be entered in this field. Hyphenated names should include the dash between names. Do not enter any other special characters, such as apostrophes.

Middle Name/Suffix

**Middle Name/Suffix**

Enter the subject's middle name and/or suffix in this field, suffix meaning II, III, Jr. Do not enter "NMI" (no middle initial) or "NMN" (no middle name) in the middle name field.

Cost Center  
Office Use Only

**Cost Center (Office Use Only)**

The three or four character number assigned to an agency that has a draw-down account. If payment is not enclosed with the fingerprint card, the cost center number must be entered.

**Live scan:** If utilizing live scan, a vendor can choose to utilize the requesting agency's cost center if they have one or if the subject will be paying the vendor, the vendor's cost center should be used.

Date of Birth

**Date of Birth - MANDATORY**

Enter an eight digit date of birth. The entry format should be MM/DD/CCYY. Example: 05/30/1951. If you do not know the subject's date of birth, you may enter an approximate year of birth.

State Identification Number (if applicable)

IL [ ][ ][ ][ ][ ][ ][ ][ ][ ]

**State Identification Number (SID)**

If known, enter the SID number. The SID number contains eight numeric characters with the last character being zero or one. Do not enter out of state SID numbers in this field. IL is preprinted on the form. If the known SID does not meet this criterion, do not enter the SID into this field.

Sex

[ ]

**Sex - MANDATORY**

Enter the valid sex code (see Appendix D, NCIC Code Tables).

Race

[ ]

**Race - MANDATORY**

Enter a valid race code (see Appendix D, NCIC Code Tables).

Drivers License Number

[ ]

**Drivers License Number**

Enter the subject's driver's license number if known.

DL State

[ ]

**Drivers License State**

Enter a valid two alpha character state code (see Appendix D, NCIC Code Tables). If the state provided does not meet this criterion, leave blank.

Requestor's Name

[ ]

**Requestor's Name - MANDATORY**

Enter the name of the subject requesting this information.

Agency/Company Name

[ ]

**Agency/Company Name**

Enter the name of the agency or company requesting this information.

**Return Address**

Street: [ ] City: [ ] State: [ ] Zip: [ ]

**Return Address - MANDATORY**

Enter the exact address in which the response to the UCIA request is to be mailed. This address must be a complete mailing address including street number, city, state, and zip, in order to receive the response. **If the generic ORI is used and the mailing address is not complete, the form will not be processed, requiring an additional fee for a new request.**

Foreign State/Country

[ ]

**Foreign State/Country**

This field should be completed for any out of country

UCIA requests (see Appendix D, NCIC Code Tables).

Foreign Postal Code

**Foreign Postal Code**

This field should be completed for any out of country UCIA requests.

Date Fingerprinted

**Date Fingerprinted - MANDATORY**

Enter the eight digit date fingerprinted. The format should be MMDDCCYY.

Licensing or Employment Purpose

(Yes) (No)

**Licensing or Employment Purposes**

Check the box for "Yes" if this request is for licensing or employment purposes. Check the box for "No" if this request is not for licensing or employment purposes. If this field is left blank, it will be assumed that the inquiry is not for licensing or employment purposes.

Subject's Maiden Last Name

**Subject's Maiden Last Name**

Last name rules apply.

First Name

**First Name**

First name rules apply.

Middle Name/Suffix

**Middle Name/Suffix**

Middle name rules apply.

Fee Amount

**Fee Amount**

Enter the fee amount submitted with this request.

Subject's Signature: \_\_\_\_\_.

**Subject's Signature**

Have the subject for whom the UCIA request is being conducted sign their signature in this field.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

**Date**

Enter the date the subject signed the form.

**Form Distribution**

This form should be forwarded to the Bureau of Identification at the address below.

Illinois State Police  
Bureau of Identification  
260 North Chicago Street  
Joliet, Illinois 60432-4072

**Errors**

Errors that are returned are to be corrected by the submitting agency and returned to the Bureau of Identification. The fingerprint card must be returned. For detailed information on errors, please refer to the *Errors* section located in *Chapter VII, Criminal History Record Information*.

**UCIA Name Based Request Form**

**Form # ISP6 - 405B**

The UCIA name-based form can be used by any individual or agency to obtain non-fingerprint based conviction information about a person for any purpose. Only one name per form can be submitted (maiden names must be submitted separately). **Please type or print using ink (do not use pencil).**

The instructions listed below follow the field format of the UCIA Name Based request form. Failure to complete all required fields which are marked in **bold** on the form and listed in the instructions as **“MANDATORY”** will result in the return of the request unprocessed.

Document Control Number

L 99999999
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**Document Control Number (DCN) - MANDATORY**

The DCN is a pre-printed number located at the top left-hand corner of the form. Each form has a unique DCN number and therefore all inquiries must be submitted on an original form.

Submitting Agency ORI – NCIC (if applicable)

IL								
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**Submitting Agency ORI-NCIC**

This field is used by agencies that have an assigned Originating Requester Identification (ORI) number specifically for requesting a fingerprint inquiry for non-criminal justice purposes. This is a nine character alphanumeric code. Example: IL01600ZS or PS0100000 (IL is preprinted on the form. If your prefix differs from “IL”, cross out the letters and hand write the appropriate prefix.) For those agencies that do not have an ORI, please use ILLUNFP00 in this field.

Transaction Control Number

FRMXXXXL99999999
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**Transaction Control Number (TCN) - MANDATORY**

The TCN is a unique pre-printed number located at the top right-hand corner of the form. If the TCN is not present or is invalid, the form will be returned to the requester unprocessed. Above the TCN will be a bar coded number (Standard BAR CODE 39) representing the TCN in bar code format.

Subject's Last Name

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**Subject's Last Name - MANDATORY**

The subject's last name should be entered into this field. Hyphenated names should include the dash between names. If there is a space in the last name, enter it as one name. For example, O'Brian would be OBrian or Van Dyke would be VanDyke. Do not enter any other

special characters such as apostrophes. If the subject has only one name, it must go in the Last Name field.

First Name

**First Name - MANDATORY**

The subject's first name should be entered in this field. Hyphenated names should include the dash between names. Do not enter any other special characters such as apostrophes.

Middle Name/Suffix

**Middle Name/Suffix**

Enter the subject's middle name and/or suffix in this field, suffix meaning II, III, Jr. Do not enter "NMI" (no middle initial) or "NMN" (no middle name) in the middle name field.

Cost Center  
Office Use Only

**Cost Center (Office Use Only)**

The three or four character number assigned to an agency if they have a draw-down account. If payment is not enclosed with the form, the cost center number must be entered.

Date of Birth

**Date of Birth (DOB) - MANDATORY**

Enter an eight digit date of birth. The entry format should be MM/DD/CCYY. Example: 05301951. If you do not know the subject's date of birth, you may enter an approximate year of birth.

Sex

**Sex - MANDATORY**

Enter the valid sex code (see Appendix D, NCIC Code Tables).

Race

**Race - MANDATORY**

Enter a valid race code (see Appendix D, NCIC Code Tables).

Drivers License Number

**Drivers License Number (DLN)**

Enter the subject's driver's license number if known.

DL State

**Drivers License State (DLS)**

Enter a valid two alpha character state code (see Appendix D, NCIC Code Tables). If the state provided does not meet this criterion, leave blank.

Requestor's Name

**Requestor's Name**

Enter the name of the subject requesting this information.

Agency/Company Name

**Agency/Company Name**

Enter the name of the agency or company requesting this information.

**Return Address**

Street:	City:	State:	Zip:
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**Return Address - MANDATORY**

Enter the exact address in which the response to the UCIA request is to be mailed. This address must be a complete mailing address including street number, city, state, and zip, in order to receive the response. ***If no ORI is used and the mailing address is not complete, the form will not be processed, requiring an additional fee for a new request.***

Foreign State/Country

**Foreign State/Country**

This field should be completed for any out of country UCIA requests (see Appendix D, NCIC Code Tables).

Foreign Postal Code

**Foreign Postal Code**

This field should be completed for any out of country UCIA requests.

Licensing or Employment Purpose

(Yes) (No)

**Licensing or Employment Purposes**

Check the box for "Yes" if this request is for licensing or employment purposes. Check the box for "No" if this request is not for licensing or employment purposes. If this field is left blank, it will be assumed that the inquiry is not for licensing or employment purposes.

Fee Amount

**Fee Amount**

This field is preprinted on the form.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

**Date**

Enter the date the form was completed.

**Form Distribution**

This form should be forwarded to the Bureau of Identification at the address below.

Illinois State Police  
Bureau of Identification  
P.O. Box 88727  
Chicago, Illinois 60680-1727

## **Errors**

Errors that are returned are to be corrected on the original form by the submitting agency and returned to the Bureau of Identification. For detailed information on errors, please refer to the *Errors* section located in *Chapter VII, Criminal History Record Information*.



A name based criminal history record check will be performed based on the personal identifiers submitted pertaining to the subject. Please note, however, that a “no record” response from the ISP does not ensure that conviction information does not exist under personal identifiers for the individual in question. Conversely, a “record” response does not ensure that the record belongs to the subject in question. It is common for criminal offenders to use false or alias names and dates of birth which may not be detected by a name based request. To ensure that the information furnished by the ISP positively pertains to the individual in question, a UCIA Fingerprint card form (#ISP6-404B) should be submitted. Fingerprints are the only positive means of identification.



## -III- FEE APPLICANT FINGERPRINT PROCESS

Form # ISP 6-404

Fee Applicant fingerprint submissions are criminal history information requests authorized by Illinois Compiled Statutes for the purpose of licensing or employment screening. Requests of this type can be used to access both state and FBI criminal history information. Fee Applicant fingerprint submissions are retained on the state CHRI database. This facilitates subsequent automatic notifications to agencies when there has been a significant change to an individual’s criminal history record. Subsequent notifications are provided at no additional cost to the requestor. Always record the TCN, which is located in the top right hand corner of the Fee Applicant request form. For live scan fingerprint submissions, request the TCN from the live scan vendor when the request is submitted. This number is used in tracking the status of the request form.

The instructions listed below follow the field format of the Fee Applicant fingerprint submission. Failure to complete all required fields which are marked in **bold** on the form and listed in the instructions as “**MANDATORY**” will result in the return of the request unprocessed. **Please type or print using ink (do not use pencil).** Appropriate processing fees are listed in *Appendix B, Fee Schedule*.

Document Control Number

L 99999999
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### **Document Control Number (DCN) - MANDATORY**

**Paper form:** The DCN is a pre-printed number located at the top left-hand corner of the form. Each form has a unique DCN number and therefore all inquiries must be submitted on an original form.

**Live scan:** A range of numbers is provided to the agency and should auto-populate on the live scan submission. DCN ranges **must not** be recycled. To request a new range of DCN numbers, submit an email request to [livescan@isp.state.il.us](mailto:livescan@isp.state.il.us). Include the agency ORI, the device identifier of the live scan machine (typically beginning with the prefix “LS”), and the number of DCN numbers needed.

Submitting Agency ORI – NCIC

IL							
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### **Submitting Agency ORI-NCIC - MANDATORY**

The ORI is seven characters in length and must be preceded by letters (IL, SB, etc.). Example: IL0160000 (IL is pre-printed on the form). The ORI should be that of the requesting agency, not the submitting agency, as this may be different.

**Live scan:** This is the agency ORI/NCIC number for the **requester** of the criminal history record information. This is not necessarily the sender of the live scan request.

Transaction Control Number
FRMXXXXL99999999

**Transaction Control Number (TCN) - MANDATORY**

**Paper form:** The TCN is a unique pre-printed number located at the top right-hand corner of the form. If the TCN is not present or is invalid, the form will be returned to the submitting agency unprocessed. Above the TCN will be a bar coded number (Standard BAR CODE 39) representing the TCN in bar code format. This bar code will be used to scan the fingerprint cards into the Automatic Fingerprint Identification System (AFIS).

**Live scan:** Live scan machines will assign this number automatically, using the device identifier assigned to the machine (typically beginning with "LS") and the DCN.

Subject's Last Name

**Subject's Last Name - MANDATORY**

The subject's last name should be entered into this field. Hyphenated names should include the dash between names. If there is a space in the last name, enter it as one name. For example, O'Brian would be OBrian or Van Dyke would be VanDyke. Do not enter any other special characters, such as apostrophes. If the subject has only one name, it must go in the Last Name field.

First Name

**First Name**

The subject's first name should be entered in this field. Hyphenated names should include the dash between names. Do not enter any other special characters, such as apostrophes.

Middle Name/Suffix

**Middle Name/Suffix**

Enter the subject's middle name and/or suffix in this field, suffix meaning II, III, Jr. Do not enter "NMI" (no middle initial) or "NMN" (no middle name) in the middle name field.

Date of Birth

**Date of Birth (DOB) - MANDATORY**

Enter an eight digit date of birth. The entry format should be MM/DD/CCYY. Example: 05/30/1951. If you do not know the subject's date of birth, you may enter an approximate year of birth.

Place of Birth

**Place of Birth (POB) - MANDATORY**

The place of birth must be a valid two character alpha state code. If the place of birth is unknown, place the alpha characters "YY" in this field.

State Identification Number (if applicable)

IL									
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**State Identification Number (SID)**

If known, enter the SID number. The SID number contains eight numeric characters with the last character being zero or one. Do not enter out of state SID numbers in this field. The IL is preprinted on the form. If the known SID does not meet this criterion, do not enter the SID into this field.

FBI #

**FBI Number**

Enter the subject's FBI number if known.

Sex

**Sex - MANDATORY**

Enter the valid sex code (see Appendix D, NCIC Code Tables).

Race

**Race - MANDATORY**

Enter a valid race code (see Appendix D, NCIC Code Tables).

Height

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**Height - MANDATORY**

Enter a three digit height. If the height is 6'2", enter it as 602. Enter 000 if height is unknown. Omit fractions in this field. The first character, expressing feet, must be 4, 5, 6, or 7, and the second and third characters, expressing inches, must be between 00 and 11.

Weight

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**Weight - MANDATORY**

Enter a three digit weight. If the weight is 92 pounds, enter it as 092. Omit fractions in this field. Enter 000 if the weight is unknown. The weight must be between 50 and 499.

Hair

**Hair - MANDATORY**

Enter a valid hair code (see Appendix D, NCIC Code Tables).

Eye

**Eye - MANDATORY**

Enter a valid eye code (see Appendix D, NCIC Code Tables).

Skin

**Skin**

Enter a valid skin code (see Appendix D, NCIC Code Tables).

Social Security Number

**Social Security Number**

Enter a nine digit numeric value in this field only. If the social security number does not meet this criterion, leave blank.

Drivers License Number

**Drivers License Number**

Enter the subject's driver's license number if known.

DL State

**Drivers License (DL) State**

Enter a valid two alpha character state code (see *Appendix D, NCIC Code Tables*). If the state provided does not meet this criterion, leave blank.

FOID #

**FOID # - Firearm Owners ID Card number**

Enter the subject's FOID card number if known.

Certificate License Number

**Certificate License Number**

Enter the subject's Certificate License Number if one exists.

Subject's Maiden Last Name

**Subject's Maiden Last Name**

Last name rules apply.

First Name

**First Name**

First name rules apply.

Middle Name/Suffix

**Middle Name**

Middle name rules apply.

MISC #

**MISC # - Miscellaneous Number**

Enter the miscellaneous number if known (see *Appendix D, NCIC Code Tables*). If the miscellaneous number does not begin with an alpha character prefix, leave blank.

Residence of Person Fingerprinted

**Residence of Person Fingerprinted**

Enter the current address of the subject.

Date Fingerprinted

**Date Fingerprinted - MANDATORY**

Enter the eight digit numeric date fingerprinted. The format should be MM/DD/CCYY.

Submit Fingerprints to FBI

(Yes) (No)

**Submit Fingerprints to FBI - MANDATORY**

If an FBI check is also needed, check the "Yes" box. If an FBI check is not needed, check the "No" box. If the field is left blank, the fingerprints will not be forwarded to

the FBI.

Purpose Applicant Fingerprinted

**Purpose Applicant Fingerprinted - MANDATORY**

The appropriate purpose code(s) for Fee Applicant submissions are provided at the time an agency completes the User Agreement process. Information on purpose codes can be obtained by contacting the BOI Customer Support Unit at (815) 740-5160 or via email at [boi\\_customer\\_support@isp.state.il.us](mailto:boi_customer_support@isp.state.il.us).

Requestor's Name

**Requestor's Name**

Enter the name of the subject requesting this information.

**Form Distribution**

This form should be forwarded to the Bureau of Identification at the address below.

Illinois State Police  
Bureau of Identification  
260 North Chicago Street  
Joliet, Illinois 60432-4072

**Errors**

Errors that are returned are to be corrected by the submitting agency and returned to the Bureau of Identification. The fingerprint card **must** be returned. For detailed information on errors, please refer to the *Errors* section located in *Chapter VII, Criminal History Record Information*.

***The Adam Walsh Child Protection and Safety Act***

The Adam Walsh Child Protection and Safety Act of 2006 (Public Law 109-248) is a federal act which was signed into law on July 27, 2006. Section 151 and 153 of the act require the U.S. Attorney General to ensure access to Federal Bureau of Investigation (FBI) national criminal history record information by (1) governmental social service agencies with child protection responsibilities, (2) child welfare agencies, and (3) public and private elementary and secondary schools and state and local educational agencies. Section 153 of the act is entitled the "Schools Safely Acquiring Faculty Excellence Act of 2006." Section 153(b) provides that the Attorney General shall, upon request of a state's chief executive officer, conduct fingerprint-based checks of national crime information databases (as defined in 28 U.S.C. Section 534) pursuant to requests submitted by child welfare agencies or by private schools or public elementary or secondary schools or local or state educational agencies for volunteer and employment screening.

In Illinois, public schools have historically been authorized to receive national criminal history record information from the FBI pursuant to the Illinois School Code. However,

federal law has historically prohibited private entities from receiving such data. Private entities that work with children have long contended that access to national criminal history records is a critical component in making sound suitability determinations when screening employment applicants, contractors and volunteers who work with or around children. Former federal prohibitions have now been lifted making it possible for private schools and private child welfare organizations to receive national criminal history record information. Access is now possible pursuant to PL 109-248. In order to receive FBI national criminal history record information pursuant to the Adam Walsh Child Protection and Safety Act of 2006, authorized entities must adhere to specific state and federal guidelines. The following information is provided to assist authorized entities in understanding the basic elements of PL 109-248 and how this law is being implemented in Illinois. The dot points appearing below are not intended to provide a detailed explanation of all provisions contained in PL 109-248. Private entities and organizations seeking access to FBI national criminal history records pursuant to the Adam Walsh Child Protection and Safety Act of 2006 are encouraged to obtain a copy of the act and review it to glean any additional pertinent information.

### **User's Agreement**

- The qualified entity must sign a User's Agreement provided by the Illinois State Police (ISP), Bureau of Identification (BOI) prior to submitting any requests.
- The User's Agreement contains specific provisions governing the use of state and national criminal history record information which must be adhered to.
- Once the User's Agreement is executed, the qualified entity will be issued an organization identification number (ORI number). That number must be used when submitting the fingerprint based inquiries.

### **Fee Applicant Fingerprint Inquiry**

- The qualified entity must obtain a signed consent form (waiver) from the applicant authorizing a search of the ISP and FBI national criminal history record databases. In addition, the consent form must specifically authorize the release of any criminal history record information that may exist from any agency, organization, institution, or entity having such information on file regarding the applicant.
- All requests for State and FBI national criminal history record information must be fingerprint based and be submitted as a Fee Applicant fingerprint inquiry to the BOI electronically via live scan. Name based AWA/AWV checks are not permitted. To learn more about live scan, please access the ISP Internet Home Page at [www.isp.state.il.us/crimhistory/livescan.cfm](http://www.isp.state.il.us/crimhistory/livescan.cfm).
- All AWA/AWV submissions must be processed through the BOI. In addition, all submissions must designate a fingerprint-based search of both the Illinois State Police's and the FBI's criminal history record information databases. Requesting a search of the FBI's criminal history record information database only, is not permitted.

- ✦ A current list of commercial live scan fingerprinting vendors is available from the Illinois State Police upon request.
- ✦ Live scan machines can also be purchased from live scan equipment manufacturers. A list of live scan equipment manufacturers is also available upon request.
- ✦ Fee Applicant submissions must include the correct ISP assigned ORI number and appropriate three character Purpose Code (AWA — for Adam Walsh Act employee applicant; or AWV — for Adam Walsh Act volunteer applicant) on all submissions forwarded to the ISP for processing.

**Fees**

A draw down account must be established to facilitate the payment of fees unless a commercial live scan fingerprinting vendor is used to transmit the fingerprint submissions to the ISP. If a live scan vendor is used, payment can be made to the vendor and ISP will collect the ISP and FBI processing fees by debiting the live scan vendor’s draw down account. A monthly statement detailing all account activity will be provided to the account holder.

Purpose Code	Illinois Fee	FBI Fee	Total
Employee (AWA)	\$15.00	\$19.25	\$34.25
Volunteer (AWV)	\$15.00	\$15.25	\$30.25

**Processing**

- ✦ ISP and FBI criminal history record fingerprint based inquiries can be submitted for current and prospective employees of the qualified entity, as well as individuals such as volunteers and contractors who may have unsupervised access to children in a school or social service organization.

**Responses**

- ✦ All ISP and FBI criminal history responses will be forwarded to the qualifying entity, not the live scan vendor.
- ✦ An ISP response will provide any Illinois conviction information contained in the files of the Illinois State Police. An FBI response will provide conviction as well as any non-conviction information contained in the national criminal history record information database.
- ✦ ISP is prohibited from disseminating any juvenile criminal history record information unless the juvenile was tried and convicted as an adult.
- ✦ The qualified entity is required to provide the applicant a copy of their ISP and FBI criminal history record response upon request.

- ✦ The officials making the suitability determination are required to provide the applicants the opportunity to challenge the accuracy of the information contained in their Illinois or FBI criminal record, per 28 CFR 16.34. Officials making the suitability determination should not make denials based on information contained in a criminal history record until the applicant has been afforded a reasonable time to challenge their record or has declined to do so.
- ✦ Applicants should be advised that they can request to access and review their Illinois criminal history record if they believe it to be inaccurate or incomplete. Complete details regarding Illinois Access and Review and FBI review procedures can be obtained by accessing the ISP Internet Home Page at [www.isp.state.il.us/crimhistory/viewingchircds.cfm](http://www.isp.state.il.us/crimhistory/viewingchircds.cfm).
- ✦ The BOI processes all Access and Review fingerprint submissions free of charge, however, local police departments may charge a nominal fee for completing and submitting the Access and Review form.

### **Dissemination and Security**

- ✦ Records obtained under the authority of the Adam Walsh Child Protection and Safety Act must be used solely for the purpose requested and cannot be disseminated outside of the receiving organization, related agencies, or other authorized entities. All secondary disseminations must be logged.
- ✦ Agencies and organizations receiving criminal history record information are required to secure such information and insure that it is not accessible to or disseminated to any unauthorized individuals.
- ✦ All qualified entities receiving ISP and FBI criminal history record information are subject to state and federal audits regarding the use, security and dissemination of such information.

### **Training**

Organizations seeking to obtain criminal history record information pursuant to the Adam Walsh Act are required to attend criminal history record information training sessions conducted by the Illinois State Police, Bureau of Identification. These sessions are generally half day training sessions conducted twice a year and are designed to instruct non-criminal justice entities and organizations on various aspects of the ISP and FBI criminal history record information program. The training sessions include instruction on how to interpret criminal history rap sheets, available electronic response methods, a review of proposed state and federal legislation which may affect access to criminal history record information, etc. For more information on upcoming ISP sponsored training sessions, please visit our website at [www.isp.state.il.us](http://www.isp.state.il.us).

***The National Child Protection/Volunteers for Children Act***

The National Child Protection Act of 1993 (NCPA), Public Law 103-209, as amended by the Volunteers for Children Act (VCA), Public Law 105-251 (Section 221 and 222 of the Crime Identification Technology Act of 1998), authorizes certain nongovernmental organizations to conduct a fingerprint based national criminal history record check to determine an individual’s fitness to care for the safety and well-being of children, the elderly and people with disabilities. This federal Act allows organizations, designated as a qualified entity, to make a fitness determination based on national criminal history record information provided by the Federal Bureau of Investigation (FBI) through the Illinois State Police. There are specific criteria that qualified entities must adhere to in order to obtain FBI criminal history record information pursuant to the NCPA/VCA.

**Terms Associated with NCPA**

<b><i>Term</i></b>	<b><i>Definition</i></b>
<i>Care</i>	The provision of care, treatment, education, training, instruction, supervision, or recreation to children, the elderly, or individuals with disabilities.
<i>Child</i>	A dependent, unmarried person who is under eighteen years of age.
<i>Disabled person</i>	One who is unable by reason of any physical or mental condition to receive and evaluate information or to communicate decisions to such an extent that the person lacks ability to manage his/her financial resources, including a partially disabled person who lacks the ability, in part, to manage his financial resources.
<i>Elderly person</i>	A person who is sixty years of age or older.
<i>Qualified Entity</i>	A business or organization, either public, private, for-profit, not-for-profit, or voluntary that provides care or care placement services.

**Qualified Entities**

A “qualified entity” is defined as a business or organization, either public, private, for-profit, not-for-profit, or voluntary that provides care or care placement services, including a business or organization that licenses or certifies others to provide care or placement services. The Act specifically permits qualified entities to submit fingerprint based ISP and FBI criminal history record checks regarding individuals that provide care, treatment, education, training, instruction, supervision or recreation to children, the elderly or people with disabilities. The qualified entity’s decision to request a criminal history record check is discretionary according to the NCPA/VCA. There is currently no provision contained in the Act requiring that such checks be conducted. Qualified

entities are authorized to conduct NCPA/VCA criminal history record checks to obtain FBI data, provided there is no other existing statutory provision in place authorizing such access. Organizations currently authorized to conduct criminal history record checks under other statutory provisions should continue to follow the statutory mandates that specifically apply to them. For example, public schools should continue to request Illinois and FBI criminal history record information pursuant to the Illinois School Code, not the NCPA/VCA. However, a private children's soccer league would meet the qualifications of a qualified entity and as such, are eligible to receive FBI criminal history record information regarding individuals seeking employment or volunteering to coach in the children's league.

### **Complete an NCPA/VCA Program Application**

- ✦ Your organization must meet the qualifications described above in order to be designated as a 'qualified entity'. Complete the NCPA/VCA application in full and explain what functions are performed involving children, the elderly, or people with disabilities. Once the application is approved, i.e. it is determined that your organization meets the qualifications of a qualified entity, a user's agreement must be executed.

### **Sign the NCPA/VCA User's Agreement**

- ✦ The qualified entity must sign a User's Agreement provided by the Illinois State Police, Bureau of Identification prior to submitting any requests.
- ✦ The User's Agreement contains specific provisions governing the use of state and national criminal history record information which must be adhered to.
- ✦ Once the User's Agreement is executed, the qualified entity will be issued an organization identification number (ORI number). That number must be used when submitting the fingerprint based inquiries.

### **Fee Applicant Fingerprint Inquiry**

- ✦ The qualified entity must obtain a signed consent form (waiver) from the applicant authorizing a search of the ISP and FBI national criminal history record databases. In addition, the consent form must specifically authorize the release of any criminal history record information that may exist from any agency, organization, institution, or entity having such information on file regarding the applicant.
- ✦ All requests for State and FBI national criminal history record information must be fingerprint based and be submitted as a Fee Applicant fingerprint inquiry to the BOI electronically via live scan. Name based NCPA/VCA checks are not permitted. To learn more about live scan, please access the ISP Internet Home Page at [www.isp.state.il.us/crimhistory/livescan.cfm](http://www.isp.state.il.us/crimhistory/livescan.cfm).
- ✦ All NCPA/VCA submissions must be processed through the BOI. In addition, all submissions must designate a fingerprint-based search of both the Illinois State Police's and the FBI's criminal history record information databases. Requesting a

search of the FBI's criminal history record information database only is not permitted.

- ✦ A current list of commercial live scan fingerprinting vendors is available from the Illinois State Police upon request.
- ✦ Live scan machines can also be purchased from live scan equipment manufacturers. A list of live scan equipment manufacturers is also available upon request.
- ✦ Fee Applicant submissions must include the correct ISP assigned ORI number and appropriate three character Purpose Code (NCP — for NCPA/VCA employee applicant; or VCA — for NCPA/VCA volunteer applicant) on all submissions forwarded to the ISP for processing.

### **Fees**

A draw down account must be established to facilitate the payment of fees unless a commercial live scan fingerprinting vendor is used to transmit the fingerprint submissions to the ISP. If a live scan vendor is used, payment can be made to the vendor and ISP will collect the ISP and FBI processing fees by debiting the live scan vendor's draw down account. A monthly statement detailing all account activity will be provided to the account holder.

<b>Purpose Code</b>	<b>Illinois Fee</b>	<b>FBI Fee</b>	<b>Total</b>
Employee (NCP)	\$15.00	\$19.25	\$34.25
Volunteer (VCA)	\$15.00	\$15.25	\$30.25

### **Processing**

- ✦ ISP and FBI criminal history record fingerprint based inquiries can be submitted for current and prospective employees of the qualified entity, as well as individuals such as volunteers and contractors who may have unsupervised access to children, the elderly or people with disabilities.

### **Responses**

- ✦ All ISP and FBI criminal history responses will be forwarded to the qualifying entity, not the live scan vendor.
- ✦ An ISP response will provide any Illinois conviction information contained in the files of the Illinois State Police. An FBI response will provide conviction as well as any non-conviction information contained in the national criminal history record information database.
- ✦ ISP is prohibited from disseminating any juvenile criminal history record information unless the juvenile was tried and convicted as an adult.
- ✦ The qualified entity is required to provide the applicant a copy of their ISP and FBI criminal history record response upon request.

- ✦ The officials making the suitability determination is required to provide the applicants the opportunity to challenge the accuracy of the information contained in their Illinois or FBI criminal record, per 28 CFR 16.34. Officials making the suitability determination should not make denials based on information contained in a criminal history record until the applicant has been afforded a reasonable time to challenge their record or has declined to do so.
- ✦ Applicants should be advised that they can request to access and review their Illinois criminal history record if they believe it to be inaccurate or incomplete. Complete details regarding Illinois Access and Review and FBI review procedures can be obtained by accessing the ISP Internet Home Page at [www.isp.state.il.us/crimhistory/viewingchircds.cfm](http://www.isp.state.il.us/crimhistory/viewingchircds.cfm).
- ✦ The BOI processes all Access and Review fingerprint submissions free of charge, however, local police departments may charge a nominal fee for completing and submitting the Access and Review form.

### **Dissemination and Security**

- ✦ Records obtained under the authority of the National Child Protection Act and Volunteer for Children's Act must be used solely for the purpose requested and cannot be disseminated outside of the receiving organization, related agencies, or other authorized entities. All secondary disseminations must be logged.
- ✦ Agencies and organizations receiving criminal history record information are required to secure such information and insure that it is not accessible to or disseminated to any unauthorized individuals.
- ✦ All qualified entities receiving Illinois and FBI criminal history record information are subject to state and federal audits regarding the use, security and dissemination of such information.

### **Training**

Organizations seeking to obtain criminal history record information pursuant to the NCPA/VCA are required to attend criminal history record information training sessions conducted by the Illinois State Police, Bureau of Identification. These sessions are generally half day training sessions conducted twice a year and include instruction regarding criminal history record processing procedures, how to interpret a rap sheet, available electronic response methods, an overview of new laws and proposed state and federal legislation that may affect access to criminal history record information, etc. For more information on upcoming ISP sponsored training sessions, please visit our website at [www.isp.state.il.us](http://www.isp.state.il.us).

## **-IV- LIVE SCAN**

Live scan is an inkless electronic system designed to capture an individual's fingerprint images and demographic data (name, sex, race, date of birth, etc.) in a digitized format that can be transmitted to the BOI for processing. The data is forwarded to the BOI over a Virtual Private Network (VPN) and then processed by the ISP's Automated Fingerprint Identification System (AFIS). Once received at the BOI for processing, the inquiry can then be forwarded to the FBI electronically for processing. All of this occurs within minutes and results in a biometric identification of an individual with little or no human intervention.

There have been a number of advancements in live scan technology. Live scan fingerprint technology provides a fast, easy way of capturing fingerprint images and transmitting them to get a quick criminal history record response. Live scan operators do not require in depth training in order to roll a good set of fingerprints and do not have to be versed in the science of fingerprinting to successfully utilize live scan equipment. Today's live scan devices are equipped with error checking software that reduces potential fingerprint quality errors. Live scan technology is widely used among criminal justice as well as many non-criminal justice entities that submit fingerprints to the state and/or FBI for processing. The overwhelming majority of fingerprint submissions received by the ISP and FBI are submitted electronically utilizing live scan technology.

Major advantages of utilizing a live scan system include the ease of use and the speed in which fingerprint images and demographic data can be captured and transmitted and positive identifications made. Fingerprint impressions are taken by placing a subject's fingers against a glass platen and scanning them. The scanned images are digitized and packaged with the demographic information that must be keyed into the system. Both sets of data are then electronically forwarded to the ISP's AFIS system for processing. Most live scan submissions are processed and results returned within 48 hours. The criminal history response is returned to the requesting agency based on their Originating Identification Number (ORI), not the live scan vendor capturing and transmitting the fingerprint submission. Another benefit of live scan technology is its built-in quality assurance component. As fingerprints are scanned, the device determines if the fingerprint images are rolled completely and in the proper sequence to meet minimum quality control processing standards. When using the old ink and roll method, poor quality prints could not be determined until they had been sent through the mail to the BOI and processed by a fingerprint technician. The manual submission and processing of fingerprint cards always increases the potential of errors and results in increased response times.

Benefits of using live scan fingerprint submissions include:

- ✦ It is an inkless/paperless system.
- ✦ Provides rapid positive identification.
- ✦ Reduced transmission costs.
- ✦ Quicker hit/no hit response.
- ✦ Quick fingerprint capture capability.
- ✦ Better quality fingerprint images.
- ✦ Fewer chances for errors due to built in edits.

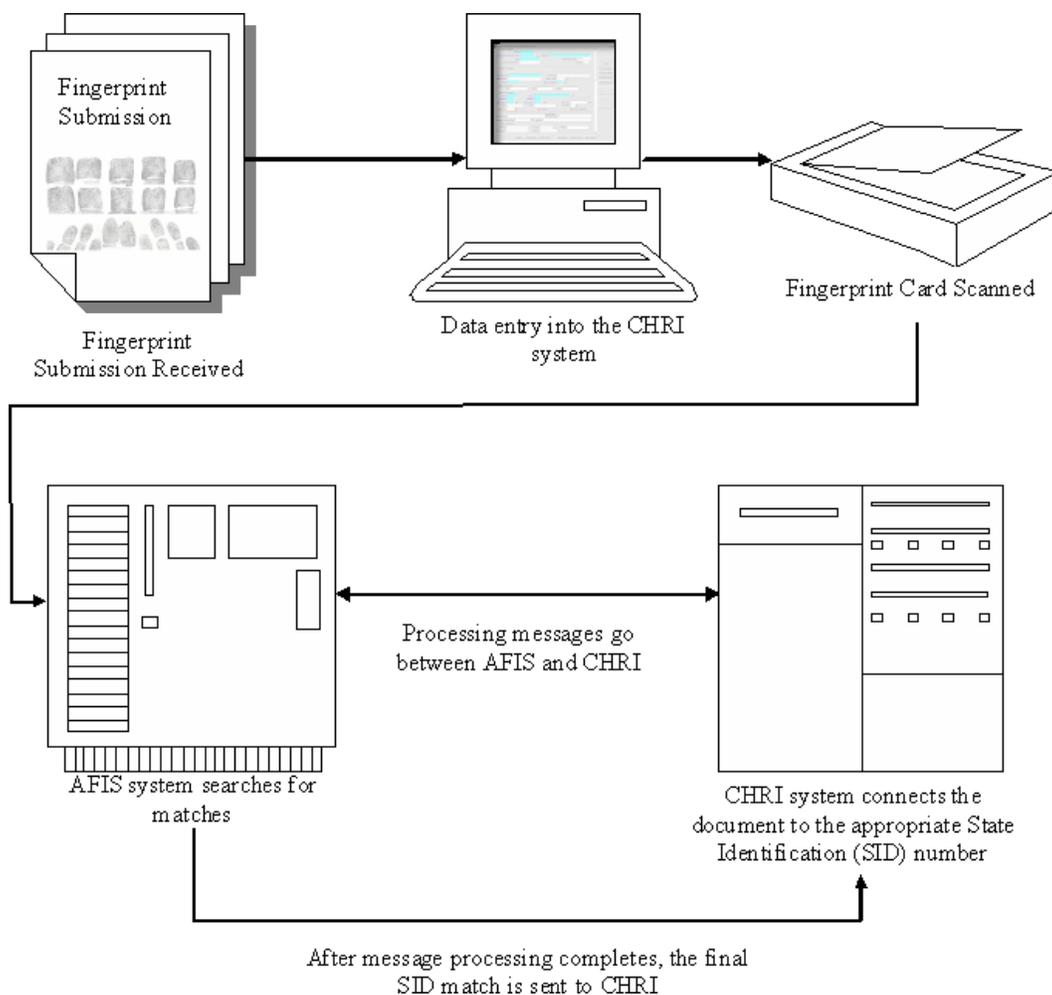


Print using live scan

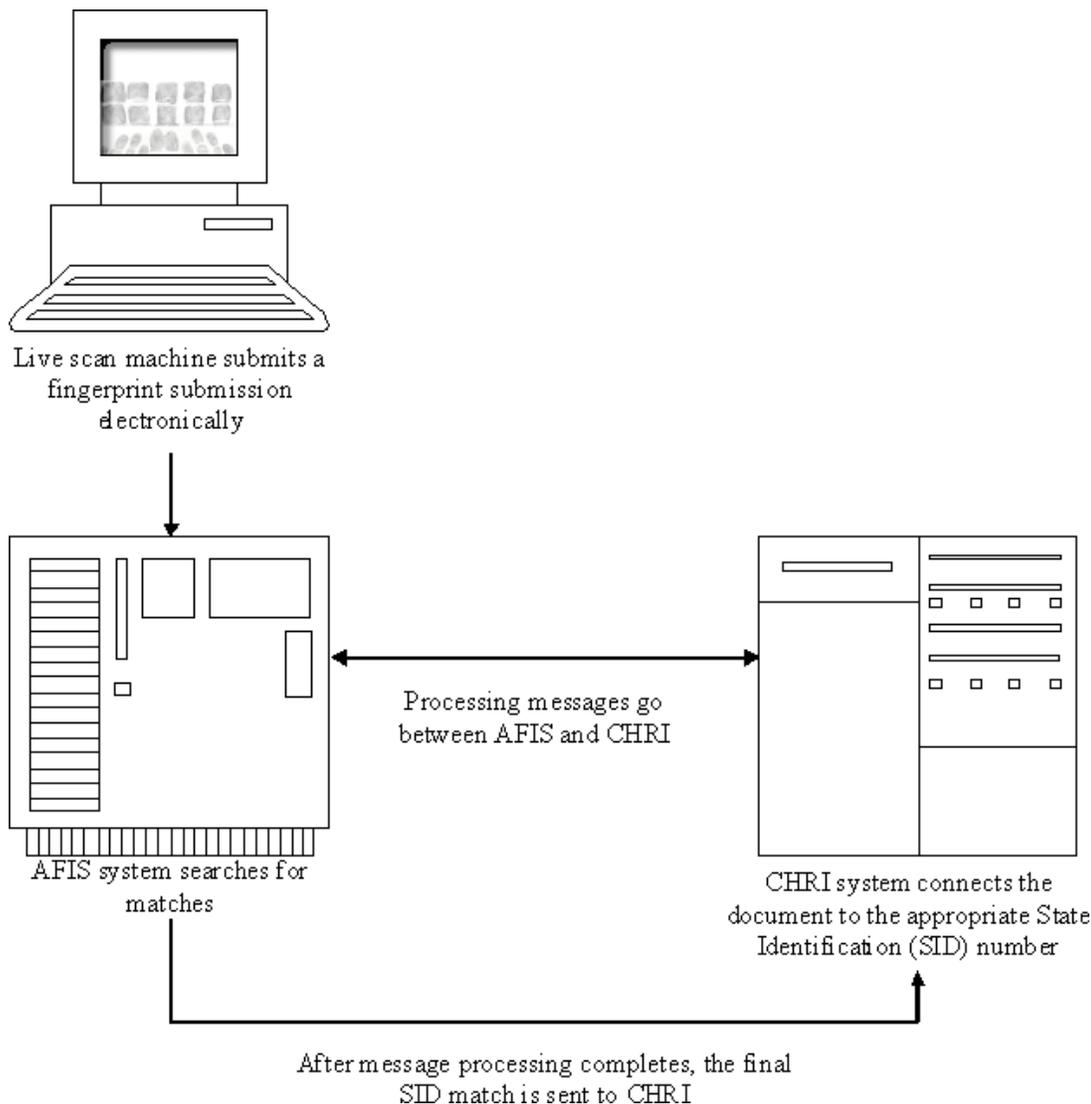


Print using Ink & Roll

**Manual Fingerprint processing:**



### Live scan Fingerprint Processing:



### How do I Become a Live scan Vendor

Private and commercial entities, as well as police agencies, seeking to submit live scan fingerprint inquires to the ISP for non-criminal justice purposes must comply with certain rules and regulations before being authorized to connect live scan devices to the ISP live scan network.



Please note that on July 1, 2007, SB 1424 was signed into law amending 225 ILCS 447. This bill requires all commercial live scan fingerprinting vendors to be licensed in order to operate in the State of Illinois. Please contact the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation Technical Assistance Unit at (217) 782-8556 to get more information on commercial live scan fingerprinting vendor licensing requirements and the associated licensing fees.

- Contact ISP for equipment purchase requirements by calling the ISP Help Desk at (866) 532-3700 or using the following email address [livescan@isp.state.il.us](mailto:livescan@isp.state.il.us).
- Sign a *Live scan User Agreement*. This can be obtained by contacting the Customer Support supervisor or manager at (815) 740-5160. Once the agreement has been signed by both the agency and the Director of the Illinois State Police, the agency will be assigned:
  - Live scan Device ID Number (DID)
  - A Cost Center number
  - Originating Agency ID Number (ORI)
  - Virtual Private Network (VPN) ID and password.
- The live scan device must comply with all *Electronic Fingerprint Submission Specifications* (EFSS). A copy of the EFSS can be obtained via the Illinois State Police website at [www.isp.state.il.us/crimhistory/livescan.cfm](http://www.isp.state.il.us/crimhistory/livescan.cfm).
- Live scan equipment must be certified by the ISP Bureau of Field Services (BFS) Technical Support Unit. You must contact the ISP Help Desk to request a certification test date to be scheduled. A Technical Support Unit representative will then contact you to schedule a date and time for testing and certification.
- You must establish a draw down account with the ISP to cover the costs of fingerprint inquiries transmitted to the ISP for processing. Contact the Fiscal Department at the BOI to establish a draw-down account.

### *Live scan Certification Process*

The agency or the live scan vendor installing the equipment **must** call the ISP Help Desk at (866) 532-3700 or use the following email address [livescan@isp.state.il.us](mailto:livescan@isp.state.il.us) to request a certification test date be scheduled.

#### **Certification Steps**

- ISP Technical Support staff will contact the agency contact person/technician on the day of testing.
- The agency contact person/technician must submit “test” submissions using supplied test data.
- The ISP Technical Support staff will check the validity of each submission type, informing the contact person/technician of problems, if any.
- Once all records have been successfully tested and certified, the agency will be informed that their equipment has passed certification.

- The agency's certification information will be turned over to the Quality Assurance staff to conduct data quality audit.
- Once the data quality audit has been successfully completed, you will be informed that the data records have passed certification.

If you encounter problems with your live scan equipment, contact your live scan equipment vendor for service. If problems arise with your live scan transactions after certification, contact ISP BOI Customer Support Unit.



## -V- USER AGREEMENTS

In order to submit submissions for processing, an agency must have an up-to-date user's agreement on file with the BOI. The process to establish a new (or updated) user's agreement is:

- ✦ Contact the BOI Customer Support supervisor by calling (815) 740-5160 or send a request via email to [boi\\_customer\\_support@isp.state.il.us](mailto:boi_customer_support@isp.state.il.us) to determine which type of agreement(s) is needed to fulfill your requirements.
- ✦ The proper agreement form will be sent to the user agency:

User Agreement Type	User/Agency Type
UCIA Agreement	General Public
Adam Walsh Act Agreement	Private/public schools; governmental social service agencies; child welfare agency
National Child Protection/Volunteers for Children Act Agreement	Agencies that provide public and private care of children, elderly, and disabled
Live scan Vendor Agreement	Commercial live scan fingerprinting services
Interagency Agreement	State or local governmental agency use

- ✦ Return the completed agreement form with an original signature along with a check or money order sufficient to cover the ISP and FBI processing fees for the estimated number of inquiries to be transmitted during a 12 month period of time.
- ✦ The agreement is recorded into the electronic system and submitted to Springfield for signature. At this point, the ORI is issued, the Cost Center is established, the Device ID is issued, and the live scan certification process has been completed.
- ✦ Copy of executed agreement is mailed to the user agency.



## **-VI- AFIS FINGERPRINT QUALITY REJECT PROCEDURES**

**W**hen a fingerprint submission contains illegible or insufficient minutia data, the images cannot be processed by the Automated Fingerprint Identification System (AFIS). Consequently, the fingerprint card cannot be processed and a 'fingerprint quality' reject response is forwarded to the submitting entity. Such rejects can occur at the Bureau of Identification (BOI) or at the Federal Bureau of Investigation (FBI). Unless the fingerprint image quality is extremely poor, the BOI is usually able to process the overwhelming majority of fingerprint submissions with no problems. The FBI has more stringent fingerprint quality editing routines than the BOI; consequently, the FBI rejects a greater number of fingerprint submissions. Please be advised that the BOI has no authority to dictate to the FBI what fingerprint images should be considered AFIS unacceptable versus those that should be classified as AFIS acceptable.

When a Fee Applicant 'fingerprint quality' reject occurs at the federal level, and the submission was transmitted as both a State and FBI check, the requester receives a state response but the FBI forwards a rejected response. If the fingerprint quality is sufficiently poor, the fingerprints may also reject at the state level. When the fingerprint quality reject begins at the state level, the fingerprint images can not be forwarded to the FBI. Merely resubmitting the initial fingerprint images will not result as AFIS acceptable; the applicant must be re-fingerprinted and submitted with a new Transaction Control Number (TCN). For state level fingerprint rejections, the original TCN must be inserted into the Transaction Control Reference Number field (EFSS field tag number 1.10 of the type one record as described in the Electronic Fingerprint Submission Specification document). Note for state level rejects, the first transaction is not submitted to the FBI; therefore, a new set of fingerprints must be taken and flagged appropriately to be processed by both the State and the FBI. The reprocessing fee of \$10.00 for the state check applies in this case as well as \$19.25 for the FBI check.

**Note:** If the card was a manual submission, the BOI still has the FBI fee and only the \$10.00 resubmission fee for the state is required.

If the reject occurs at the federal level, the subject must be reprinted and the new transaction must be submitted with a new TCN and the original FBI Internal Control Number (ICN) from the initial FBI reject message must be inserted into the same 1.10 Transaction Control Reference Number field when submitting the applicant's fingerprints the second time. Note because the prints were successful through the State, and the rejection occurred only at the FBI level, this second set of prints should be flagged as FBI Only. In this scenario, the fee consists of a \$10.00 FBI re-submission fee. The FBI issues a new ICN if the fingerprint submission is rejected a second time.

Uniform Conviction Information Requests are not accepted by the FBI; therefore FBI rejects cannot occur for this transaction type. When they are rejected due to poor

fingerprint quality, merely resubmitting the initial fingerprint images will not result as AFIS acceptable. The individual must be re-fingerprinted and submitted with a new Transaction Control Number (TCN). The initial Transaction Control Number (TCN) must be inserted into the Transaction Control Reference Number field (EFSS field tag number 1.10 of the type one record as described in the Electronic Fingerprint Submission Specification document).

### *FBI Name Check Procedure*

The only time the FBI will provide a name based response is when a fingerprint submission has been rejected a minimum of two times. If the FBI rejects the transaction a second time, a name based inquiry can be requested. In order to request a name based inquiry, the requester must contact the BOI Customer Support Help Desk at (815)740-5160 or via email at [boi\\_customer\\_support@isp.state.il.us](mailto:boi_customer_support@isp.state.il.us) and provide both the TCN numbers from the rejection notices, as well as other identifiers pertaining to the applicant. The BOI will forward the request to the FBI for processing. Once the FBI processes the name based inquiry, the response is forwarded back to the BOI. The BOI then forwards the name based response to the requester. An FBI name based inquiry can only be requested within a 90 day window from the date the second or most recent FBI fingerprint quality reject was processed. There is no fee associated for this request. Agencies that have an assigned NCIC number can contact the FBI directly to obtain name checks.

If the individual wishes to request their own name check, it can be mailed or faxed to the attention of "Name Check Request" at the address listed below, following the procedures outlined above.

<b>Mail</b>	FBI CJIS 1000 Custer Hollow Road Clarksburg, WV 26306-0171 ATTENTION: Name Check Request
<b>Fax</b>	(304) 625 – 5102
<b>Electronic</b>	<a href="http://www.fbi.gov/hq/cjisd/namecheckfaqs.pdf">www.fbi.gov/hq/cjisd/namecheckfaqs.pdf</a>

The responses can be faxed or mailed, however, a "hit" response is returned by mail only.

### *State Name Check Procedures*

Although State processing results in very few fingerprint quality rejects, the State will also produce a name based inquiry upon request. To request a Uniform Conviction

Information non-fingerprint based inquiry form, the requester can either contact the BOI Customer Support Help Desk at (815) 740-5160, go to the internet website via the Illinois State Police home page: [www.isp.state.il.us](http://www.isp.state.il.us) and select the Request for Criminal History Information form, or via email at [boi\\_customer\\_support@isp.state.il.us](mailto:boi_customer_support@isp.state.il.us). This form is mailed to the requester along with the instructions for completing and processing the request. A fee of \$16.00 is required to process Uniform Conviction Information name based inquiry forms.

**Note:** This name based check through the State produces only Illinois conviction information.

If you have any questions regarding how to resubmit fingerprint inquiries that have been rejected, or how to initiate a name based response, please contact BOI Customer Support at (815) 740-5160 or via email at [boi\\_customer\\_support@isp.state.il.us](mailto:boi_customer_support@isp.state.il.us).



## -VII- CRIMINAL HISTORY INFORMATION

### *Arrest Vs. Conviction Records*

Most non-criminal justice entities that submit criminal history information inquiries to the BOI are only authorized to receive conviction information pursuant to state law. Conviction information typically includes arrests, states attorney filing decisions, court disposition and any custodial information pertaining to the applicant, provided the subject was remanded to a custodial institution. Arrests transactions which result in a court finding of not guilty or an acquittal can not be disseminated to non-criminal justice entities. If the BOI is unable to obtain a court disposition for an arrest transaction, that arrest is also not disseminated to non-criminal justice entities.

Criminal justice agencies are authorized to receive conviction as well as non-conviction criminal history information. There are no restrictions on the CHRI data that can be disseminated to law enforcement agencies for applicant purposes, provided the applicant will be employed by the law enforcement agency. With the exception of public housing authorities, law enforcement agencies are prohibited by Illinois and FBI Criminal Justice Information Systems (CJIS) policy from conducting Law Enforcement Agency Data System (LEADS) inquiries on behalf of non-criminal justice entities.

### *Name Checks Vs. Fingerprint Checks*

Name checks are non-fingerprint inquiries submitted to the BOI for processing based on the subject's personal identifiers. Those identifiers consist of the name, sex, race, date of birth and other optional information, if provided. Responses to name checks are not based on positive identification. Consequently, such responses do not preclude the existence of a record under other personal identifiers. To reduce the potential for error, name inquiry submissions must be completed as accurately as possible. However, common names can result in multiple hit responses being produced. Data submitted as a name inquiry must comply with the standard National Crime Information Center (NCIC) code values for sex and race (see *Appendix D, NCIC Code Tables*). If a name inquiry is submitted containing invalid code values, the search results can be adversely affected.

Items of note to consider when considering using a name inquiry:

- The ISP CHRI database contains over 30 million names.
- A name inquiry has the potential of producing multiple "hits". This means that the data provided may match more than one subject. Fingerprints will be required to obtain the correct criminal history data.

- Personal identifiers may be manipulated by the subject resulting in a false “no hit” response.
- Alias names, common names, or maiden names may result in false “hit” or “no-hit” responses.
- Name inquiries are not retained on the CHRI database.
- Name inquiries are not acceptable by the FBI, except when a subject’s fingerprints have been rejected due to poor fingerprint quality (see *Chapter VI, AFIS Fingerprint Quality Reject Procedures*).

Fingerprint inquiries are processed utilizing an Automated Fingerprint Identification System (AFIS). The search is based on the fingerprint minutia data contained on the submission. Responses to fingerprint inquiries are based on positive identification. The personal identifiers contained on a fingerprint submission are not used as the primary means of conducting the search; however, they assist in expediting the fingerprint search. The accuracy of the personal identifiers used in a fingerprint search will not affect the accuracy of the search. While subjects can utilize multiple names and other personal identifiers, no two subjects have identical fingerprints. To ensure that the response furnished by the BOI positively pertains to the subject in question, a fingerprint inquiry should be submitted rather than a name inquiry.

While the BOI processes fingerprint inquiries, the BOI does not retain all fingerprint inquiries. Fee applicant fingerprint inquiries are retained on the CHRI database. Uniform Conviction Information Act fingerprint inquiries are not retained on the CHRI database.

### *How the Name Search Routine Works*

The BOI uses a soundex routine when processing name inquiries on the Illinois Criminal History Record Information database. This routine does not require an exact match on the name to produce a hit response. Soundex assigns numerical values to vowels and consonants comprising the subject’s name and assigns additional values based on a match of the subject’s sex, race, and date of birth. If the sum total of those values reaches a certain threshold, a hit response is produced. Again, an exact match on all identifiers is not required in order to produce a hit response. The social security number is not used as a primary data element in the search routine due to the number of potential false hits produced.

If false or inaccurate identifiers are submitted on a name inquiry, an *exact* name search routine would miss any existing record. The soundex routine is designed to minimize these occurrences while limiting the potential of multiple false hit responses. However, in order to eliminate the potential of false name hits or misses, *fingerprint inquiries*

should be submitted rather than *name inquiries*. Fingerprints are the only means of positive identification.

### *How the Fingerprint Process Works*

The BOI processes fingerprint submissions using an Automated Fingerprint Identification System, more commonly referred to as AFIS. AFIS is a computer system that accepts both electronic and paper fingerprint cards and processes those submissions in conjunction with the Criminal History Records Information (CHRI) system.

Fingerprint submissions:

- ✦ Allow a biometric search of the CHRI database,
- ✦ Provide positive identification (no multiple hits),
- ✦ Fingerprint patterns don't change and are not easily altered,
- ✦ Can be posted to the CHRI database (fee applicant fingerprint submissions only),
- ✦ Can be processed through FBI criminal history information database (fee applicant fingerprint submissions only).

The AFIS system was designed to classify and identify fingerprint minutia and process it in a digitized format. AFIS then searches existing records on its database to determine if there is a match. If there is no match, a new record is established. If there is a match, the CHRI data is then linked to the existing record. Eighty-five percent of AFIS searches require no human intervention and can be processed in a matter of minutes.

AFIS has a ten print search capability as well as a latent fingerprint search capability. AFIS has the capacity to process 4,000 fingerprint submissions in a 24 hour period. The current intake averages 2,700 tenprint submissions a day, 7 days a week. AFIS is capable of 15,000 finger comparisons per second, allowing a search of the entire 38,000,000 finger print images on file in less than two hours for latent processing. New records are added to the database at an average of 20,000 tenprint records per month.

### *Why Some Inquiries Result in a "No Hit" Response*

There are various reasons why some inquiries result in a "no hit" or "no record" response. Listed below are some of the most common reasons for this result.

- ✦ Conviction responses to juvenile arrests (subjects under 17 years of age) can only be disseminated if the juvenile is tried as an adult or convicted of a forcible felony.

- ISP can only provide Illinois conviction information; we do not maintain any out of state information.
- Charges that are reportable to ISP include felonies, class A and B misdemeanors, DUI charges, aggravated fleeing and eluding and anti-theft laws. Class C misdemeanors, local ordinances, and numerous traffic offenses are not mandated to be reported so these charges may not be available; however, if these offenses are reported, they may be disseminated.
- ISP is mandated to provide conviction information only (charges that are dismissed or where supervision is received are not conviction information).
- Conviction information that is not reported to us. While we attempt to retrieve missing court dispositions, we are not always able to get this information.
- If a subject has his or her record expunged, that information is no longer maintained by the BOI.
- Finally, if a name check is submitted with personal identifiers which do not match the personal identifiers maintained in the CHRI database, the correct record might not be disseminated.

## *Errors*

Occasionally, an inquiry submitted to the BOI results in an error. The types of errors that can occur are fatal errors, non-fatal errors, common transmission errors, system errors, or fingerprint quality errors (rejected fingerprints).

### **Fatal Errors**

Fatal errors occur when a mandatory field is not completed or has been completed incorrectly when submitting a request, when the agency is not authorized to receive the information requested, or when the agency submits an incorrect submission type.

### **Non-Fatal Errors**

Non-fatal errors can occur for various reasons and may not always be apparent to the BOI when the submission is being processed. For example, if the ORI provided on the submission is a valid ORI, but is not correct for the requestor, the submission will process. The response would then go to the address of the submitted ORI. The requestor would not get their response.

### **Common Transmission Errors**

Common transmission errors can keep an inquiry from being processed. For live scan submissions, this can be as simple as pressing the transmit button more than once. This causes two copies of the inquiry to be submitted to the BOI with the same TCN. Once processing begins, the TCN goes to error status for being duplicated. For

electronic name inquires, common transmission errors include invalid data being provided on the file or sending the file to the wrong email address. For more information on submitting electronic name inquiries, see Chapter VIII.

### **System Errors**

There are two types of system errors; one is caused by systems at the BOI and ones is caused by the systems of the user. BOI system errors can be caused by system downtime (scheduled and unscheduled). User system errors occur due to firewalls, incorrect Decrypt installation, or because the user has not registered with Entrust (see *instructions in Chapter X, Electronic Inquiry & Response Methods*).

### **Fingerprint Quality Errors (Rejected)**

When a fingerprint submission contains illegible or insufficient minutia data, the images cannot be processed by the Automated Fingerprint Identification System (AFIS). Consequently, the fingerprint card cannot be processed and a 'fingerprint quality' reject response is forwarded to the submitting entity.

## ***Accessing the ISP Sex Offender Registration Database***

Criminal history information check submissions do not include an inquiry into the Sex Offender Registry (SOR). SOR information must be obtained from the online database available at [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/). A check of the national sex offender database can be obtained online from the United States Department of Justice National Sex Offender Public Registry at [www.nsopr.gov](http://www.nsopr.gov).

There are four categories for Sex Offender Registration:

- General sex offender.
- Sexually violent offender, created in 1998. They are already incarcerated and are deemed sexually violent at the time they are being considered for release from a department of corrections facility.
- Sexually dangerous. They are designated as such at a civil hearing prior to incarceration.
- Sexual predator, created July 1, 1999. One is designated as a sexual predator when the subject is convicted of an offense which requires lifetime registration.

Illinois has an 88% compliance rate for subjects who have registered, one of the highest rates in the country. The other 12% are non-compliant. This information is also available from the database. Contact local authorities if one of these subjects is encountered. The Sex Offender Registration (SOR) website allows searches to be done by various means, i.e. town, county, etc. You may access this website through the Illinois State

Police website. Persons registered from out of state or as a juvenile might not be posted to the Illinois CHRI database.

### **Missing Sex Offenders**

Missing Sex Offenders may be found in the Missing Sex Offender Registry located at <http://www.isp.state.il.us/missingsor/missingsor.cfm>.

A sex offender is determined to be "missing" when:

- The sex offender has vacated his last reported address and has not provided new information regarding his current whereabouts to law enforcement as required by Illinois law.
- Law enforcement officials have confirmed the offender has vacated the last known address of the sex offender by conducting a physical address verification of the offender's last reported address.

The offender's current whereabouts at this time are unknown.

If you know the current whereabouts of a non-compliant sex offender, please contact the Illinois State Police Sex Offender Registration Unit at (217) 785-0653.

### **Other databases available are:**

Child Murder and Violent Offender Against Youth Registry [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

Convicted Methamphetamine Manufacturer Registry [www.isp.state.il.us/meth/](http://www.isp.state.il.us/meth/)

Illinois Department of Corrections Sex Registrant Search  
[www.idoc.state.il.us/subsections/so\\_search/default.asp](http://www.idoc.state.il.us/subsections/so_search/default.asp)

## *Accessing the FBI CHRI Records*

In order for a non-criminal user agency to receive FBI fingerprint based information, a state or federal statute must be in place indicating that a particular user agency or organization has the authority to receive FBI information. The FBI only performs fingerprint based criminal history information checks. An FBI response to a fingerprint based criminal history information check will show all arrest information, unlike Illinois which can only provide conviction information. ***Due to this statutory difference, a user could receive a no record for conviction information from an Illinois criminal history information check and receive the arrest data from the FBI.***

Individuals using a UCIA form cannot request an FBI criminal history information check through the BOI. To obtain FBI information, the subject must send an FBI fingerprint

card along with a certified check or money order for \$18 made payable to the *U.S. Treasury*.

- Complete and forward a letter to the FBI requesting a copy of your FBI criminal history record. If the request is for a couple, or family, etc., all persons must sign the request letter and provide a legible set of fingerprints. Include your complete mailing address. If there is a deadline (e.g., an immigration deadline), please include the deadline in the request letter and on the outside of the envelope. The request letter must be accompanied by a legible set of fingerprints.
- Obtain proof of identity, which consists of a set of your fingerprints (original card, no copies), with your name, date of birth and place of birth. Fingerprints should be placed on a standard fingerprint form (FD 258) commonly used for applicant or law enforcement purposes.
  - Include rolled impressions of all ten fingerprints and impressions of all ten fingerprints taken simultaneously (these are sometimes referred to as plain or flat impressions.)
  - If possible have your fingerprints taken by a fingerprinting technician (this service may be available at a Law Enforcement Agency.) Previously processed fingerprint cards will not be accepted.
- Include \$18 (U.S. funds) in the form of a money order, certified check made payable to the Treasury of the United States, or you may pay by credit card. Be sure to sign where required. No personal checks or cash will be accepted. Payment must be the exact amount. If for a couple, family, etc., include \$18 for each person. If paying by credit card you must include the completed credit card payment form. Credit cards will not be used for expedited mail services.
- Mail the items listed above to the following address:

FBI CJIS Division - Record Request  
1000 Custer Hollow Road  
Clarksburg, West Virginia 26306

If any of the above items are missing or incomplete, the request will be returned. Allow approximately 8 to 10 weeks for processing, upon receipt to the FBI.

### **What You Will Receive**

- If no criminal history record exists, the original fingerprint card will be returned stamped "No Record" and returned to the individual.
- If criminal history information exists, the subject's FBI Identification Record will be returned.

## **How to Challenge Your FBI Record**

The FBI's Criminal Justice Information Services Division is not the source of the data appearing on Identification Records and obtains all data thereon from fingerprint submissions or related identification forms submitted to the FBI by local, state and federal agencies. The responsibility for authentication and correction of such data rests upon the contributing agencies. Therefore, the rules set forth for changing, correcting, or updating such data requires that the subject of an Identification Record make application to the original contributing agency.

An individual may challenge the information contained in the FBI Identification Record by contacting the original agency that submitted the information to the FBI or the state central repository in the state in which the arrest occurred. These agencies will be able to furnish the guidelines for correction of the record. The FBI is not authorized to modify the record without written notification from the appropriate criminal justice agency.

To obtain additional information regarding the FBI's processing procedures, please contact the FBI at (304) 625-5590 or visit their website at <http://www.fbi.gov/hq/cjisd/fprequest.htm>.

## *Viewing and Challenging Your Illinois Criminal History Record*

The Access and Review process is available for subjects that wish to review their Illinois criminal history information. The procedures for this process are documented on the Illinois General Assembly web site under the Illinois Administrative Rules and can be found at [www.ilga.gov/commission/jcar/admincode/020/02001210sections.html](http://www.ilga.gov/commission/jcar/admincode/020/02001210sections.html).

The procedure for conducting an Access and Review inquiry to review Illinois criminal records is as follows:

- Any individual may request any law enforcement agency or correctional facility to initiate a fingerprint based inquiry to the Illinois State Police for the purpose of allowing the individual to access their state criminal history record transcript. This process can not be used to obtain a criminal history record transcript for licensing or employment purposes. Title 20 Part 1210 of the Illinois Administrative Code requires law enforcement agencies and correctional facilities within Illinois to facilitate Access and Review inquiries upon request. Such requests must be made during the agency's regular business hours.
- In response to a request, the law enforcement agency or correctional facility is required to obtain fingerprints from the individual along with other identification information, and submit it within 30 days to the Illinois State Police on an Access and Review fingerprint card provided by the Illinois State Police.

- Within 60 days after receiving the Access and Review form, the Illinois State Police is required to provide the law enforcement agency or correctional facility with the individual's complete criminal history transcript or, if no criminal history is found, a written statement so stating. If a criminal history transcript is disseminated to the law enforcement agency or correctional facility, it will contain all conviction as well as non-conviction information reported to the Illinois State Police regarding the individual.
- Once the Access and Review fingerprint form is processed, the Illinois State Police will forward a copy of the individual's criminal history transcript to the law enforcement agency or correctional facility. The criminal history transcript will be accompanied by a Record Challenge form which the individual can complete and return to the Illinois State Police to request corrections or modifications be made to the criminal history record.
- The law enforcement agency or correctional facility is required to contact the individual and allow the individual to view their criminal history transcript at the facility only. Individuals exercising their right to Access and Review their criminal history record are not permitted to leave the law enforcement agency or correctional facility with their criminal history transcript unless it has been redacted to exclude all identifiers and references to the individual. This will prevent the use of the transcript for employment or licensing purposes.
- After receiving the Record Challenge form, the Illinois State Police will provide a written response informing the individual of any action taken to correct the individual's criminal history record. If it is determined that no corrections are to be made, a statement to that fact will be provided to the individual.

The Illinois State Police does not charge a fee for processing Access and Review or Record Challenge submissions. However, police agencies and correctional facilities are permitted to charge a nominal fee to cover their costs for facilitating Access and Review requests.



## -VIII- HOW TO INTERPRET A RAP SHEET

The rap sheet is the portion of your response that contains an subject's criminal history record information.

The first page of a rap sheet is the Subject Identifiers page, providing personal information pertaining to this subject (except marital status). Listed below is a description of this section. The numbers next to the description correspond to numbers on the sample rap sheet following this section.

1 **Subject's Name** (Criminal History Of) shows the last known name used by the subject.

**State Identification Number (SID)** is a unique number assigned to a subject by the BOI when an initial arrest and/or fingerprint applicant card is added to our database. Subsequent criminal history information is then added to the rap sheet by the SID.

2 **Conviction Status** indicates whether the subject has misdemeanor or felony convictions on the rap sheet.

**Custodial Status** indicates if the subject has been confined to Department of Corrections and the current reported status (received, paroled, etc).

**Custodial Status Date** gives the most current date of the subject's custodial status.

3 **Alias Name(s)** may include multiple names used by the subject reported through various arrests.

**Date of Birth** could include multiple dates. This occurs when the subject gives alias dates of birth on various arrests.

4 **Sex, Race, Height, Weight, Eyes, Hair, and Skin** indicate information reported to us with the initial arrest entered on our database.

**Date Reported** shows the date that sex, race, height, weights, eyes, hair, and skin information was reported to the BOI.

5 **Scars/Marks/Tattoos, Place of Birth, Drivers License Number and Drivers License State** may contain multiple entries used by the subject as reported through various arrests. The BOI will add this information to the subject's identification data.

**Social Security Number, Miscellaneous Number and Palm Print Available** is information provided to the BOI by an arresting agency and is added to the subject's identification data. The headings may contain multiple entries used by the subject as reported through various arrests.

- 6 **Photo Available** indicates if there is a photo available and the name of the agency that retains it. At this time, the BOI does not keep a photo database.

**IDOC#, FOID# INS#** are subject numbers given to the BOI by the appropriate agency, such as Department of Corrections and Firearm number.

**Subject's Occupation and Employer** is reported to the BOI by the arresting agency.

The next section of the rap sheet contains the criminal history information that is viewable for your agency for the subject. For visibility rules for your agency, please review the appropriate statute.

- 7 **Arrest DCN** is the document control number, which is used to track the submission.

**Date of Arrest** is the actual date the subject was placed under arrest.

**Name and Date of Birth** information is provided by the subject at the time of arrest. False names are often reported (see alias names on subject information page) at the time of arrest and reported to the BOI by the arresting authority.

- 8 **Arresting Agency** is the agency that initiated the arrest, unless the arrest was for any warrants or violations.

**NCIC-ORI** is an agency number assigned to the arresting agency by either the FBI or the Illinois State Police. All information pertaining to the agency is added to the database, such as agency head, address, etc.

**Agency Case Number, Officer Badge Number and Photo Available** is information given to BOI by the arresting agency and added to the database.

- 9 Arrest Charges pertain to the arrest:

**Count 1**, for example is the 1st offense reported. If there are other offenses, they will be listed below as Count 2, etc.

**Statute Citation** is the numerical description of the charge. For further offense descriptions, refer to [www.ilga.gov](http://www.ilga.gov).

**Literal Description** is the actual name of the offense. CSAOD is used to further describe the type of statute the subject is charged with: C = Conspiracy, S = Solicitation, A = Attempt, O = Substantive Offense, D = Drug Conspiracy.

- 10 **Class** indicates the class (misdemeanor or felony) of the statute filed against the subject Class 1, Class A, Class Z (unknown), etc.

**Arrest Type** is used to indicate the way that the arrest occurred such as on view arrest, summoned/cited (not taken into custody), original arrest warrant, bond forfeiture warrant, probation violation warrant, out of state warrant, and probation/mandatory supervised release violation warrant.

**Date of Offense** is the date the subject committed the offense he/she is being charged with.

- 11 State's Attorney Section

**Filing Decision** indicates the decision made by the State's Attorney Office.

- Filed - The State's Attorney's Office has filed the charges enumerated on the arrest.
- Not Filed - The State's Attorney's Office has made the decision to not file charges against the subject. No further action will be taken.
- Modified - The State's Attorney's Office has decided to file a modified version of the charge reported on the arrest.
- Added - The State's Attorney's Office has decided to file additional charges to those listed on the arrest.

**Decision Date** is the date that the State's Attorney's Office made their decision regarding the statute's filed against the subject.

- 12 Court Charges/Disposition

**Disposition** indicates the outcome of the court case.

**Disposition Date** is the date that the court gave its decision to the subject.

- 13 **Case Number** is the court case number associated with its specific arrest and court disposition data.

**Status** is the condition of the sentence such as Unknown, Sentenced to, Waived, Suspended, Concurrent and Consecutive.

**Sentence** relates to the sentencing the subject received by the Court. (Conditional Discharge, Jail, Department of Corrections, Fine/Cost, etc) the sentence date will follow.

*Guide to Understanding Criminal History Record Check Information*

14 Custodial (If a subject has been incarcerated)

**Date Received** is the date the subject was received at the confining facility.

15 **Subject Institute Number** is the confining agencies number for the incarcerated subject, which is reported to the BOI to add to the database.

16 **Confining Agency** is the agency of incarceration.

17 **Agency Received From** is the agency that transported the subject to his/her confining agency.

18 **Custodial Status** indicates any significant change that has occurred with subjects (such as received, released, paroled, etc.)

19 **Custodial Status Date** indicates the date the subject's custodial status changed (parole, release, etc). Agency Name refers to the confining or releasing agency's name.



**ILLINOIS STATE POLICE**

**Bureau of Identification  
260 North Chicago Street**

**Joliet, IL 60432-4075**

**1 Criminal History Of:** DOE, JOHN                      **State Identification Number :** IL 99887760  
(Last Known Name)

**2 Conviction Status :** FELONY CONVICTIONS  
**Custodial Status:** RECEIVED                                      **Custodial Status Date:** 02/13/2001

<b>3 Alias Name(s)</b>	<b>Date of Birth</b>
DOE,JOHN	01/01/1901
JOHNSON,LOWE D	06/14/1960

**4 SUBJECT IDENTIFICATION DATA**

**Sex:** MALE

**Race:** WHITE

**Height:** 611

**Date Reported:** 01/12/2001

**FBI#:**

**Weight:** 100

**Date Reported:** 01/12/2001

**Chicago IR#:** IR998877

**Eyes:** BLUE

**Hair:** BLACK

**Skin:** MEDIUM

<b>5 Scars/Marks/Tattoos</b>	<b>Place of Birth</b>	<b>Drivers License Number</b>	<b>DL State</b>
TAT L LEG	ILLINOIS		

<b>Social Security Number</b>	<b>Miscellaneous Number</b>	<b>Palm Prints Available</b>
348668820	OA-ID123456	

<b>6 Photo Available</b>	<b>IDOC#</b>	<b>FOID#</b>	<b>INS#</b>
DOC CORRECTIONAL CENTER STATEVILLE			

**Occupation**  
DOOR GREETER

**Date Reported**  
07/12/1999

**Employer**  
ACME Department Store

**Date Reported**  
07/12/1999

**CRIMINAL HISTORY DATA**

**Arrest**

**7**

**DCN:** P12345678 **Date of Arrest:** 01/12/2001  
**Name:** DOE, JOHN **Date of Birth:** 01/01/1901

**Residence:**

**8**

**Arresting Agency:** WILL COUNTY SHERIFF'S OFFICE **NCIC:** IL0990000  
**Agency Case Number:** 123456789 **Officer Badge Number:** **Photo Available:** NO

**9**

Arrest Charges

Count	Statute Citation	Literal Description	CSAOD Class
1	720 ILCS 5.0/9-1	MURDER	O M

**Arrest Type:** ON-VIEW ARREST **Date of Offense:** 12/01/2000

**10**

**11**

States Attorney Section

**Filing Decision:** FILED **Decision Date:** 01/12/2001

Count	Statute Citation	Literal Description	CSAOD Class
1	720 ILCS 5.0/9-1	MURDER	O M

**Agency Name:** WILL COUNTY STATE'S ATTORNEY **NCIC:** IL099013A

Court Charges/Disposition

Count	Statute Citation	Literal Description	CSAOD Class
1	720 ILCS 5.0/9-1-A-2	MURDER	O M

**Disposition:** GUILTY **Disposition Date:** 02/12/2001

**13**

**Case No:**

**Agency Name:** WILL COUNTY CIRCUIT COURT **NCIC:** IL099015J

<u>Status</u>	<u>Sentence</u>	<u>Fine Amount Date</u>
SENTENCED TO	10 YEARS IMPRISONMENT-DOC	02/12/2001

**Custodial**

**14**

**DCN:** L39604454

**Date Received:** 02/13/2001

**Name:** JOHNSON, LOWE D

**Date of Birth:** 03/16/1962

**Residence:** 2119 BROKEDOG AV  
CHICAGO, IL 60420

**15 Subject Institution Number:**

**Photo Available:** NO

**16 Confining Agency:** DOC CORRECTIONAL CENTER  
STATEVILLE

**NCIC:** IL099035C

**17 Agency Received From:** WILL COUNTY SHERIFF'S OFFICE

**NCIC:** IL0990000

Count	Statute Citation	Literal Description	CSAOD	Class
1	720 ILCS 5.0/9-1-A-2	MURDER	O	M

**Case Number:**

**Disposition:**

Status

Sentence

Fine Amount Date

SENTENCED TO

10 YEARS IMPRISONMENT-DOC

02/12/2001

**18**

Custodial Status

**19**

Status Date

Agency Name

RECEIVED

02/12/2001

DOC CORRECTIONAL CENTER  
STATEVILLE

Circuit clerks are required to report convictions and forfeitures of bail for Illinois vehicle code violations to the Secretary of State as prescribed in chapter 95.5 section 6-204. This Information may be obtained from SOS offices

**=====END OF RAPSHEET=====**

**STATE USE ONLY**

**WARNING:** Release of this information to unauthorized individuals or agencies or misuse is prohibited by Federal Law  
Title 42 USC 3787g pertaining to criminal history information.



# -IX- THE FISCAL PROCESS

## Understanding Your Monthly Statement

Statements are sent out monthly and should reflect any activity (debits and/or credits) that have occurred regarding the account during the time frame shown on the statement. A monthly account statement consists of seven parts.

The first part of the statement shows the agency's name and address. If an address change is required, submit the request on agency letterhead. If the statement should go to the attention of a specific person, submit this in writing also, to the attention of the Fiscal Department.

ILLINOIS STATE POLICE  
 Division of Administration  
 Bureau of Identification  
 260 North Chicago Street  
 Joliet, Illinois 60432

ACME HIJINX  
 1313 MOCKINGBIRD LANE  
 DOWNERS GROVE, IL 60515

The second and third parts of the statement show the cost center number and the ORI number assigned to the agency or organization. This information is necessary when placing a call concerning the account.

ACCOUNT STATEMENT BY COST CENTER

Start date: 03/01/03  
 End date: 04/09/03

Cost Center: 9999 Cost Center Name: MODEM AGENCY  
 ORI: SA000000 Agency Name: ACME HIJINX

The fourth and fifth parts of the statement show the account debits and the account credits. The account debits contain a listing of any names submitted for criminal history record information checks and the amount withdrawn from the account for each submission during the time frame of the statement. This amount will vary depending on the type of submission. The account credits contain any deposits that have been made into your account during the time frame of the statement.

**ACCOUNT DEBITS**

Activity Date	Subm. Name	TCN	Subject Name	Result	Result Date	Sent To	Fee Waived	Result	Amount
03/14/03	UCIA	RFT1110001011111	DOE, JANE			State			<\$7.00>
03/21/03	UCIA	RFT1110001022222	DOW, JANE			State			<\$7.00>
03/26/03	UCIA	RFT1110001033333	SMITH, JOE			State			<\$7.00>

**ACCOUNT PAYMENTS**

Activity Date	Payment Type	Comments	Amount
03/07/03	CHECK	DEPOSIT 4823 03/07/03 HHH	\$ 500.00

The sixth and seventh parts of the statement show the beginning and the ending balances for the account.

<b>Beginning Balance:</b>	<b>\$0.00</b>
<b>Ending Balance:</b>	<b>\$465.00</b>

### *Duplicates on the Account Statement*

If a name is listed more than once on the monthly statement, this is considered to be a duplicate submission. If the duplicate is the result of an ISP system error, a credit will be issued to the agency. If the duplicate is the result of the requestor resubmitting the same name multiple times, a credit may be issued depending on the reason for the resubmission. Please contact BOI Customer Support at (815) 740-5160 or via e-mail at [boi\\_customer\\_support@isp.state.il.us](mailto:boi_customer_support@isp.state.il.us) in order for the problem to be referred to either technical support or the fiscal unit.

### *Replenishing the Account*

When an agency is submitting a payment to their account, please ensure that the ORI number and the cost center number appear on the check or money order. This will ensure that the credit is entered into the correct account.

## -X- ELECTRONIC INQUIRY & RESPONSE METHODS

In order to process electronic inquiries, your agency head must sign an User Agreement. For information on User Agreements, review *Chapter V, User Agreements*.

### *Submitting Conviction Information Name Requests Electronically*

Files to be transferred electronically must be formatted to meet specific file requirements. Records must also be prepared in an ASCII Text format. There will be one record per line. Lines will be separated by a Carriage Return and Line Feed. The layout is a standard fixed length 200 byte record. Each field must contain a certain number of characters.

The ORI has an assigned length of 9 characters in the required format. The ORI must begin in the number 1 space on the line and end in the number 9 space of each line. If the data for a field is less than the required length, you must use blank spaces in order to maintain the required format. If data extends beyond the allowed length, the data cannot extend to the next field. If an error is made in one field, the fields following will also be misaligned. Data that is not properly formatted cannot be processed. Your records will be returned with error messages.

We also recommend naming your file with your numeric agency ID and a single 3 digit file extension. A filename example would be 12345678.F01. The following table denotes the required format for electronic file submission.

<b>Field Name</b>	<b>Length</b>	<b>Position</b>
Agency Identification Number/ Originating Requester Identifier (ORI)	9	1-9
Transaction Type Code	5	10-14
Transaction Applicant Position	3	15-17
Last Name	16	18-33
First Name	12	34-45
Middle Initial	1	46
Date of Birth	8	47-54
Sex	1	55
Race	1	56
Social Security Number	9	57-65
File Name	11	66-76
Filler	123	77-200

For most users, this layout is very difficult to compose. Minor format errors can cause your submission to be rejected. In order to make the record format easy, the BOI

provides a free, easy to use electronic form. The File Transfer Program formats and saves your data to a file which will help you submit conviction inquiries without error.

## *File Transfer Program*

The File Transfer Program is a free and easy to use program provided by the BOI to ensure accurate record submission. When identification data is entered using the File Transfer Program, a record is created. When the record is saved, the form is cleared as many records as needed can be entered. Once records have been entered and saved, the program prepares records for transfer by creating a new file on the system. When the records are ready to be submitted, the file can be sent via e-mail to [feesub@isp.state.il.us](mailto:feesub@isp.state.il.us). **Do not** send anything else in the file (signatures, graphic attachments, etc.) as this causes errors when the file is processed.



The File Transfer Program and its enrollment instructions can be found at [www.isp.state.il.us/services/convictioninquiries.cfm](http://www.isp.state.il.us/services/convictioninquiries.cfm)

The File Transfer Program is provided via regular mail and via the ISP Homepage. To obtain a copy of the File Transfer Program call the BOI Customer Support Unit at (815) 740-5160, send an e-mail request to [boi\\_customer\\_support@isp.state.il.us](mailto:boi_customer_support@isp.state.il.us), or select *File Transfer Program* from the *Electronic Conviction Inquiries* page on the Illinois State Police web site at <http://www.isp.state.il.us/services/convictioninquiries.cfm>. Do not send electronic inquiries to this e-mail address.

## *File Transfer Program Installation Instructions*

The File Transfer Program is provided by the BOI to ensure that requests for criminal history record information by electronic means is submitted accurately.

### *Downloading the Application*

1. Make three new folders
  - 1.1. Double click "My Computer"
  - 1.2. Double click on drive C:\
  - 1.3. Click "File"
  - 1.4. Click "New Folder"
    - 1.4.1. Folder 1: rename this folder to "Modem Entry" (Hit Enter, then repeat steps 1.3 and 1.4).
    - 1.4.2. Folder 2: rename this folder to "Trans" (Hit Enter, then repeat steps 1.3 and 1.4).

- 1.4.3. Folder 3: rename this folder to “TransArc” (Hit Enter, then repeat steps 1.3 and 1.4).
2. Go to the ISP website - [www.isp.state.il.us/services/convictioninquiries.cfm](http://www.isp.state.il.us/services/convictioninquiries.cfm). Under Electronic Conviction Inquiries:
  - 2.1. Click “File Transfer Program”
  - 2.2. When the “File Download” box appears, click “Run program from its current location” then click “OK” (or click “Open”).
  - 2.3. When the “Security Warning: Do you want to install and run namecheck.exe from [www.isp.state.il.us](http://www.isp.state.il.us)?” box appears, click “Yes”.
  - 2.4. When the *WinZip* self extractor appears, click “OK” to unzip all files in the namecheck.exe
    - 2.4.1. Click “Browse” and browse for the folder named C:\Modem Entry
    - 2.4.2. Click “Unzip”. You should receive message “4 files unzipped successfully”.
    - 2.4.3. Click “OK”.
    - 2.4.4. Click “Close”.

### Software Installation

3. Change to the folder the software was downloaded to.
  - 3.1. Double click on “My Computer”
  - 3.2. Double click on drive C:\
  - 3.3. Double click on “Modem Entry”
4. Run the Setup program. The Setup icon will look like a little computer with a blue screen.
  - 4.1. Double click on the Setup.exe icon.
  - 4.2. The “Install” window will show a message stating the installation files are being copied. After the files are copied, a window with the title “Setup” will appear.



Installation may stop due to system files that need to be updated. Click “OK” to allow the program to update system files. You will then be prompted the restart your machine. By updating system files, the program is merely telling the system that this new program is now installed. Once the setup program is installed, the “File Transfer Program Setup” screen will display.

5. Install the program
  - 5.1. Close any other programs that may be running on the computer before beginning setup.
  - 5.2. Click “OK” in the “File Transfer Program Setup” window.
  - 5.3. Click the computer icon in the “File Transfer Program Setup” window to begin the installation.

- 5.4. The next screen will show where the program will be installed (this should be the "Modem Entry" folder). Click "Continue".
- 5.5. When the screen says the "File Transfer Program Setup" was completed successfully, click "OK".
- 5.6. The setup program will create two folders for itself on drive C:\
  - 5.6.1. C:\Program Files\File Trans
  - 5.6.2. C:\Modem Data.
6. Create an icon on the desktop to start the "File Transfer" program.
  - 6.1. Click on the "Start" button.
  - 6.2. Click on "All Programs".
  - 6.3. Click once on the "File Transfer Program".
  - 6.4. Follow the arrow and right click on the hand clasping icon.
  - 6.5. From the menu that appears select "Send to".
  - 6.6. Left click and select "Desktop (create shortcut)."
  - 6.7. Release the mouse button.
  - 6.8. A hands clasping icon will appear on your desktop.
  - 6.9. Open the "File Transfer" program by double clicking the icon.

## *Technical Issues*

### **Windows XP and the File Transfer Program**

There is a problem caused by a newer version of the MSCAL.OCX file that is installed by *Microsoft Office XP*. You may reference Microsoft Knowledge Base article Q311219 as it describes this problem. The MSCAL.OCX file will need to be copied to the C:\PROGRAM FILES\MICROSOFT OFFICE\OFFICE10 directory to roll back the new version that Office XP had installed. After doing this, the program should work properly.

### **E-mail Services**

AOL and YAHOO e-mail service cannot be used at this time to send files.

## *Using the File Transfer Program*

The File Transfer Program is provided by the BOI to ensure that requests for criminal history information by e-mail are submitted accurately. This user guide will acquaint users with the File Transfer Program features. On screen instructions are available for each field and button by holding your mouse pointer over the field or button.

From the Modem Entry Form, records are saved to a file in the "C:\Trans" folder. The file in the "C:\Trans" folder will be labeled with your Agency ID (ORI) Number plus an extension of "F01". No matter how many records are created, they are all saved to this one file in the "C:\Trans" folder until transferred to the BOI for processing.

When a file is transferred over e-mail, the records are archived in the "C:\TransArc" folder according to the date they were sent.



**Warning!!!**  
If you send the same record on different days, you will receive two responses. You will also be billed for two submissions.

### Using the Fields

If a field is not correct it will return the user to the field that needs to be corrected. The most common error is related to the "Date of Birth". The user must use the tab key to move from the "Date of Birth" field to the "Sex" and "Race" fields. The information provided below describes each field and the data required to complete each field.

Field Name	Description
<b>Agency Identification Number (ORI)</b>	<b><u>This is a required field.</u></b> Assigned by the Illinois State Police when the User Agreement is completed.
<b>Transaction Applicant Position</b>	<b><u>This is a required field.</u></b> A drop down box, from which the code can be chosen that matches the first two alpha characters of the ORI. Type code on this form may not match the code on the agreement.
<b>Transaction Type Code</b>	<b><u>This is a required field.</u></b> Automatically generated and determined by the transaction applicant position that is entered. This code may not match the code on the agreement.
<b>Last Name</b>	<b><u>This is a required field.</u></b> No special characters or punctuation is allowed.
<b>First Name</b>	<b><u>This is a required field.</u></b> At least one character must be entered for First Name.
<b>Middle Initial</b>	This is an optional field.
<b>Date of Birth</b>	<b><u>This is a required field.</u></b> Enter the date as MM/DD/CCYY. When the record is saved, the "/" are removed. To edit or resave the record, "/" must be placed within the "Date of Birth" field.

Field Name	Description
	<p><b>Note:</b> When moving from the “Date of Birth” field to the “Sex” and “Race” fields, the tab key must be used to key in sex and race, or an error message will appear. The fields will retain their default color if entered correctly. If the background color is clear, an error message will appear stating the “Date of Birth” field is not entered correctly.</p>
<b>Sex</b>	<p><b>This is a required field.</b> Use the keyboard to enter these fields. (M) = Male, (F) = Female, (U) = Unknown.</p>
<b>Race</b>	<p><b>This is a required field.</b> Use the keyboard to select race: (A) = Asian/Pacific Islander, (B) = Black, (I) = American Indian/Alaskan Native, (W) = white, (U) = Unknown.</p> <p><b>Note:</b> If the “Sex” and/or “Race” field’s background color is clear when the record is saved, a “<b>Field in Error</b>” message will appear. To rectify this, left click on the field(s) which is clear in color, to change it to a colored background. Put the “/” back in the “Date of Birth” field and then resave the record.</p>
<b>Social Security Number</b>	<p>This is an <i>optional field</i>. Use numeric characters only.</p>
<b>File Name</b>	<p>This is an <i>optional field</i>. If you would like an individual response for each inquiry, enter your ORI (minus the alpha prefix) plus a dot followed by a unique three digit number.</p> <p><b>Example:</b> If your ORI is HC9511001, the first file name would be 951101.F01. The second file name would be 951101.F02. The third file name would be 9511001.F03, etc. Even with this method of giving unique file names to multiple records, you will notice the File Transfer program saves all the records in a single file which is named with your ORI plus a file extension of .F01. This is because the Electronic Entry Program creates a single file capable of containing hundreds of uniquely named records.</p>
<b>Filler</b>	<p>This field is not used by the Illinois State Police. This field is provided for submitting agency use.</p>

You can retrieve your records for review by going to the “Trans” folder for the current file or the “Transarc” folder for older files. The name of the files in the “Transarc” folder will be the date they were created. The naming format for files in the “Transarc” folder is “yyyymmdd” (For example: 20040312. This file would have been created on 03/12/2004.)

### Using the Buttons



This button saves the record that was entered. The “Save” button only saves the record to the database. The database file will be saved to the file in the “Trans” folder after all records have been entered by using the “Prepare File for Transfer” button.

- Next

This button moves to the next record in the database. Use this field to find a record that might require editing in the database. Use “Next” and “Previous” to make sure records have not been entered twice.
- Previous

This button moves to the previous saved record in the database.
- Edit Record

This button allows changes to be made the displayed record that has been saved.
- Delete

This button deletes a record entered in error or that will not be submitted.
- Exit

This button closes the form without saving or preparing the file for transfer.
- Prepare File for Transfer

This button brings up a calendar to choose a specific date of records that have been saved to the database.

### Using the Calendar

This screen is activated when the “Prepare file for Transfer” button is pressed. A calendar appears with the current date selected. To retrieve files saved on a specific date, click on that date. Press “Enter” to select today’s date. After clicking on the date, records are saved to a newly created file in the “C:\Trans” folder. A pop-up box will appear stating “Your file was completed successfully”. If an error appears stating “No files found” when attempting to save records to today’s date, the “C:\Trans” folder is either missing or not installed on drive C:\.



### E-Mailing File

After the file is prepared for transfer, e-mail the file as an attachment to [feesub@isp.state.il.us](mailto:feesub@isp.state.il.us). If the “File Transfer” program is being used, this file will be located at: “C:\Trans\xxxxxxx”(x=file name). This file can contain multiple names. Responses from the BOI will be returned in a single file. If separate file responses are required for individual submissions, separate names need to be used in the Filename field.

- ✦ **Do not** include signatures or other additional file types with this e-mail. Delete all extraneous information from the body of the e-mail prior to sending to the Illinois State Police.
- ✦ Include the agency’s ORI in the subject line of the e-mail.
- ✦ Do not send the “Trans” folder, just send the file.

- ✦ Do not send any zipped files.
- ✦ **AOL and YAHOO e-mail service should not be used at this time to send files.**
- ✦ This file can contain multiple names. All responses from the BOI will be sent in a single file. If a separate file for individual submissions is required, use separate names in the Filename field.
- ✦ Please **do not** use [feesub@isp.state.il.us](mailto:feesub@isp.state.il.us) for any other communication. This address is for files only.

### *Response Methods*

The BOI provides several alternatives for obtaining responses to criminal history record information inquiries.

- ✦ **E-mail**

To obtain responses via e-mail, you must utilize the ISP Decrypt program and register with Entrust. Instructions for this are provided later in this chapter.

- ✦ **Facsimile**

To obtain responses via facsimile, the machine must be located in a secure location.

- ✦ **Electronic File**

For responses of this type, the result will appear at the end of your original inquiry. An explanation of those results is explained in the next section.

- ✦ **Print**

Responses of this type are sent via US Mail.



✦ **Held**

Further processing is required to determine if the subject name has any conviction data available. Manual responses (faxed or mailed) will consist of a cover letter with the individual's identifiers and the "Pending" result notation. Electronic name search files will return Pending – Response as the response.

PK0000000CIRNFPKDDOEJOHN R05141957MW23456789003242001040413PENDING- RESPONSE

✦ **Multiple Hit**

The subject name submitted pointed to more than one record and fingerprints are required to determine which record, if any, belongs to the subject. Manual responses (faxed or mailed) will consist of a cover letter with the individual's identifiers and the "Multiple Hit" result notation. Electronic name search files will return Multi-Hit – Submit Fingerprints as the response. Example:

MS0000000CIRNFMSCDOEJOEJ01241960MU0000000004192001040006MULTIHIT - SUBMIT FINGERPRI

✦ **Error – Required Data**

This is for electronic name search files. There is an error in one or more of the required eight fields (Agency Identification Number, Transaction Applicant Position, Transaction Type Code, Last Name, First Name, Date of Birth, Sex, and Race). The record in question must be corrected and resubmitted. Example:

MS0000000CIRNFMSCDOEJANICE N02130960MW01100000003212001040006ERROR- REQUIRED DATA

✦ **Fatal Error**

A "Fatal Error" response notifies the requestor that the submission contains errors within a mandatory field and could not be processed. Submissions will be returned with the fatal error report. If possible, correct the submissions and return them to the Illinois State Police as soon as possible. Live scan agencies receive this information via daily faxes. It is important that every attempt is made to return the corrected submission to the BOI.

✦ **Rejected**

A "rejected" response notifies the requestor that the fingerprint quality did not pass AFIS standards and could not be processed. A new request is required. Procedures for results of this type are described in *Chapter VI, AFIS Fingerprint Quality Reject Procedures*.

Average state and FBI response times are 24 to 48 hours for "hit", "no record", "held", and "multiple hit" notifications for electronic response method types. Inquiries that receive a "held" response initially can take between 30 to 45 days to complete.

In the event a response must be regenerated, there are time limits depending on the inquiry that was submitted. For Uniform Conviction Information Act inquiries, both fingerprint and non-fingerprint based, responses can only be regenerated for 30 days. For Fee Applicant inquiries, responses can be regenerated for 90 days.

## Decryption Program

### Why Digital Encryption?

All criminal history responses sent from the BOI across the internet in the form of e-mail are federally mandated to be encrypted and users to be authenticated. In compliance with this mandate, ISP will send out e-mail attachments that have been encrypted to the industry standard protocol.

Encryption will guarantee the security of the information contained in the response should it be intercepted by unauthorized persons while in transit. Authentication will guarantee the person receiving the encrypted response is the person intended and authorized to decrypt it.

#### CHECKLIST/BEFORE YOU START:

- This process will require the uninstallation and installation of programs. If you are not authorized to add or remove programs on the PC, you may need to contact your IT staff for assistance.
- If you are a current user, all unencrypted emails must be decrypted using the current process before installing the new Entrust Security Provider software.
- Know what Operating System and version (32 bit or 64 bit) is on the PC used for decrypting responses. *It is very important to note the version (32 bit or 64 bit) as this determines which software package must be downloaded and installed.*
  - To determine the Operating System/version:**
    - Click on the Start Button
    - Click on Settings/Control Panel or Control Panel
    - Click on System or System and Security/System
    - The Operating System and Version are shown on the "General" tab (if there is no notation of 64 bit under System, it is a 32 bit system).
- All Microsoft Security Updates must be installed prior to installation of the Entrust Security Provider software.
- Temporarily disable virus protection software. This can interfere with the installation of Entrust Security Provider software.

### System Requirements

- Microsoft Windows XP SP2, SP3 - Professional/Home/Tablet 32-bit and 64-bit editions
- Microsoft Windows Vista™ SP1, SP2 - All 32-bit and 64-bit editions
- Microsoft Windows 7 - All 32-bit and 64-bit editions
- Microsoft Windows Server 2003 SP1, SP2 - All 32-bit and 64-bit editions
- Microsoft Windows Server 2003 R2 SP1, SP2 - All 32-bit and 64-bit editions
- Microsoft Windows Server 2008 SP1, SP2 - All 32-bit and 64-bit editions
- Microsoft Windows Server 2008 R2 - All 64-bit editions
- *For Apple/Macintosh Computers, the link is*  
<https://truepass01.cmc.state.il.us/download/ESP/Mac/>

## Entrust Enrollment

Users must go to [www.illinois.gov/pki/](http://www.illinois.gov/pki/) to enroll with the State of Illinois to be issued a Digital Certificate required for use with Entrust software. Select the “*Get a Digital ID*” button located on the left side of the web page. The enrollee must be a real person with a valid Illinois driver’s license. Selected information from the driver’s license will be asked for during enrollment. It must be entered exactly as printed on the driver’s license.

Users must read and agree to the subscriber agreement with the State of Illinois Central Management Services. Out-of-state users must click the “*Non-Illinois Resident Accept*” button instead of the “*Agree*” button on the Subscriber Agreement form.

When entering names into the name fields, do not put a period (.) after the middle initial. The web site will allow the entry of one, but it causes problems elsewhere, so avoid doing this. Users will be asked to create a profile name and password. **Please remember these!** Write them down and keep them in a safe place.

The ISP Criminal History Record Information system is not capable of sending e-mail responses to more than one person. Therefore, only one person from each agency needs to be enrolled.

## Downloading and Installing Entrust

The Entrust Security Provider software is available from the following web address: [https://truepass01.cmc.state.il.us/download/ESP/Current\\_version/](https://truepass01.cmc.state.il.us/download/ESP/Current_version/). A link to this download site can also be found on the Electronic Conviction Inquiries page of the ISP web site at [www.isp.state.il.us/crimhistory/convictioninquiries.cfm](http://www.isp.state.il.us/crimhistory/convictioninquiries.cfm).

Instructions for the Removal of the ISP CHRI Decrypt Program and the Entrust Desktop Solution, as well as the installation of the Entrust Security Provider program are below.

- 1) If you are a current user of the ISP CHRI Response Decrypt program and the Entrust Desktop Solution program, they **must** be uninstalled.

### To Add/Remove Programs

- a. Click on the Start button.
- b. Click on Control Panel.
- c. Double click on Add or Remove Programs.
  - a. Select ISP CHRI Response Decrypt, then select Remove.
    - i. When prompted “Are you sure?”, click “Yes”
    - ii. When prompted to delete shared files, say “Keep” for each instance.
    - iii. Click OK
  - b. Select Entrust Desktop Solution, then select Remove.
    - i. Select Entrust Entelligence 7.0 in the pop-up box when prompted

- ii. Follow prompts (Next, Uninstall Now, Finish)
  - iii. When prompted to restart the computer, say “Yes”.
- 2) The Entrust Security Provider (ESP) zip file to be downloaded will be different depending on the version of the operating system version. Using a web browser (such as Internet Explorer, Google Chrome, or Mozilla Firefox), type or click on the following web address in the address bar to access the download files: [https://truepass01.cmcf.state.il.us/download/ESP/Current\\_version/](https://truepass01.cmcf.state.il.us/download/ESP/Current_version/)
- a. File names are:
    - ESP\_91\_32bit.zip (for 32 bit systems)
    - ESP\_91\_64bit.zip (for 64 bit systems)



- b. Open and extract the file. (For Windows 7 users, the file must be saved before opening.)
  - c. Double click the **setup.exe** file to begin installation.
    - i. Follow prompts (Run, Next)
    - ii. Accept License Agreement. Follow prompts (Next)
    - iii. Choose “Complete” installation option. Follow prompts (Install, Finish)
  - d. NOTE: Computer **must** be restarted after ESP installation.
- 3) After restart, the appropriate patch must be downloaded and installed. It is located at the same web address: [https://truepass01.cmcf.state.il.us/download/ESP/Current\\_version/](https://truepass01.cmcf.state.il.us/download/ESP/Current_version/)
- a. File names are:
    - eesp\_91\_158410\_win32.zip (for 32 bit systems)
    - eesp\_91\_158410\_win64.zip (for 64 bit systems)



- b. It is important to close all windows prior to installing the patch. If they are not closed, errors may occur at the end of the installation process.
  - c. Open and extract the file.
  - d. Double click the eespwin32\_91\_158410.msp file or the eespwin64\_91\_158410.msp file to begin installation.
  - e. Follow prompts (Open, Next, Finish)
  - f. NOTE: Computer **must** be restarted after ESP patch installation.
- 4) After installation has been completed and the computer restarted, double click the Entrust icon located in the system tray (it appears as a person with a red ). For current users, after logging in, the program may have to upgrade their current certificate.
- 5) After completing the installation of the ESP software, you must contact ISP to activate the new decryption method. Responses received using the new method of decryption will be identified with the following in the subject line: **Your Criminal History Response – New Encryption. Anything received using the old encryption process cannot be opened with ESP.**
  - a. To open a response from with an installed email client (such as Microsoft Outlook or Lotus Notes):
    - i. Double click the response file in the email program and open the response directly from email or save the file to a folder on their computer prior to decryption.
    - ii. Save the response to a folder on the computer, then either double click the file or right click the file and select “Decrypt and Verify” to begin the decryption process.
    - iii. The first time a response is opened using either method will prompt the user to log into Entrust if they are not already logged in.
  - b. To open a response using a web based email client:
    - i. The response **must** be saved to a folder on the computer prior to decrypting.
    - ii. After the response is saved to the computer, it can be decrypted by double clicking the file or right clicking the file and selecting “Decrypt”.
  - c. To decrypt multiple responses with one click:
    - i. Save the response file(s) to a folder on the computer.
    - ii. Go to the folder containing the files and select all files you wish to decrypt.
    - iii. Right Click the selected files
    - iv. On the right click menu that appears, select “Decrypt and Verify”

## ENTRUST Operation

After the install is complete, the following icon will appear in the bottom right system tray

next to the clock on the PC.  The presence of the red **X** in the icon indicates that the user is not logged in to their digital ID. When the user is logged in, but the session has timed out (i.e. no activity for more than 30 minutes) and has become locked, a red padlock will appear over the gold key.

Double clicking this icon, the following window should appear.

Enter the Name (User ID) and the password that was created when registering for a State of Illinois Digital ID. If you forget the password for your Profile Name, you can go to the following URL: [https://autora01.cmcf.state.il.us/soi\\_recover.html](https://autora01.cmcf.state.il.us/soi_recover.html). Follow the instructions to recover your password. Please do not call the ISP as we will not be able to reset passwords on the CMS Certificate Authority server.



After successfully logging in, the icon in the system tray will change:  This icon indicates that the user is logged in to their digital ID.

To log out, right click the icon and choose the option “Log Out”, or double click on the system tray icon again to log out.

## Activating E-mail Responses

Once you have enrolled for your Digital Certificate, installed the Entrust Security Provider software, and can successfully log on to Entrust, you must fax the Illinois State Police Customer Support Unit, at (815) 740-4401, to be activated. Provide the ORI and e-mail address on agency letterhead along with a request to activate e-mail responses for your agency. The change will be made within 24 business hours. You will not receive any responses in your e-mail until you have been activated in the Criminal History Record Information system.

## Troubleshooting

**Problem:** You receive an error message stating “*You are not the intended recipient for this message.*” The message will not decrypt. The above error is generated.

**Solution:** You may be using the wrong Entrust account to try to decrypt the message. Only the account that is registered to the e-mail address will be the account that can open the message. Please make sure you are using the correct account.

or

Your certificate keys are out of sync. Contact the CMS PKI Help Desk and ask to have your keys re-synced. Once new keys have been issued, contact the State Police and ask for your responses to be re-sent to you. If re-syncing the keys does not solve the problem, the e-mail message may have been misdirected to you and you will not be able to decrypt it. Please contact the BOI Customer Support Unit at (815) 740-5160 or via e-mail at [boi\\_customer\\_support@isp.state.il.us](mailto:boi_customer_support@isp.state.il.us) and place a request for technical support.

**Problem:** I am unable to open the zip file.

**Solution:** Zip files require an extractor, such as WinZip. There are several extractors on the market, as well as several free versions. WinZip has a trial version that can be used for opening zip files.

**Problem:** I am missing port information for my firewall.

**Solution:** The following ports will have to be modified or opened. ISP will not be able to assist with this configuration, as firewalls may be different for each agency.

authority.cmcf.state.il.us	163.191.220.20	port 829
server.cmcf.state.il.us	163.191.220.34	port 389
roaming01.cmcf.state.il.us	163.191.220.37	port 640

**Problem:** I need assistance with my Digital ID.

**Solution:** For questions or assistance regarding Digital ID's, please contact the PKI Digital Certificate Customer Support at (800) 366-8768. Select Option 1 (IT) Information Technology, and then Option 12 – HFS and Digital Certificate Support. Please respond by saying "This is concerning the registration process for a digital certificate". PKI Customer Support hours are Monday thru Sunday, 8:00 am to 5:00 pm.

**Problem:** My Digital ID has expired.

**Solution:** For an expired Digital ID password, please go to [www.illinois.gov/pki](http://www.illinois.gov/pki) and select Forgot Password from the menu to have your password reset.

**Problem:** I need assistance with the Entrust Security Provider Software.

**Solution:** For any issues or questions regarding the Entrust Security Provider software, please contact the State of Illinois – Central Management Services help desk by calling (800) 366-8768, select option 1, and then option 13. Provide a short description of the problem and your contact information. A support technician will return your call to assist you.

**Problem:** I received an error regarding unable to access roaming servers.

**Solution:** Make sure you installed with an account that has local admin rights on the PC.

Some anti-virus software programs cause problems during installation of software. You may wish to temporarily stop your anti-virus application during the install.

If you have AVG anti-virus software version 9.0, when installing the ESP 9.1 software choose the “Custom” option during the install, then deselect the option to install the TrueDelete software. AVG software and the TrueDelete component is incompatible at this time.

Make sure you clicked the setup.exe file to install the ESP 9.1 software.

Verify that you installed the patch software. The easiest way to do this is by going to “Start” – “Programs” – “Entrust Entelligence” – “Entrust Certificate Explorer”, click on Help, and then choose “About Entrust Certificate Explorer”. The window should show “Entrust Entelligence Security Provider 9.1 for Windows”.

### *How to Decrypt a File*

If you do not sign onto Entrust before you try to decrypt a file, you will be prompted to sign onto Entrust when you try to open the file.

If the user has a thick client for their email (such as Microsoft Outlook, Mozilla Thunderbird, Lotus Notes, etc.) and the ESP software is installed the user will double click on the attachment in their email to open the criminal history response. If the user is not logged into Entrust, the software will ask for their Name (user ID) and password.

The user also has the option of saving the encrypted file to a location on their PC. This can be done for all users, but will be mandatory for any user who used a web client for their email. Once the file is on the local file system the user simply needs to double click on the response or right click and select “Decrypt and Verify” to start the decrypt process. This process is the same as for thick client email users. Clicking on the response will open the response in the default browser if the user is logged into Entrust, otherwise it will ask for the Name (user ID) and password and then proceed to decrypt

the response. To decrypt multiple response files, select the files, right click, and select “Decrypt and Verify”.

When the file is opening the user will be prompted with the following message:

“Opening an encrypted or digitally signed file will launch the application associated with the original file. You should only open files from a trustworthy source. The original file may contain executables that you may not wish to launch for security reasons. Do you still want to open (filename)?”

Reply “Yes” to this message. This will open up the response in your default browser. Another message will immediately be displayed asking the following:

“The application launched to view (filename) has exited. Do you wish to delete the file? If you are done with the file you can safely delete it since the original is still protected.”

If you want to delete the unencrypted copy that is currently open select “Yes”. This action will not delete the original encrypted file and it can be opened again as long as the user is logged into Entrust. If you wish to save the unencrypted response you can say “No” and it will be in the same user directory as the encrypted file or you can do a save as and save the unencrypted file to a specified location on your PC.



**Note:** If you do not sign onto Entrust before you try to Decrypt a file, you will be prompted to sign onto Entrust when you try to decrypt the file.

## **-XI- USING CUSTOMER SUPPORT**

Our Customer Support Staff would like to assist you in the most efficient way possible. Please have the following information available when calling. Make sure to note the name of the Customer Support staff member when calling.

- When leaving a voicemail, please provide a number you can be reached, as well as the best time of day to contact you.
- When calling to check the status of a file, have the Agency Identification Number (ORI), date or dates in question, the number of names submitted in the file, and at least one of the names submitted available.
- When calling about an error message, please write down the error message prior to calling. Our Customer Support staff will log this information and the caller will be provided with the Ticket number assigned to the call.
- When calling about a mailed submission, please have the TCN or DCN number, the subject's name, and the date the form was mailed to the BOI available.
- When calling about a live scan submission, please have the TCN or DCN number, the subject's name, name of the requesting agency and their ORI available.
- Be sure the e-mail address you have listed with our agency is current.
- All calls that require Technical Support assistance are logged and the customer is provided a Ticket number that is assigned to each call. The customer should use this number as a reference when calling.

All updates to agency information (e-mail addresses, fax number, or street addresses) must be submitted on agency letterhead and faxed to (815) 740-4401 or mailed to:

Illinois State Police, Bureau of Identification  
Attention: Customer Support Unit  
260 North Chicago Street  
Joliet, Illinois 60432-4075

The Customer Support staff can be reached at (815) 740-5160, Monday through Friday from 7:00 AM to 5:00 PM or via e-mail at [boi\\_customer\\_support@isp.state.il.us](mailto:boi_customer_support@isp.state.il.us)



## -XII- FREQUENTLY ASKED QUESTIONS

Listed below are answers to a number of the most frequently asked questions. These questions and answers are included in this section for your reference.

### *Electronic Inquiry and Response Questions*

**Question:** What is the response time for processing my files?

**Answer:** Files submitted by 2:00 p.m. are processed that night and the corresponding response e-mail are normally sent out the following business day. Files e-mailed on weekends and holidays will be processed the next business day.

**Question:** Is this program a web-based Internet program?

**Answer:** No.

**Question:** What race code should be used for people of Hispanic decent?

**Answer:** The NCIC code table states that Hispanics should be entered with the race code most closely representing the subject. When submitting a request for information on a subject of Hispanic descent, use the “W” code for white. The FBI created the NCIC code table has established the specific race code definition. ISP has no authority to modify the table’s race codes or change their definition.

**Question:** I sent my file to your agency several days ago and have not received anything back. How much longer should I wait?

**Answer:** Please do not wait several days or weeks before contacting our agency when you have not received a file. Our files run within 24 to 48 hours upon receipt of your file. Please keep in mind that files submitted after 2 pm will be processed on the following day.

### *Response Handling Questions*

**Question:** Does the law require that I obtain the applicant’s signature and forward it to the BOI?

**Answer:** If the inquiry is for employment or licensing purposes, you are required to obtain a signed release from the applicant and maintain it on file for at least two years. The release is not to be forwarded to the BOI. It should be maintained in your files.

**Question:** If I am submitting my criminal history record information checks to your agency electronically, how will I supply a copy of an e-mail to my employee?

**Answer:** The Illinois State Police does not have a standard form to supply your employee with a copy of their criminal history record information you received. Your agency will need to create a procedure for this. Many agencies type a brief statement on their letterhead for the employee, while others simply cut and paste our e-mail and provide that to the employee.

**Question:** If I submit an electronic criminal history record information check and receive a record response in the mail, what are the procedures if the employee denies the record belongs to them?

**Answer:** You or the employee can initiate a fingerprint based search by submitting a Conviction Information Request fingerprint card to our agency. The response will then be based on a positive identification of fingerprints. The subject may also seek to use the Access and Review process.

**Question:** I submitted a UCIA request for an applicant. The applicant would like a copy of the response. Can I give it to them?

**Answer:** Yes, the UCIA law mandates that an employer provide a copy of the response to the applicant when it is used for employment purposes.

### *Fiscal and Fee Related Questions*

**Question:** What is the cost of submitting record checks?

**Answer:** Please refer to the current fee schedule located in *Appendix C, Fee Schedule* for the fees associated with each form.

**Question:** How is payment made?

**Answer:** Payment for electronic submissions will be drawn from your escrow account at the current rate. Manual submissions must be accompanied by a check or money order made payable to the Illinois State Police. Please refer to the current fee schedule located in *Appendix C, Fee Schedule* for the fees associated with each form.

**Question:** How much money do I need to start an escrow account?

**Answer:** The minimum amount required is \$350.00 for 35 or fewer inquiries per year, \$500.00 for 36 to 70 inquiries per year, and \$1,000.00 for agencies submitting more than 70 inquiries per year.

**Question:** Are credit cards accepted?

**Answer:** No.

**Question:** Would there be a carry over if the entire escrow amount is not depleted by the end of the contract period?

**Answer:** Yes. The balance of your escrow account would be carried over. However, if you decide to discontinue submitting UCIA inquiries via electronic transfer, your escrow account balance would be returned upon request.

**Question:** If I include a certain dollar amount as required in the user's agreement and my estimate is inaccurate, am I obliged to submit that volume of inquiries to the BOI?

**Answer:** No. The figure provided in the user's agreement is merely an estimate and is needed for planning purposes. The estimate is also necessary to comply with the rules and regulations governing ISP contractual agreements.

**Question:** Can I receive credit on my statement for files I ran more than once?

**Answer:** Unless the problem was a result of the Illinois State Police, you will be charged for the files that are resent.

**Question:** How can I discover the balance of my account?

**Answer:** Contact the BOI Customer Support Unit at (815) 740-5160. Staff will forward your call to the appropriate unit to assist you with your inquiry.

**Question:** Can you deduct the cost of submitting fingerprint searches from my draw-down account?

**Answer:** Yes. You must make sure that your ORI is placed on the top portion of your fingerprint card submission for proper processing. Failure to do so could cause a delay in the processing time.

**Question:** Are there any additional costs for submitting a live scan fingerprint submission?

**Answer:** Live scan vendors are permitted to charge a fee for fingerprinting services.

### *Additional Information Queries*

**Question:** Does ISP provide any other information such as credit histories?

**Answer:** No, ISP maintains and disseminates Illinois criminal history record information only.

**Question:** How can I find out if a person is a registered sex offender?

**Answer:** To determine if the subject of your inquiry is a registered sex offender, please check the Illinois State Police Registered Sex Offender Information web site at [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/). The national Sex Offender Registry is located at [www.nsopr.gov](http://www.nsopr.gov).

**Question:** Is my Uniform Conviction Information Request inquiry checked against the FBI's national criminal history database?

**Answer:** No, ISP is not permitted to check the FBI's national criminal history database for non-criminal justice purposes unless authorized by statute.

**Question:** What are the State holidays?

**Answer:** The State holidays are:

New Year's Day  
Martin L. King Birthday  
Lincoln's Birthday  
Washington's Birthday  
Memorial Day  
4th of July  
Labor Day  
Columbus Day  
Election Day (General)  
Veterans Day  
Thanksgiving (Thursday)  
Thanksgiving (Friday)  
Christmas

**Question:** Regarding healthcare criminal history record information checks, for what position titles am I required to submit a UCIA inquiry?

**Answer:** Questions regarding position titles covered by the Health Care Worker Background Check Act, the waiver process, and accessing the nurses aid registry, etc., should be forwarded to the Illinois Department of Public Health.

### *Fingerprint Submission Questions*

**Question:** Some of my employees need to be fingerprinted. How do I do that and where do I get the fingerprint card?

**Answer:** Contact the Customer Support Unit at (815) 740-5160 or via e-mail at [boi\\_customer\\_support@isp.state.il.us](mailto:boi_customer_support@isp.state.il.us) for a list of available live scan fingerprint vendors.

**Question:** What types of live scan requests can I submit?

**Answer:** For non-criminal justice purposes, the only submissions that can be submitted are a Fee Applicant fingerprint card or a Uniform Conviction Information Act (UCIA) request.

**Question:** What is the difference between the Fee Applicant and a Uniform Conviction Information Act form?

**Answer:** Fee Applicant fingerprint cards are criminal history record information requests based on Illinois Compiled Statutes for the purpose of licensing or employment purposes and can be forwarded to the FBI for processing. Updates to the criminal history record will be forwarded to the agency at no additional cost. Uniform Conviction Information Act requests provide a “snapshot in time” of a subject’s criminal history record. Requests of this type cannot be submitted to the FBI for processing. Updated information must be requested on a new form for a fee.

### *Miscellaneous Questions*

**Question:** I need technical assistance. Who do I contact?

**Answer:** The Customer Support Staff will take your call and attempt to assist you. In cases where further technical assistance is required, your call will be forwarded to the Technical Support Staff.

**Question:** I want to change our e-mail address. How do I do that?

**Answer:** Please list the new e-mail address and your ORI on agency letterhead and fax the information to (815) 740-4401. Include any individual’s name you may have spoken to.



## COMMONLY USED ACRONYMS

### **AFIS – Automated Fingerprint Identification System**

This is a computer-based system for reading, cataloguing, and matching fingerprint images.

### **AWA/AWV – Adam Walsh Act**

The Adam Walsh Act allows private schools and private social service agencies with child protection responsibilities to obtain fingerprint-based national criminal history record information from the Federal Bureau of Investigation (FBI) for employees and volunteers.

### **BOI – Bureau of Identification**

The Bureau of Identification is the central repository for criminal history record information for the state of Illinois.

### **CHRI – Criminal History Record Information**

All Criminal History Record Information about an individual that is required to be reported to the Illinois State Police pursuant to the Criminal Identification Act.

### **CJIS – Criminal Justice Information System**

The Federal repository of criminal history record information.

### **CSAOD**

Acronym for inchoate offence codes Conspiracy, Solicitation, Attempt, Substantive Offense (O), and Drug Conspiracy.

### **DCN - Document Control Number**

The Document Control Number is a pre-printed number located at the top left hand corner of a request forms.

### **DOB - Date of Birth**

The date of an individual's birth.

### **FBI - Federal Bureau of Investigation**

The investigative arm of the US Department of Justice.

### **FEAPP - Fee Applicant Fingerprint Card**

Fingerprint card submitted to the BOI by a non-criminal justice agency which has executed the appropriate contractual agreement with the Illinois State Police for the purpose of doing a criminal history record information check for a fee.

### **FOID - Firearms Owner Identification**

An identifying number issued by the Firearm Services Bureau in order to regulate the purchase and sale of firearms.

### **IDOC # - Illinois Department of Corrections**

An identifying number issued to an individual assigned to the Department of Corrections.

### **INS # - Immigration and Naturalization Service**

An identifying number assigned by the Department of Immigration and Naturalization in order to regulate registered immigrants.

### **LEADS - Law Enforcement Agency Data System**

The Law Enforcement Agency Data System is used by criminal justice agencies to access criminal history and officer safety data.

### **NCIC - National Crime Information Center**

A nationwide information center dedicated to serve and support local, state and federal criminal justice agencies.

### **NCP/VCA – National Child Protection/Volunteers for Children Act**

The National Child Protection Act (NCPA), as amended by the Volunteers for Children's Act (VCA), specifically authorizes the Federal Bureau of Investigation to provide fingerprint-based national criminal history record information to qualified private entities having unsupervised access to children, the elderly and people with disabilities.

### **ORI - Originating Requester Identification**

The Originating Requester identification number is a number assigned to users that have signed a user agreement to obtain criminal history record information.

### **SID - State Identification Number**

The State Identification Number is eight digits in length with the last number being 0 (zero) or 1 (one). This number is used to uniquely identify individuals by fingerprint data.

### **TCN - Transaction Control Number**

The Transaction Control Number is a number located in the top right hand corner of forms submitted to the BOI for the purpose of reporting or requesting criminal history record information. This number is used in tracking the status of the request.

### **UCIA - Uniform Conviction Information Act**

The Uniform Conviction Information Act is a law enacted on January 1, 1991 mandating that all criminal history record conviction information collected and maintained

*Guide to Understanding Criminal History Record Check Information*

by the Illinois State Police, Bureau of Identification, be  
made available to the public pursuant to 20 ILCS 2635/1  
et seq.

# APPENDIX A – LIVE SCAN VENDOR INFORMATION AND APPLICANT CONSENT FORM

<b>Live scan Vendor Information and Applicant Consent Form</b>			
<b>Instructions:</b>			
<p>This form is to be completed by the agency or organization seeking to have a fingerprint based criminal history record information check completed for an applicant. It is imperative that the correct agency/organization identification number (ORI) and purpose code be included on the form in order to ensure that the criminal history record check is processed properly and that the criminal history response is forwarded to the appropriate destination. The agency/organization contact person's name and phone number should also be included in case the Live scan vendor encounters a problem or has questions regarding billing, etc. The Live scan vendor will use the applicant information appearing on the form to verify the identification documentation provided by the applicant before the fingerprints are taken. Consequently, it is important that the agency/organization complete the applicant information section in detail. The applicant should sign the form in order to authorize the release of any criminal history record information that may exist regarding the applicant. Once the form is completed and signed, two copies of the form should be made by the agency/organization. Both copies are to be provided to the applicant. The applicant is to give one copy of the form to the Live scan fingerprinting vendor to use to submit the criminal history record fingerprint inquiry to the Illinois State Police and Federal Bureau of Investigation for processing. The applicant should keep the other copy for their files. The form containing the applicant's original signature authorizing the release of any criminal history record information that may exist, should be maintained in file by the agency/organization seeking to employ, license or utilize the services of the applicant.</p>			
<b>Agency/Organization Information</b>			
Agency/Organization Name:		Agency/Org. ORI Number:	
Cost Center (if applicable):		Purpose Code:	
Contact Person Name:		Contact Person Phone #:	
<b>Applicant Information</b>			
Name:		Sex:	Race: Date of Birth:
SSN (optional):	Drivers License #:		DL State:
<b>Live scan Vendor/Appointment Information</b>			
Vendor Name:		Address:	
Phone Number:	Appointment Date:		Appointment Time:
<b>Applicant Consent</b>			
<p>I, the undersigned, hereby authorize the release of any criminal history record information that may exist regarding me from any agency, organization, institution, or entity having such information on file. I am aware and understand that my fingerprints will be taken and used to check the criminal history record information files of the Illinois State Police and the Federal Bureau of Investigation. I further understand that I have the right to challenge any information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete.</p>			
Applicant Name (printed):		Date:	
Applicant Name (signature):		Date:	



## APPENDIX B – FEE SCHEDULE

<b>Submission Type</b>	<b>Manual/Paper Form</b>	<b>Electronic/Live scan</b>	<b>Resubmission Fee</b>
<b>Fee Applicants</b> (fees effective October 1, 2007)			
State Only	\$20.00	\$15.00	\$10.00
FBI Only	\$30.25	\$19.25	\$10.00
State & FBI	\$39.25	\$34.25	\$20.00
VCA and AWV Full Set (National Child Protection Act/Volunteers for Children Act and Adam Walsh Volunteers)	N/A	\$30.25	\$20.00
<b>Uniform Conviction Information Act Requests</b> (fees effective July 1, 2004)			
Name-based Inquiry	\$16.00	\$10.00	N/A
Fingerprint Card	\$20.00	\$15.00	\$10.00

<b><u>Court Orders/ Petitions</u></b>	<b><u>Petitions</u></b>	<b><u>Expungement/Sealing Order</u></b>
	No Charge	\$60.00

For resubmissions, please remember that you must provide the TCN number of the previous submission to qualify for the resubmission fee.



# APPENDIX C – CLASSIFICATION OF OFFENSES AND CORRESPONDING PENALTIES

The information listed below is considered “standard sentencing” guidelines for offenses. For more detailed information regarding the standard sentencing by class of offense as well as more detailed sentencing information per sentence type, please review the Illinois Compiled Statutes beginning at 730 ILCS 5.0/4.5 and continuing through 730 ILCS 5.0/5-9-4.

## Felonies

<b>Sentence Type</b>	<b>Class M (First Degree Murder)</b>	<b>Class X</b>	<b>Class 1</b>	<b>Class 2</b>	<b>Class 3</b>	<b>Class 4</b>
<b>Imprisonment (Prison)</b>	20 – 60 years	6 – 30 years	4 – 15 years	3 – 7 years	2 – 5 years	1 – 3 years
<b>Extended Term</b>	60 – 100 years or natural life	30 – 60 years	15 – 30 years	7 – 14 years	5 – 10 years	3 – 6 years
<b>Periodic Imprisonment</b>	Not available	Not available	3 – 4 years	18 – 30 months	18 months (maximum)	18 months (maximum)
<b>Mandatory Supervised Release</b>	3 years	3 years	2 years	2 years	1 year	1 year
<b>Fine</b>	Not to exceed \$25,000 or amount specified in statute (whichever is greater)	Not to exceed \$25,000 or amount specified in statute (whichever is greater)	Not to exceed \$25,000 or amount specified in statute (whichever is greater)	Not to exceed \$25,000 or amount specified in statute (whichever is greater)	Not to exceed \$25,000 or amount specified in statute (whichever is greater)	Not to exceed \$25,000 or amount specified in statute (whichever is greater)
<b>Restitution</b>	Determined by court					
<b>Probation/Conditional Discharge</b>	Not available	Not available	4 years (maximum)	4 years (maximum)	30 months (maximum)	30 months (maximum)
<b>Court Supervision</b>	Not available					
<b>Electronic Home Detention</b>	Not available	Available for last 90 days of incarceration (unless excluded by statute)	Available for last 90 days of incarceration (unless excluded by statute)	Available pursuant to administrative directives (unless excluded by statute)	Available pursuant to administrative directives (unless excluded by statute)	Available pursuant to administrative directives (unless excluded by statute)

**Note:** A fine or restitution cannot be the sole disposition in a felony case.  
 A term of imprisonment is mandatory for certain Class 1 felonies.  
 Probation/Conditional Discharge sentences may also include community service, special programs, training programs, etc.

### Misdemeanors

<b>Sentence Type</b>	<b>Class A</b>	<b>Class B</b>	<b>Class C</b>	<b>Petty Offense</b>	<b>Business Offense</b>
<b>Imprisonment (Jail)</b>	Less than 1 year	6 months <i>(maximum)</i>	30 days <i>(maximum)</i>	None	None
<b>Periodic Imprisonment</b>	Less than 1 year	6 months <i>(maximum)</i>	30 days <i>(maximum)</i>	None	None
<b>Fine</b>	Not to exceed \$2,500 or amount specified in statute <i>(whichever is greater)</i>	Not to exceed \$1,500 or amount specified in statute <i>(whichever is greater)</i>	Not to exceed \$1,500 or amount specified in statute <i>(whichever is greater)</i>	Not to exceed \$1,000 or amount specified in statute <i>(whichever is greater)</i>	Specified by statute
<b>Restitution</b>	Determined by court	Determined by court	Determined by court	Determined by court	Determined by court
<b>Probation/Conditional Discharge</b>	2 years <i>(maximum)</i>	2 years <i>(maximum)</i>	2 years <i>(maximum)</i>	6 months <i>(maximum)</i>	Period of conditional discharge only <i>(specified by statute)</i>
<b>Court Supervision</b>	2 years <i>(maximum)</i>	2 years <i>(maximum)</i>	2 years <i>(maximum)</i>	2 years <i>(maximum)</i>	2 years <i>(maximum)</i>
<b>Electronic Home Detention</b>	Determined by statute	Determined by statute	Determined by statute	None	Determined by statute

**Note:** Probation/Conditional Discharge sentences may also include community service, special programs, training programs, etc.

## APPENDIX D – NCIC CODE TABLES

Field Name	Description	Code	Meaning
<b>Sex</b>	The subject's sex.	M F U	Male Female Unknown
<b>Race</b>	The subject's race	W  B  A  I  U	White <i>A person having origins in any of the original peoples of Europe, North Africa, or Middle East.</i> Black <i>A person having origins in any of the black racial groups of Africa.</i> Asian/Pacific Islands <i>A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.</i> American Indian/Alaskan <i>A person having origins in any of the original peoples of the Americas and maintaining cultural identification through tribal affiliations or community recognition</i> Unknown
<b>Hair Color</b>	The subject's hair color.	BLD BLK BLN BLU BRO GRN GRY ONG PLE PNK RED SDY WHI XXX	Bald Black Blond or Strawberry Blue Brown Green Gray Orange Purple Pink Red or Auburn Sandy White Unknown
<b>Skin Tone</b>	The subject's skin tone/complexion	ALB BLK DRK DBR FAR LGT LBR MED MBR OLV RUD SAL YEL XXX	Albino Black Dark Dark Brown Fair Light Light brown Medium Medium brown Olive Ruddy Sallow Yellow Unknown
<b>Eye Color</b>	The subject's eye color	BLK BLU BRO GRY	Black Blue Brown Gray

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<b>Field Name</b>	<b>Description</b>	<b>Code</b>	<b>Meaning</b>
		GRN HAZ MAR MUL PNK XXX	Green Hazel Maroon Multicolored Pink Unknown
<b>Misc. Number</b>	A valid multi-functional identification number. Do not use the two-digit alpha code listed above for an Air Force, Army, National Guard, or Air National Guard serial number. Instead, use the generic AS code, followed by the number. For example, if the subject's National Guard serial number is NG21001999, enter AS-21001999 in the Miscellaneous Number Field.	AS AR AS  CG MD  MC MP  NS OA  PP SS VA	Air Force Serial Number Alien Registration Number Army Serial Number, National Guard Serial Number, or Air National Guard Serial Number (regardless of state) U.S. Coast Guard Serial Number Mariner's Document of Identification Number Marine Corps Serial Number Royal Canadian Mounted Police Identification Number (FPS Number) Navy Serial Number Originating Agency Police or Identification Number Passport Number Selective Service Number Veteran's Administration Claim Number

**State Codes**

State	Code
Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO

State	Code
Montana	MT
Nebraska	NB
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY
Unknown (United States)	US

## Foreign Countries/Dependencies/ Territories

Country Code (-A-)	Code
Afghanistan	AF
Africa (for reference only)	AC
Albania	AA
Algeria	AN
American Samoa (Islands)	AM
Andorra	AD
Angola	AO
Anguilla	AE
Antarctica	AY
Antigua & Barbuda	AI
Argentina	AT
Armenia	AP
Aruba (now independent Netherlands Antilles)	AJ
Ashmore and Cartier Island	AH
Australia	AS
Austria	AU
Azerbaijan	AV
Azores Islands	AQ

Country (-B-)	Code
Bahamas	BD
Bahrain/Bahrein	BE
Baker Island	BK
Balearic Island	BW
Bangladesh	BL
Barbados	BB
Barbuda & Antigua	AI
Bassas Da India (French	BF

Country (-B-)	Code
Possession)	
Belarus	BY
Belgium	BG
Belize (formerly British Honduras)	BH
Benin (formerly Dahomey)	DH
Bermuda	BM
Bhutan	BN
Bolivia	BV
Bonaire (Netherlands Antilles)	NX
Bosnia & Herzegovina	BP
Botswana	BT
Bouvet Island	BQ
Brazil	BZ
British Honduras (now Belize)	BH
British Indian Ocean Territory (Dependent Territory of United Kingdom)	BO
British Virgin Islands	VB
British Solomon Islands	BS
Brunei	BX
Bukina Faso (known as Bulcina, formerly Upper Volta)	UV
Bulgaria	BU
Burma	BR
Burundi	BI
Byelarus	BY

Country (-C-)	Code
Cambodia (Khmer Republic, now Kampuchea)	CJ

Country (-C-)	Code
Cameroon	CM
CANADA (See list of Provinces later in this chapter; use CD for Unknown)	CD
Canal Zone	CZ
Canary Islands	ZI
Cape Verde Islands	CV
Caroline Islands	CG
Cayman Islands	CP
Central African Republic	CW
Ceylon (now Sri Lanka)	CY
Chad	CF
Chile, Republic of	CQ
China - Taiwan, Republic of China	TW
China, People's Republic of	RC
Christmas Island, Territory of (Australian External Territory)	HR
Clipperton Island (French Possession)	DB
Cocos (Keeling) Islands	DD
Colombia, Republic of	CB
Comoros, Federal Islamic Republics of the	DG
Congo, Brazzaville	RB
Congo, Kinshasa (now Zaire)	ZR
Cook Island	DI
Coral Sea Islands, Territory of (Australian External Territory)	DJ
Costa Rica	CR
Cote d'Ivoire, Republic of (Ivory Coast)	IY
Croatia	KC
Cuba, Republic of	CC

Country (-C-)	Code
Curacao (Netherlands Antilles)	NX
Cyprus, Republic of	CS
Czech Republic	EZ
Czechoslovakia (for reference only)	CK

Country (-D-)	Code
Dahomey (now Benin)	DH
Denmark, Kingdom of	DK
Djibouti, Republic of	DN
Dominica	DM
Dominica Republic	DR
Ducie Island (DU for reference only)	PC

Country (-E-)	Code
East Germany (German Democratic Republic, 1945 – 1989, for reference only)	EM
Ecuador	EU
Egypt (formerly United Arab Republic)	EY
El Salvador	EL
Ellice – Gilbert Islands (now Kiribati)	KB
Ellice Island (now Tuvalu)	TV
England	EN
Equatorial Guinea	EK
Eritrea	ET
Estonia	ES
Ethiopia	EO
Europa Island (French possession)	ER

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<b>Country (-F-)</b>	<b>Code</b>
Falkland Islands, Colony of the (Islas Malvinas)	FA
Faroe Island	FO
Federal Republic of Germany (West Germany 1945 – 1989, for reference only)	WG
Federated States of Micronesia	FS
Fiji	FJ
Finland	FD
France	FN
French Polynesia , Territory of (French overseas territory)	FP
French Guiana (Department of Guiana)	FG
French Southern & Antarctic Lands, Territory of (French overseas territory)	FR

<b>Country (-G-)</b>	<b>Code</b>
Gabon	GB
Gambia, The	GK
Gaza	GZ
Georgia (formerly Gruzinslcaya)	GD
Germany	GE
German Democratic Republic (East Germany 1945 – 1989, for reference only)	EM
Ghana	GG
Gibraltar	RG
Gilbert Islands (now Kiribati)	KB
Glorioso Island (French Possession)	GO
Great Britain (see England, Scotland, Wales, Northern Ireland)	
Greece	GC

<b>Country (-G-)</b>	<b>Code</b>
Greenland	GN
Grenada	GJ
Guadeloupe	GP
Guam	GM
Guatemala	GT
Guernsey Bailiwich (British Crown Dependency)	GF
Guiana, French	FG
Guinea	GI
Guinea-Bissau	PG
Guyana	GY

<b>Country (-H-)</b>	<b>Code</b>
Haiti	HT
Heard Island & McDonald Island, Territory of (Australian Territory)	HE
Hercegovena & Bosnia (HC for reference only)	BP
Holland (Netherlands)	NE
Honduras	HD
Hong Kong	HK
Howland Island	HO
Hungary	HU

<b>Country (-I-)</b>	<b>Code</b>
Iceland	IC
India	II
Indonesia (now includes Timer)	IO
Iran	IR
Iraq	IQ
Ireland	IE
Islas Malvinas (Falkland Islands)	FA
Isle of Man	IB

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Country (-I-)	Code
Israel	IS
Italy (including Sicily & Sardinia)	IT
Ivory Coast (now Cote d'Ivoire)	IY

Country (-J-)	Code
Jamaica	JM
Jan Mayen (Norwegian Territory)	JN
Japan	JA
Jarvis Island	JR
Jersey, Bailiwick (British Crown Dependency)	JE
Johnston Atoll	JI
Jordan	JO
Juan de Nova Island	JU

Country (-K-)	Code
Kampuchea (now Cambodia)	CJ
Kazakhstan	KT
Keeling (Cocos) Islands (Australia Dependency)	DD
Kenya	KE
Khmer Republic (now Cambodia)	CJ
Kingman Reef	KI
Kiribati (formerly Gilbert Island)	KB
Korea, South	KO
Korea, North	KN
Kuwait	KU
Kyrgyzstan	KZ

Country (-L-)	Code
Labrador (included in Newfoundland)	NF
Laos	LS

Country (-L-)	Code
Latvia	LT
Lebanon	LN
Lesotho	LE
Liberia	LB
Libya	LY
Liechtenstein	LI
Lithuania	LH
Luxembourg	LX

Country (-M-)	Code
Macau (formerly spelled Macao)	OC
Macedonia	ZD
Madagascar (included in Malagasy Republic)	MP
Madeira Islands	IM
Malagasy Republic (includes Madagascar)	MP
Malawi	MF
Malaysia	MZ
Maldives	MV
Mali	ML
Malta	MY
Man, Isle of (British Crown Dependency)	IB
Manahiki Island	KH
Mariana Islands	MK
Marshall Islands	MH
Martinique	ZB
Mauritania	MU
Mauritius	UM
Mayotte, Territorial Collectivity of	YO
McDonald Island & Heard Island	HE
MEXICO (See list of Mexican	

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<b>Country (-M-)</b>	<b>Code</b>
States later in this chapter; use MM for unknown state)	
Micronesia, Federated States of	FS
Midway Islands	MW
Moldova	LD
Monaco	MJ
Mongolia	MG
Montenegro	XB
Montserrat (Dependent Territory of United Kingdom)	RR
Morelos	MR
Morocco	MQ
Mozambique	ZO

<b>Country (-N-)</b>	<b>Code</b>
Namibia (South-West Africa)	SJ
Nauru	NR
Navassa Island	VL
Nepal	NP
Netherlands (Holland)	NE
Netherlands Antilles (now Bonaire)	NX
Nevis and Saint Christopher (or Saint Kitts)	TS
New Caledonia and Dependencies, Territory of (French overseas territory)	NQ
New Guinea (now Papua New Guinea)	NO
New Hebrides (now Vanuatu)	HN
New Zealand	NZ
Nicaragua	NU
Niger	NN
Nigeria	NG
Niue	IU

Norfolk Island, Territory of (Australian External Territory)	OF
North Korea	KN
North Vietnam (for reference only)	VN
Northern Ireland	NI
Norway	NW

<b>Country (-O-)</b>	<b>Code</b>
Okinawa	OI
Oman	OM

<b>Country (-P-)</b>	<b>Code</b>
Pakistan	PK
Palau, Republic of	PD
Palmyra Atoll	PL
Panama	PM
Papua New Guinea (formerly New Guinea)	NO
Paracel Islands	PF
Paraguay	PV
People's Democratic Republic of Yemen (for reference only)	ST
Peoples Republic of China	RC
Peru	PU
Philippines	PI
Pitcairn, Henderson, Ducie, and Oeno Islands (Dependent Territory of United Kingdom)	PC
Poland	PO
Polynesia, French	FP
Portugal	PT
Portuguese Timor (now included in Indonesia – for reference only)	TI
Portuguese Guinea (now Guinea-Bissau)	PG
Puerto Rico	PR

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Country (-Q-)	Code
Qatar	QA

Country (-R-)	Code
Republic of Congo, Brazzavile	RB
Republic of Yemen	RY
Reunion, Department of	RE
Rhodesia (now Zimbabwe)	RH
Romania/Rumania	RU
Russia (USSR)	RA
Russia Federation	RF
Rwanda	RW

Country (-S-)	Code
Saint Helena	HS
Saint Kitts-Nevis-Saint Christopher	TS
Saint Kitts – Anguilla (now separate)	AE
Saint Lucia	LU
Saint Pierre and Miquelon, Territorial Collectivity of	PS
St. Vincent and the Grenadines	VV
San Marino	SH
Sao Tome and Principe	TP
Sardinia (included in Italy)	IT
Saudi Arabia	SB
Scotland	SS
Senegal	SG
Serbia	XA
Seychelles	SE
Sicily (included in Italy)	IT
Sierre Leone/Sierra Leone	SA

Country (-S-)	Code
Sikkim (same as India)	II
Singapore	SR
Slovakia	LF
Slovenia	LO
Socialist Republic of Vietnam	RV
Solomon Islands (formerly British Solomom Islands)	BS
Somalia	SM
South Africa	SF
South Georgia and the South Sandwich Islands	GS
South Korea	KO
South Vietnam (for reference only)	VS
Southern Yemen (now People's Democratic Republic of Yemen, for reference only)	ST
South-West Africa (Namibia)	SJ
Soviet Union (USSR, for reference only)	SX
Spain	SP
Spanish Sahara (now Western Sahara)	RS
Spratly Islands	TE
Sri Lanka (formerly Ceylon)	CY
Sudan	SU
Surinam	ZC
Svalbard (Norwegian Territory)	SV
Swaziland	SW
Sweden	SQ
Switzerland	SZ
Syria	SY

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<b>Country (-T-)</b>	<b>Code</b>
Taiwan (Republic of China)	TW
Tajikistan	TJ
Tanzania	TZ
Thailand	TH
Timor, Portuguese (included in Indonesia, for reference only)	TI
Togo	TO
Tokelau (New Zealand territory)	TK
Tonga	TG
Tongareua	TQ
Trinidad & Tobago	TT
Tromelin Island (French possession)	TM
Trucial States (now United Arab Emirates)	TC
Trust Territory of the Pacific Islands	TD
Tunisia	TU
Turkey	TY
Turkmenistan	UR
Turks and Caicos Islands (Dependent Territory of United Kingdom)	TR
Tuvalu (formerly Ellice Island)	TV

<b>Country (-U-)</b>	<b>Code</b>
Uganda	UG
Ukraine	UK
Unknown (Note: For use in III records only)	XX
United Arab Emirates (formerly Trucial States)	TC
United Arab Republic (now Egypt)	EY
United Kingdom	UN
Upper Volta (now Bukina Faso,	UV

<b>Country (-U-)</b>	<b>Code</b>
known as Bulcina)	
Uruguay	UY
United States of America (See list of States in this chapter)	US
USSR (Soviet Union, for reference only)	SX
U.S. Virgin Islands	VI
Uzbekistan, Republic of	UZ

<b>Country (-V-)</b>	<b>Code</b>
Vanuatu, Republic of (formerly New Hebrides)	HN
Vatican City	VY
Venezuela, Republic of	VZ
Vietnam (for reference only)	VM
Vietnam, North (for reference only)	VN
Vietnam, Socialist Republic of	RV
Vietnam, South (for reference only)	VS
Virgin Islands, U.S.	VI

<b>Country (-W-)</b>	<b>Code</b>
Wake Island	WK
Wales	WL
Wallis and Futuna, Territory of the (French overseas territory)	WF
West Bank	WB
West Germany (Federal Republic of Germany, 1945 – 1989, for reference only)	WG
West Indies (for West Indies Island not found separately listed)	WN
Western Sahara, Independent State of (formerly Spanish Sahara)	RS
Western Samoa	WS

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<b>Country (-Y-)</b>	<b>Code</b>
Yemen Arab Republic (for reference only)	YE
Yemen, People's Republic of (for reference only)	ST
Yemen, Republic of	RY
Yugoslavia	YG

<b>Country (-Z-)</b>	<b>Code</b>
Zaire, Republic of (formerly Congo Kinshasa)	ZR
Zambia, Republic of	ZM
Zimbabwe, Republic of (formerly Rhodesia)	RH

## Canadian Provinces

Province	Codes
Alberta	AB
British Columbia	BC
Manitoba	MB
Namavut Providence	XN
New Brunswick	NK
Newfoundland (includes Labrador)	NF
Northwest Territories	NT
Nova Scotia	NS
Ontario	ON
Prince Edward Island	PE
Quebec	PQ
Saskatchewan	SN
Unknown Canadian Province	CD
Yukon (Territory)	YT

**Indian Nations**

State	Code
Absentee Shawnee	EE
Apache Tribe	AX
Bad River Band of Lake Superior Tribe of Chippewa Indians	XC
BOIS Forte Band of Chippewa	XP
Caddo Tribe	XD
Cherokee Nation	XE
Cheyenne and Arapaho Tribes	DA
Citizen Band Pottawatomie Tribe/Citizen Pottawatomie Nation	DW
Comanche Nation	DP
Delaware Nation	XF
Devil's Lake Sioux Tribe	DL
Eastern Shawnee Tribe	XG
Fond du Lac	FC
Grand Portage Band of Lake Superior Chippewa	XO
Iowa Tribe	IW
Kickapoo Tribe	KK
Kiowa	KW
Lac du Flambeau – Band of Lake Superior Chippewa	LP
Leech Lake Band of Chippewa	LL
Menominee	IX
Miami Tribe	DS
Mille Lacs	LC

State	Code
Modoc Tribe	XH
Muscogee (Creek) Tribe	DT
Oglala Sioux	OS
Oneida Tribe of Indians of Wisconsin	OT
Osage Nation	OG
Otoe-Missouria Tribe	OO
Ottawa Tribe	XI
Pawnee Tribe	PW
Peoria Tribe	XJ
Ponca Tribe	PN
Quapaw Tribe	XK
Red Lake/Red Lake Band of Chippewa	RL
Sac & Fox	FX
Seminole Nation	SK
Seneca-Cayuga Tribes	DV
Shakopee	KP
Turtle Mountain Band of Chippewa	UC
United Keetoowah Band of Cherokee Indians	XL
Western Delaware Tribe	XM
White Earth/White Earth Band of Chippewa	WE
Wichita Tribe	WT
Wyandotte Tribe	WD

**Mexican States**

State	Code
Aguascalientes	AG
Baja California (Northern Section)	BA
Baja California (Southern Section)	BJ
Campeche	CE
Chiapas	CI
Chihuahua	CH
Coahuila	CU
Colima	CL
Distrito Federal (Mexico, D.F.)	DF
Durango	DO
Guanajuato	GU
Guerrero	GR
Hidalgo	HL
Jalisco	JL
Mexico, D.F. (Distrito Federal)	DF
Mexico (State)	MX
Michoacan	MC
Morelos	MR
Nayarit	NA
Nuevo Leon	NL
Oaxaca	OA
Puebla	PB
Queretaro	QU
Quintana Roo	QR
San Luis Potosi	SL
Sinaloa	SI

State	Code
Sonora	SO
Tabasco	TB
Tamaulipas	TA
Tlaxcala	TL
Unknown Mexican State	MM
Veracruz	VC
Yucatan	YU
Zacatecas	ZA

## APPENDIX E – HELPFUL WEB ADDRESSES

### Federal

Federal Bureau of Investigation (FBI)	<a href="http://www.fbi.gov">www.fbi.gov</a>
FBI Name Check Form (for agencies that have an assigned NCIC ORI)	<a href="http://www.fbi.gov/hq/cjisd/namecheckfaqs.pdf">www.fbi.gov/hq/cjisd/namecheckfaqs.pdf</a>
National Sex Offender Registry	<a href="http://www.nsopr.gov">www.nsopr.gov</a>
Compact Council	<a href="http://www.fbi.gov/hq/cjisd/web%20page/cc.htm">www.fbi.gov/hq/cjisd/web%20page/cc.htm</a>

### Illinois

<b>Illinois State Police</b>	
Home Page	<a href="http://www.isp.state.il.us">www.isp.state.il.us</a>
Order Forms Online	<a href="http://www.isp.state.il.us/services/uciaformreq.cfm">www.isp.state.il.us/services/uciaformreq.cfm</a>
Guide to Understanding Criminal History Record Information	<a href="http://www.isp.state.il.us/media/docdetails.cfm?DocID=508">www.isp.state.il.us/media/docdetails.cfm?DocID=508</a>
Electronic Conviction Inquiries Information	<a href="http://www.isp.state.il.us/services/convictioninquiries.cfm">www.isp.state.il.us/services/convictioninquiries.cfm</a>
Live scan Information	<a href="http://www.isp.state.il.us/crimhistory/Live_scan.cfm">www.isp.state.il.us/crimhistory/Live_scan.cfm</a>
Sex Offender Registry	<a href="http://www.isp.state.il.us/sor/">www.isp.state.il.us/sor/</a>
Missing Sex Offenders	<a href="http://www.isp.state.il.us/missingsor/missingsor.cfm">http://www.isp.state.il.us/missingsor/missingsor.cfm</a>
Child Murderer and Violent Offender Registry	<a href="http://www.isp.state.il.us/cmvo/">www.isp.state.il.us/cmvo/</a>
Convicted Methamphetamine Manufacturer Registry	<a href="http://www.isp.state.il.us/meth/">www.isp.state.il.us/meth/</a>
<b>Other Illinois Sites</b>	
Entrust Enrollment	<a href="https://autora02.cmc.state.il.us">https://autora02.cmc.state.il.us</a>
Illinois General Assembly	<a href="http://www.ilga.gov">www.ilga.gov</a>
Illinois Department of Corrections Sex Offender Registry	<a href="http://www.idoc.state.il.us/subsections/so_search/default.asp">www.idoc.state.il.us/subsections/so_search/default.asp</a>

Printed by the Authority of the State of Illinois  
ISP Central Printing Section  
Printed on Recycled Paper  
ISP 5-727 (8/11)  
[www.illinois.gov](http://www.illinois.gov) [www.isp.state.il.us](http://www.isp.state.il.us)

