

April 6, 2022

In order to request a State Identification Number (SID) from the Bureau of Identification (BOI), you must determine the following: Was your employee printed under your agency's ORI? Do you have the **exact spelling** of the individual printed? Do you have the Transaction Control Number (TCN) from the fingerprint card (either Livescan or hard card)? Once those have been determined, please contact the BOI for a SID. Requests should be submitted on agency letterhead to the ISP Bureau of Identification, attention Data Entry Unit Special Handling via fax to 815-740-5193 or via email to [ISP.DataEntry.Unit@Illinois.gov](mailto:ISP.DataEntry.Unit@Illinois.gov).

According to the LEADS Manual in Section 1240.50 LEADS Access Security:

- ## b) Personnel Security Requirements

- 1) Thorough background screening of LEADS-related personnel is required by the employing agency. State and national criminal history record checks by fingerprint identification must be conducted for terminal operators, programmers, and other persons employed or utilized to effectuate access to or initiate transmission of LEADS and National Crime Information Center (NCIC) information, regardless of the frequency of access. A fingerprint-based background check must be performed on any person with direct access to LEADS. The agency shall submit both Illinois and FBI criminal justice applicant fingerprint inquiries to the Illinois State Police, Bureau of Identification.

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