

## LEADS Daily Bulletin

JULY 17, 2025

### Entering/Modifying ORI Capability in CHF Records

LEADS 3.0 technology overcomes the **LEADS 2000 programmatic restriction which automatically identified a Hot File record owner ORI as the agency who physically entered the record, not the authorizing agency, the record was entered on behalf of (ORA).** Entering (servicing) agencies are required to use the actual authority/record owner (serviced agency) ORI when establishing Hot File records.

**Records already on file should be MODIFIED to reflect the correct owner ORI (record authority) which includes an automatic translation of the corresponding ORA.** For Messenger users, this requires the serviced agency ORI be included in the ORI drop-down in Hot File formats. If an ORI is not listed in a drop-down, should be submitted to the ISP HelpDesk to add any ORIs necessary.

**To modify** a Records ORI, follow the below steps:

- Query the Record, Select Modify from the Hot Links choices, or open the modify form from the Forms Tree.
- Complete the Header Information, (Message key and ORI of the Entering agency)
- Record Identifiers will have auto populated. (Double check to ensure modifying the correct record).
- Message Information
  - Leave **MKE**, (message key) field blank
  - **ORI** - choose the ORI of the agency who requested the record entry, from your dropdown choices.
- Select **Submit**. User will receive acknowledgement.
- Query the record again to ensure the ORI has changed.
  - Retain acknowledgement and updated record information with original entry.

MV - Modify Vehicle			
<b>Header Information</b>			
* Message Key		ORI	
MV = Modify Stolen Vehicle ▼		IL0840000 = SO SANGAMON CO IL ▼	
<b>Record Identifiers</b>			
* LEADS #	VIN #	License #	Owner-applied #
V20H3498	J0K103505		
<b>Message Information</b>			
MKE		ORI	Name of Validator
		IL0841400 = PD SHERMAN IL ▼	

**To Enter:**

- Select the Desired form for the appropriate entry
- Complete the Header Information – select the correct message key, and the Owning agency ORI from the dropdown.
- Complete the required remaining fields for the desired hot file entry.

EV - Enter Vehicle				
<b>Header Information</b>				
<b>* Message Key</b> <div> <div>EV = Stolen Vehicle</div> <div>EV = Stolen Vehicle</div> <div>EV-A = Stolen Vehicle - Occupant(s) Armed</div> <div>EV-P = Stolen Vehicle - Hold for Latents</div> <div>EV-F = Stolen Vehicle - Occupant(s) Armed/Hold for Latents</div> <div>EV-S = Stolen Vehicle - Suicidal</div> <div>EV-Y = Stolen Vehicle - Armed/Suicidal</div> <div>EF = Felony Vehicle</div> <div>EF-A = Felony Vehicle - Occupant(s) Armed</div> </div>		<b>QRI</b> <input type="text"/>		
<div> <div> <b>* Vehicle Make</b>  <input type="text"/> </div> <div> <b>Vehicle Model</b>  <input type="text"/> </div> <div> <b>* Vehicle Style</b>  <input type="text"/> </div> <div> <b>* VIN #</b>  <input type="text"/> </div> </div>				
<b>License Month</b> <input type="text"/>	<b>License Year</b> <input type="text"/>	<b>License State</b> <input type="text"/>	<b>License Type</b> <input type="text"/>	<b>* License #</b> <input type="text"/>
<b>* Stolen From Address</b> <input type="text"/>	<b>* Stolen From Street</b> <input type="text"/>	<b>* Stolen From City</b> <input type="text"/>		
<b>Reason for Towing</b> <input type="text"/>		<b>Towed To</b> <input type="text"/>	<b>Phone #</b> <input type="text"/>	<b>Inventory #</b> <input type="text"/>
<b>Requested By</b> <input type="text"/>	<b>Towed By</b> <input type="text"/>	<b>Hold</b> <input type="text"/>	<b>Authorized</b> <input type="text"/>	

EV - Enter Vehicle									
Header Information									
* Message Key		ORI							
EV1T = Towed or Tagged Vehicle		<div> <div>IL08496Y6 = ISP DOA TECHNOLOGY SERVICES IL</div> <div>IL042013N = JERSEY CO 911 IL</div> <div>IL0420100 = PD GRAFTON IL</div> <div>IL0420000 = SO JERSEY CO IL</div> </div>							
Vehicle Information									
* Date of Theft									
Vehicle Color		* Vehicle Year		Model		* Vehicle Style		* VIN #	
Owner-applied #									
License Month		License Year		License State		License Type		* License #	
* Towed From Address		* Towed from Steet		* Towed From City					
* Reason for Towing				* Towed To		Phone #		Inventory #	
* Requested By		* Towed By		Hold		* Authorized			

If you have any questions or need additional help, please contact the ISP Help Desk [ISP.HelpDesk@illinois.gov](mailto:ISP.HelpDesk@illinois.gov) or at 866/LEADS-00 (866/532-3700).

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