

## LEADS Daily Briefing for November 7, 2019

## SID Number Requests

LEADS and NCIC policy dictates that state and federal fingerprint background checks be conducted for terminal operators, programmers, vendors, and other persons employed or utilized to effectuate access to or initiate transmission of LEADS and NCIC information, regardless of frequency of access.

If your agency needs to determine whether a State Identification (SID) number has been issued to an employee of your agency under your agency ORI, please submit a request 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.boi.customer.support@illinois.gov](mailto:isp.boi.customer.support@illinois.gov). Be sure to include the employee's name and DOB, your agency ORI, and your preferred response method (fax or email).

Please Note: All email responses will be encrypted after 2/1/2018 utilizing Entrust encryption software. In order to decrypt a SID response sent via email, the agency requestor must obtain a digital ID and install the Entrust decryption software. Instructions are available online at <http://www.isp.state.il.us/crimhistory/chri.cfm>. If your LEADS Agency Coordinator (LAC) is receiving the monthly CHRI transaction log via email, then the required digital ID and decryption software are mostly likely already in use. All requests must be submitted in writing. NO telephone requests will be accepted.

Please contact the ISP BOI Customer Support Unit at (815) 740-5160, Menu Option 2 with any questions regarding this procedure.

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