

LEADS Daily Bulletin

September 24, 2024

CHRI Checks Via LEADS – Reminder

Agencies **should not** perform a CHRI query or physically handout CHRI printouts obtained via LEADS to any non-criminal justice agency or commissions.

Examples of agency types that **cannot** receive criminal history information from LEADS are:

Day Care/Child Care

Fire Departments

Defense Attorney/Public Defender

Military Recruiters

Airport Security/TSA

Dissemination of criminal history record information obtained via LEADS to a non-criminal justice agency or a member of the public is strictly prohibited. However, non-criminal justice agencies and the public may access criminal history information by contacting the ISP Bureau of Identification. ISP Bureau of Identification will be able to provide the IL Uniform Conviction Information Act (UCIA) Name Check form or Fingerprint Card for Criminal History Information.

Name based Background Check inquiries for non-criminal justice purposes are available through the Criminal History Information Response Process (CHIRP) <https://chirp.isp.illinois.gov/>

All fingerprint transactions must be submitted to ISP electronically through a licensed live scan fingerprint vendor. If your fingerprint based criminal history background check is required for licensing or other statutorily requirements for employment, please work with the agency to obtain the correct information prior to going to the live scan vendor. For a list of licensed live scan fingerprint vendors: <https://isp.illinois.gov/BureauOfIdentification/Fingerprint>

If you need more information about dissemination of CHRI please reference to the LEADS 3.0 Manual, CHRI Chapter: <https://isp.illinois.gov/LawEnforcement/LEADS3Manual>

