

## LEADS Daily Bulletin

April 15, 2026

### Accurate Address Entry in Sex Offender/MVOAY Records

The Illinois State Police Offender Registry Unit has provided the below clarification instructions for the Address history within the NextGen system to address the questions agencies have had regarding the Address History and how the address appear in the Summary Report.

The correct address entry is essential for ensuring officers can verify compliance and for preventing incorrect or duplicate addresses from appearing in Summary responses. Any address **not** placed in **History** will continue to appear in the Summary.

Please follow the guidelines below to help maintain accurate records.

#### Address Editor

- When an offender moves to a new address, place the previous address into **History** with the correct end date.
- **Do not** enter employment or education addresses in the Address Editor if you will be completing those sections separately.

#### Employment Editor

- When an offender changes or ends employment, move the previous job entry into **History** with the correct end date.
- All employment entries **must include an address**.
- For self-employed, unemployed, or retired individuals:
  - Use the home address, **or**
  - Enter the information in the Occupation field (no address required).

#### Education Editor

- When an offender completes or changes schools, move the previous school entry into **History** with the correct end date.
- All education entries **must include an address**.

#### Historic Addresses

Addresses placed into **History** will not appear on the active record or in Summary queries. Historic address information is available through the ISP Registration Unit.

For questions or assistance, contact: [ISP.SOR.UNIT@Illinois.gov](mailto:ISP.SOR.UNIT@Illinois.gov)

