Obtaining a State Identification Number (SID)

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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.

On all requests for a SID, be sure to include the employee's name used at the time of fingerprinting, date of birth, your agency's ORI, and TCN (Transaction Control Number) if available. A valid fax number or secure email must be provided for your request to be returned. Once the SID is located the Data Entry Unit will return your request via fax or to the secure email.

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

a) Each LEADS participating agency shall comply with the LEADS access security standards established by the Department.

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.

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date