

LEADS Daily Bulletin

December 16, 2025

Criminal History Purpose (PUR) Codes

As a reminder, LEADS policy requires that the correct purpose codes be used when making criminal history inquiries. The purpose code is a required field. They are as follows:

A - Administrative File Maintenance

Authorized staff must use Purpose Code A when the **authorized participating state agency** generates III transaction messages for internal review. III responses containing Purpose Code A cannot be disseminated for any other purpose. A QR record request message for Purpose Code A allows a state to review record information. The FBI will provide only what is indexed in the Next Generation Identification (NGI) System for that state.

C - Criminal Justice

Authorized staff must use Purpose Code C when a III message is for official duties in connection with the administration of criminal justice.

F - Firearms Related

Criminal justice agencies must use Purpose Code F to (a) issue firearms-related permits and explosives permits pursuant to state law, regulation, or local ordinance; (b) return firearms to their lawful owners; and (c) enforce federal and state laws prohibiting certain persons with criminal records from possessing firearms in circumstances in which firearms have been pawned.

H - Public Housing Authority (PHA)

Used when a CHRI inquiry is made under the authority of the Housing Opportunity Extension Act of 1996. The use of this purpose code is limited to QH transactions. The FBI's CJIS Division assigns public housing agencies ORIs containing the letter Q in the ninth position for use by authorized agencies. This PHA ORIs must be used when conducting CHRI transactions using Purpose Code H.

J - Criminal Justice Employment

Used when a CHRI transaction involves employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency is required to have management control. Purpose Code J is used for initial background checks (must be followed with a Criminal Justice Employment fingerprint submission) of criminal justice agency personnel as well as the following:

- a) Noncriminal justice agencies that are involved with the administration of criminal justice on behalf of the criminal justice agency.
- b) Vendors or contractors who are involved with the administration of criminal justice for the criminal justice agency, e.g., personnel involved with maintenance of computer systems, upgrading records systems, data entry clerks, etc.
- c) Volunteers at the criminal justice agency who are involved with the administration of criminal justice for the criminal justice agency, e.g., volunteer dispatchers, volunteer data entry clerks, volunteers at a confinement facility who are providing inmate rehabilitation.

S - National Security

Used by a federal agency authorized by the Security Clearance Information Act (SCIA), Title 5, United States Code, Section 9101, when investigating individuals for any of the following: a. Access to classified information.

- a) Assignment to or retention in sensitive national security duties.
- b) Acceptance or retention in the armed forces.
- c) Appointment, retention, or assignment to a position of public trust, or a critical or sensitive position while either employed by the government or performing a government contract.

For further information regarding the Purpose Codes, please see the CHRI Chapter in the LEADS 3.0 Manual:
<https://isp.illinois.gov/LawEnforcement/LEADS3Manual>

If you have any other questions or issues, please contact the ISP Help Desk by either emailing your questions to ISP.HelpDesk@illinois.gov or by calling 866/LEADS-00. Please provide your agency ORI with the request.

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