

LEADS Daily Bulletin

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Public Housing Authority CHRI Access

Public Housing Authorities (PHA) are granted access to Illinois and FBI Criminal Conviction Records of adult applicants for, or tenants of, public housing for purposes of applicant screening, lease enforcement, and eviction. Accordingly, local criminal justice agencies can initiate Criminal History Record Information (CHRI) inquiries for PHAs via LEADS which must be limited to QH transactions and using the PHA's ORI. This CHRI inquiry will query Illinois and the FBI Interstate Identification Index (III). **Agencies are only allowed to acknowledge a possible record or no record response when disseminating information to the PHAs.** A complete CHRI record should not be provided in the response. Dissemination of LEADS/NCIC information (i.e., warrants, driver's license, vehicle information, etc.) in any form to Public Housing Authorities and their employees is **prohibited**.

Agencies are advised not to run CHRI queries under any other Purpose Code other than **H** for the Housing Authority.

When a query (QH) is performed using the Housing ORI in the Header Information, the system currently rejects the CHRI query. Housing Authority ORI's are not recognized as a Valid ORI in the CHRI system. To initiate a CHRI Inquiry for a PHA, complete the query as shown below, using the following in the QH format:

- **Purpose Code H (QH Only Query)**
- The agency name or ORI in the Attention field
- Assigned "Q" ORI in the Requestor Field
- Selection authorized for a housing query
 - Name/DOB

The screenshot displays a software interface titled "QH - Summary History". It contains several sections: "Header Information" with an "ORI" dropdown menu; "Required Field" with three rows: "* Purpose" set to "H = Housing", "* Attention" set to "ANYTOWN PD", and "* Requester" set to "IL012345Q"; a row of four buttons: "By NAM/DOB" (highlighted), "By NAM/SID", "By NAM/FBI", and "By SOC/MNU"; and a partially visible "Required Information" section at the bottom.

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.

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