LEADS Daily Bulletin

April 16, 2026

Non-Criminal Justice Related CHRI Inquires

It is a violation of both state and federal law for the LEADS CHRI system to be used for employment or licensing purposes by private agencies, which includes non-criminal justice agencies such as fire department, cities, villages, or towns. Background checks on city, village or town employees or liquor license applicants may **not** be conducted via LEADS. Criminal background checks of these types **must** be performed through a fingerprint-based check with the Illinois State Police, Bureau of Identification (BOI) using non-criminal justice ORI which agencies obtain from the ISP BOI.

Please refer to the LEADS Security Policy, https://isp.illinois.gov/LawEnforcement/LEADSSecurity
4.2 Access to, Use, and Dissemination of LEADS/NCIC Data
4.2.1 Proper Access and Dissemination of Data Obtained Through LEADS

LEADS criminal history checks are name based and may not provide an accurate criminal background for the subject. The only way to accurately identify a person's criminal background is through a fingerprint check. Therefore, to protect an agency from licensing or hiring an applicant who applied with a false name, a fingerprint check must be done. A fingerprint check protects the applicant as well. If the applicant has the misfortune of having the same name as a criminal, a fingerprint-based background check will provide the applicant's accurate criminal background or lack thereof.

See the LEADS Manual, Criminal Histories (CHRI) Chapter for further details.
https://isp.illinois.gov/LawEnforcement/LEADS3Manual

If you have any questions or need help, please contact the ISP Help Desk ISP.HelpDesk@illinois.gov or at 866/LEADS-00 (866/532-3700).

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