DAILY BULLETIN
October 26, 2026

Agency Changes – Agency Head, LAC and Contact Information

When an agency makes a change regarding agency contact (address, fax/phone number), changes in leadership and/or the LEADS Agency Coordinator (LAC) the LEADS Policy requires agency to notify the ISP LEADS Administration. The most up to date forms required for the reported changes are listed on the LEADS 3.0 website under the FORMS section. https://isp.illinois.gov/LawEnforcement/LEADS3dot0

LEADS DATA CORRECTION FORM (DCF)

- Required for Agency Head changes, LAC changes and/or agency contact information.
- Check all boxes at the top of page related to the changes to be made.
- Page two of the DCF needs only completed when there is a LAC change.

LEADS AGREEMENT

- Required for **all** Agency Head changes.
- Agencies who DO NOT enter their own Hot Files (missing persons, warrants, etc.) will not need to complete the Computerized Hot File Addendum.
- Agencies who DO enter Hot Files are required to complete all addendums.

LEADS MESSAGE SERVICE AGREEMENT

- This agreement is required to be executed when a Criminal Justice LEADS terminal agency provides service for a Criminal Justice non-LEADS terminal agency (i.e.- Mobile only or non-Messenger station).
- Required for **all** Agency Head changes, address changes, ORI or station (CDC) changes for the providing agency for the non-terminal agency hit confirmations.

HOLDER OF RECORD

- Required for **all** Agency Head changes.
- This form needs to be completed by agencies who enter and handle records for another terminal agency.
- This form is **not** to be submitted to the LEADS Administration. Both agencies are required to keep a copy of this completed form and produce upon request by LEADS Administration/NCIC staff.

INTERAGENCY AGREEMENTS

- Required for **all** Agency Head changes, address changes, ORI or station (CDC) changes.
- This agreement is required when a non-criminal justice entity (to include private contractors and comm centers) provides administration of criminal justice services to a criminal justice agency.
- A description of the services provided must be provided with the agreement when submitted to the LEADS Administration.

Submission of these forms should be sent to the LEADS Administration by fax, email or USPS mail.

* *Photos of forms will not be accepted.*

LEADS Administration Mailing Address:	**Illinois State Police** **LEADS Administration** **801 South Seventh Street, Suite 600-M** **Springfield, Illinois 62703**
LEADS Administration FAX:	**217/524-2498**

Please contact the ISP Help Desk at isp.helpdesk@illinois.gov or 866/LEADS00 with assistance of questions.

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