LEADS Daily Bulletin
February 20, 2025

Monthly Validation and CHRI Report Reminder

Monthly Validations, along with CHRI Monthly reports are only available online through LEADS 3.0 OpenFox Messenger. *Agencies are required to login into Messenger, process the Validations and the CHRI Monthly Reports though Messenger.* Agencies have the option to print the validation records or retain the computerized version. Validation reports must be retained for 18 months. See the LEADS manual, Other Transactions Chapter, Section 5.4 for the validation procedure and Section 5.6 for the Validation Schedule.

For the CHRI monthly report, agencies must query each ORI at their agency and the non-terminal agencies they service. The CHRI logs for each agency is required to be printed and kept on file for at least one year from date of report. See the LEADS manual, CHRI Chapter, Section 6.1 Criminal History Log.

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.

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