

# Daily Bulletin

June 7, 2022

## 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 using the QH format and the PHA's ORI. This CHRI inquiry will check Illinois and the FBI Interstate Identification Index (III); however, only a possible **record or no record response** will be provided. A complete CHRI record will not be provided in the response. Public Housing Authorities and their employees are **not allowed access** to any other information contained in LEADS/NCIC (i.e., warrants, drivers, vehicle information, etc.) nor may LEADS printouts be provided to the PHA and their employees.

When you are running a QH query with the Housing ORI in the Header Information, the system does not recognize the Housing ORI as a valid CHRI query, hence receiving an error. To initiate a CHRI Inquiry for a PHA the following must be entered in the QH format:

- Purpose Code H
- The agency name or ORI in the Attention field
- Assigned "Q" ORI in the Requestor Field
- The Required Information in the bottom section
  - Name/DOB
  - Name/SID
  - Name/FBI
  - SOC/MNU

The screenshot shows a software interface titled "QH - Summary History". It contains several sections:

- Header Information:** A dropdown menu labeled "ORI" is currently empty.
- Required Field:** Three fields are present:
  - \* **Purpose:** A dropdown menu with "H = Housing" selected.
  - \* **Attention:** A text input field containing "ANYTOWN PD".
  - \* **Requester:** A text input field containing "IL012345Q".
- By NAM/DOB By NAM/SID By NAM/FBI By SOC/MNU:** A row of four buttons. The "By NAM/DOB" button is highlighted in light blue.
- Required Information:** A section header at the bottom of the form.

