

# LEADS Daily Bulletin

August 19, 2021

## Criminal History Purpose (PUR) Codes

As a reminder, LEADS policy requires that the correct purpose codes be used when making criminal history inquiries. The purpose code is a required field. They are as follows:

### **A - Administrative File Maintenance**

Authorized staff must use Purpose Code A when the authorized participating state agency generates III transaction messages for internal review. III responses containing Purpose Code A cannot be disseminated for any other purpose

### **C - Criminal Justice**

Authorized staff must use Purpose Code C when a III message is for official duties in connection with the administration of criminal justice.

### **D – Domestic Violence and Stalking**

Authorized officials of civil or criminal courts must use Purpose Code D when the III message is accessed by officials of civil or criminal courts in domestic violence or stalking cases. At the discretion of the appropriate state CJIS Systems Officer (CSO) and the FBI's CJIS Division, civil courts may be issued ORIs containing a D in the ninth position of the ORI. Those ORIs ending in D are limited to QH inquiry and QR record request messages for Purpose Code D.

### **F - Firearms Related**

Criminal justice agencies must use Purpose Code F to (a) issue firearms-related permits and explosives permits pursuant to state law, regulation, or local ordinance; (b) return firearms to their lawful owners; and (c) enforce federal and state laws prohibiting certain persons with criminal records from possessing firearms in circumstances in which firearms have been pawned.

### **H - Public Housing Authority (PHA)**

Used when a CHRI inquiry is made under the authority of the Housing Opportunity Extension Act of 1996. The use of this purpose code is limited to QH transactions. PHA ORIs must be used when conducting CHRI transactions using Purpose Code H.

### **I – Interstate (approved Noncriminal Justice)**

One authorized agency in each state is permitted to use Purpose Code I for interstate-approved, noncriminal justice purposes that involve noncriminal justice employment and/or licensing background checks authorized by federal law, Federal Executive Order, or a state statute approved by the U.S. Attorney General. QH inquiry messages may be sent using this purpose code by including the FBI Universal Control Number (UCN) or SID Number. All requests for background checks for noncriminal justice purposes must be accompanied by fingerprints. QR record request messages shall be made only after positive fingerprint identification by the SIB. If the state agency does not make an identification, the fingerprints must be forwarded to the FBI's CJIS Division for searching.

### **J - Criminal Justice Employment**

Used when a CHRI transaction involves employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency is required to have management control. Purpose Code J is used for initial background checks (must be followed with a Criminal Justice Employment fingerprint submission) of criminal justice agency personnel as well as the following:

- a) Noncriminal justice agencies that are involved with the administration of criminal justice on behalf of the criminal justice agency.
- b) Vendors or contractors who are involved with the administration of criminal justice for the criminal justice agency, e.g., personnel involved with maintenance of computer systems, upgrading records systems, data entry clerks, etc.
- c) Volunteers at the criminal justice agency who are involved with the administration of criminal justice for the criminal justice agency, e.g., volunteer dispatchers, volunteer data entry clerks, volunteers at a confinement facility who are providing inmate rehabilitation.

## S - National Security

Used by a federal agency authorized by the Security Clearance Information Act (SCIA), Title 5, United States Code, Section 9101, when investigating individuals for any of the following: a. Access to classified information.

- a) Assignment to or retention in sensitive national security duties.
- b) Acceptance or retention in the armed forces.
- c) Appointment, retention, or assignment to a position of public trust, or a critical or sensitive position while either employed by the government or performing a government contract.

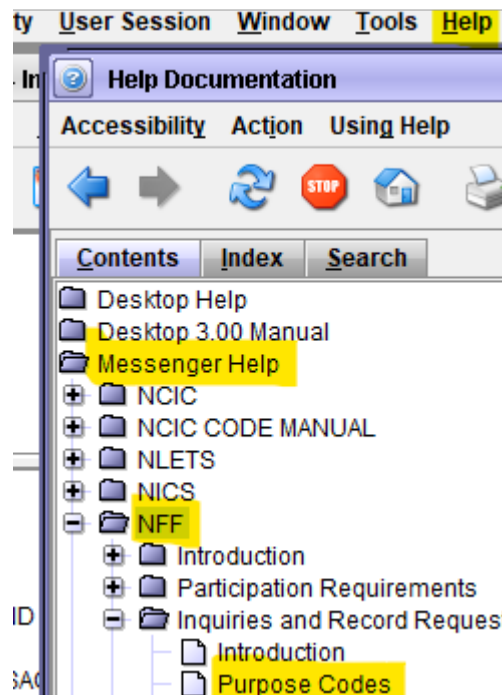
## V – Visa Applicants

Staff at the Department of State, Consolidated Immigrant Processing Visa Center, use Purpose Code V when a QH is made for the purpose of determining eligibility for a visa application.

## X – Exigent Circumstances

Purpose Code X must be used when a QH inquiry message is made during an emergency situation when the health and safety of a specified group may be endangered (i.e., during largescale disasters such as hurricanes). Agencies authorized under an approved statute to receive criminal history record information preceding the delayed submission of fingerprints or by law enforcement agencies servicing the record needs of such agencies must use Purpose Code X. Following a QH inquiry message, authorized personnel may use a QR record request to review an individual's record. All requests for background checks for exigent purposes must be accompanied by fingerprints.

**To see more information on these purpose codes**, click on Help in Messenger: go to the top of the screen click HELP and then Launch Help. Double click Messenger Help, open the NFF Folder, open Inquires and Record Requests, then click on Purpose Codes (see below)



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

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