

## ATTENTION AGENCY

You can now submit name check searches to the FBI (Federal Bureau of Investigation).

It is no longer necessary to contact the Illinois State Police to conduct this procedure.

Please use the attached form and fill out the information needed. Please read the instructions on the back to complete the form.

## CJIS NAME SEARCH REQUEST FORM

Please complete the attached form to request a name check. Please be advised that an individual's fingerprints must be rejected twice for technical issues prior to requesting a name check.

ORI of State/Federal/Regulatory Agency: \_\_\_\_\_ IL0998900

Your agency's Point of Contact (POC) for the response: \_\_\_\_\_

Phone Number of POC: \_\_\_\_\_

Fax Number of POC: \_\_\_\_\_

Address of requesting agency: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please fax \_\_\_\_\_ or mail \_\_\_\_\_ my response to this request.

---

### Subject of Name Check

**Transaction Control Number (TCN) of subject's fingerprint submission:**

1) \_\_\_\_\_

2) \_\_\_\_\_

Name: \_\_\_\_\_ Alias: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eyes: \_\_\_\_\_ Hair: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Miscellaneous Number: \_\_\_\_\_

State Identification Number: \_\_\_\_\_ OCA: \_\_\_\_\_

## **CJIS Name Search Request Procedures**

The Name Search Request form should be used by Agencies for non-criminal justice purposes in those instances where the fingerprints have been twice rejected. Agencies will be required to provide the Transaction Control Number of the rejected fingerprint submissions as well as the Originating Agency Identifier of the Contributing agency. The FBI will confirm that the subject of a name check request 90 days after the second fingerprint rejection. After the name checks are completed, have the results faxed or sent by mail. If candidates are generated during the name search record, then agencies will be provided a mailed copy of the criminal history record. Contributors should complete the form and mail to the following address or fax to the following number:

FBI CJIS Division  
Identification and Investigative Services Section  
Module E-2  
1000 Custer Hollow Road  
Clarksburg, WV 26306  
Attention: Name Check Request

The form can also be faxed to: (304) 625-5102, Attention: Name Check

Should you have any questions regarding this notice, please contact the Identification and Investigative Services Section Liaison Office at (304) 625-5590.