

**Regulations Regarding Receipt of Criminal History Record Information
North Carolina State Bureau of Investigation**

1. Criminal history record information (CHRI) received from the NCSBI and the FBI (if applicable) must be kept locked and secured. It should only be available to the contact persons listed at the NCSBI.
2. CHRI received by the agency should not be given to another agency or the applicant.
3. If the applicant should need to challenge his/her record, they should contact the State Bureau of Investigation Applicant Unit for a Right to Review.
4. CHRI should only be used for the original hire/not hire decision. CHRI can change or be updated at any time and, therefore, should not be held for any other use.
5. The Authority for Release of Information form or the Electronic Form should be maintained for one year.
6. To dispose of the CHRI and the fingerprint card, either shred the information or burn it. It is not acceptable to discard the CHRI in the trash can. Also, the agency should not have an outside agency do the shredding (called outsourcing). The agency must handle the shredding or burning of the documents in-house, then the agency can outsource the shredded items.
7. Best practice – the NCSBI recommends that anyone with a felony conviction not have access to the CHRI.
8. If CHRI is received with an arrest that does not have a final court disposition, the clerk of court in the county the person was arrested must be contacted to obtain the disposition before denying employment. If the agency does not understand the meaning of a charge or a disposition, contact the clerk of court in the arresting county for a definition.
9. Best practice - the NCSBI recommends doing a background check on all personnel that will be handling the CHRI. If the North Carolina General Statute for the agency does not allow a background check, a public record check through the Administrative Office of the Courts can be conducted.
10. **Do NOT** ask a law enforcement agency to conduct name checks for the agency. There must be an approved local ordinance in place for this process.
11. When filling out the fingerprint card, follow the sample provided by the NCSBI.
12. Please keep a copy of the access agreement on file for audit purposes. Also, keep the original of the applicant's Authority for Release of Information form or Electronic Release form on file for one year.
13. **Do NOT** give a copy of the Authority for Release of Information form to another agency.
14. Invoices will be mailed the first day of each month.
15. To order fingerprint cards, fax a request to 919-661-5977.
16. For questions, please contact:
 - a. Applicant Unit Supervisor contact 919-582-8661.
 - b. For invoice questions (payments) contact 919-582-8552.
 - c. NCSBI fax numbers are 919-661-4890 and 919-661-5977.
17. NCSBI mailing address is: State Bureau of Investigation, Criminal Information and Identification Section, Attention: CIIS - Access Integrity Unit, PO Box 29500, Raleigh, NC 27626.
18. Please ensure all contact personnel sign a copy of this form and include it in the packet mailed to the NCSBI. Photocopies of this form may be made as needed.

Signature of Official Receiving CHRI _____ Date _____

Printed Name and Title of Official _____

Agency Name _____

Address _____

Agency Phone Number _____ Email _____

*** This form should be signed by all personnel who will receive/view the CHRI.
(Recommend no more than three for security purposes.) This form may be photocopied.***