

ORI ISSUANCE REQUEST FORM INSTRUCTIONS

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AUTHORITY

NCIC 2000 Operating Manual, Originating Agency Identifier (ORI) File, 1.2

Overview of ORI Assignments

These instructions were created to assist agencies in completing the “ORI Issuance Request” (CIIS - 7) form. This form must be completed for consideration to access the state law enforcement computer network. The North Carolina State Bureau of Investigation (SBI) manages this network, called DCIN. DCIN connects:

- authorized users to law enforcement and criminal justice databases both within the state and throughout the country
- users to Nlets, the International Justice and Public Safety Information Sharing Network. Nlets links all fifty states together, along with links to Canada and limited access to Mexican driver’s information
- to the national criminal justice network maintained by the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Division, called the National Crime Information Network (NCIC)

To access DCIN, agencies must first be assigned an NCIC Originating Routing Identifier (ORI) by FBI CJIS staff. This nine character alphanumeric identifier indicates that the agency has been granted access to criminal justice files and databases. ORI’s can be full access, as in cases for most law enforcement and criminal justice agencies, or may be limited access, as in cases for private (company) police agencies and some non-criminal justice government agencies.

Pursuant to FBI policy outlined in the NCIC 2000 Operating Manual, a Control Terminal Officer (CTO) assists in processing requests for ORI (Originating Agency Identifiers) issuance for FBI-designated law enforcement, criminal justice and non-criminal justice agencies. The SBI is the CTO for North Carolina. Some agencies (primarily federal agencies) must contact a Federal Service Coordinator (FSC) in order to request an ORI.

Requesting an ORI

Agencies requesting FBI issued ORIs should complete SBI form CIIS - 7, “ORI Issuance Request”. The form and accompanying documentation should be mailed to the address provided. Since the form requires an original signature and notary seal, faxed or E-mailed versions are not accepted. Once the SBI receives the request, the request will be logged and submitted to the FBI.

Definitions

GOVERNMENTAL CRIMINAL JUSTICE AGENCY

The agency is a governmental agency and meets the definition of a criminal justice agency as contained in the Department of Justice Regulations on Criminal Justice Information Systems (Title 28, Code of Federal Regulations [CFR], Part 20, Subpart A). These regulations in Section 20.3 define a criminal justice agency as "(c) . . . (1) courts; (2) a governmental agency or any subunit thereof which performs the administration of criminal justice pursuant to a statute or executive order, and which allocates a substantial part of its annual budget to the administration of criminal justice ('allocates a substantial part' has been interpreted to mean more than 50 percent by the originator of the Regulations). State and Federal Inspector General offices are included. (d) The 'administration of criminal justice' means performance of any of the following activities: detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. The administration of criminal justice shall include criminal identification activities and the collection, storage, and dissemination of criminal history record information."

GOVERNMENTAL CRIMINAL JUSTICE AGENCY (LAW ENFORCEMENT)

[2.1(A)]

This type agency is responsible for activities including the detection, apprehension, and/or detention of accused persons or criminal offenders.

This category would include municipal, county, state and federal law enforcement agencies. Agencies applying under this section must be granted powers of arrest under state or local law. This category would not include non-governmental agencies such as company police. Non-governmental company police must apply under section 3.1.

GOVERNMENTAL CRIMINAL JUSTICE AGENCY (OTHER THAN LAW ENFORCEMENT)

[2.1(B)]

This type agency is generally responsible for activities involving pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders.

This category would include local, state, and federal pretrial release and/or probation agencies, correctional agencies, detention agencies (other than jails under the management control of a Sheriff) and district attorney's offices.

GOVERNMENTAL REGIONAL DISPATCH CENTER

[2.2]

A governmental regional dispatch center may qualify for an ORI assignment related to the NCIC files and III (Interstate Identification Index). A center is a cooperative effort entered into by political subdivisions in a particular area for the purpose of providing consolidated and computer-assisted dispatch for public safety that is, police, fire, and rescue services.

In many cases, the law enforcement departments involved are abolishing their communications sections and turning the communications functions over to a consolidated regional system.

GOVERNMENTAL NON-CRIMINAL JUSTICE DATA PROCESSING CENTER

[2.3]

A governmental agency not meeting the qualifications set out in (1) must meet the definition of an agency under management control of a criminal justice agency as defined in the Computerized Criminal History Program Background, Concept and Policy as approved by the NCIC Advisory Policy Board, March 1, 1984, (Policy Paper). The definition contained therein is as follows: ". . . the authority to set and enforce (1) priorities; (2) standards for the selection, supervision, and termination of personnel; and (3) policy governing the operation of computers, circuits, and telecommunications terminals used to process criminal history record information insofar as the equipment is used to process, store, or transmit criminal history record information. Management control includes, but is not limited to, the supervision of equipment, system design, programming, and operating procedures necessary for the development and implementation of the computerized criminal history program. Such management control guarantees the priority service needed by the criminal justice community. A criminal justice agency must have a written agreement with the non-criminal justice agency operating the data center assuring that the criminal justice agency has management control as defined above."

Non-criminal justice governmental agencies are sometimes tasked to perform dispatching functions or data processing/information services for criminal justice agencies. The performance of such tasks does not convert an otherwise non-criminal justice agency into a criminal justice agency as described in (1) above. Title 28 CFR, Part 20, authorizes the delegation of such tasks to non-criminal justice agencies if done pursuant to executive order, statute, regulations, or interagency agreement. Criminal history record information contained in the III System and FIRS (Fingerprint Identification Records System) may be made available to non-criminal justice governmental agencies performing criminal justice dispatching functions or data processing/information services for criminal justice agencies; and to private contractors pursuant to a specific agreement with a criminal justice agency or non-criminal justice governmental agency, as previously described, for the administration of criminal justice pursuant to that agreement.

**NON-GOVERNMENTAL RAILROAD
OR CAMPUS POLICE DEPARTMENT**

[2.4]

A nongovernmental railroad or campus police department is one that performs the administration of criminal justice and has arrest powers pursuant to a state statute that allocates a substantial part of its annual budget to the administration of justice ('allocates a substantial part' has been interpreted to mean more than 50 percent by the originator of the Regulations) as defined by the Department of Justice Regulations on Criminal Justice Information Systems (28 CFR, Part 20, Subpart A) and which meets training requirements established by law or ordinance for law enforcement officers.

**NON-GOVERNMENTAL CRIMINAL JUSTICE AGENCY
(COMPANY POLICE) - LIMITED ACCESS**

[3.1]

A nongovernmental agency or subunit thereof that allocates a substantial part of its annual budget to the administration of criminal justice ('allocates a substantial part' has been interpreted to mean more than 50 percent by the originator of the Regulations), and whose regularly employed peace officers have full police powers pursuant to state law and have complied with the minimum employment standards of governmentally employed police officers as specified by state statute, may have access to NCIC 2000 U.S. Secret Service Protective, Wanted Person, Missing Person, stolen property files, and active Protection Order File records, provided such access is approved by the state CTA. Such agency shall execute an agreement with the state CTA assuring compliance with established NCIC policies and procedures.

**GOVERNMENTAL (FEDERAL/STATE) CHILD SUPPORT
ENFORCEMENT AGENCY - LIMITED ACCESS**

[3.2]

A governmental child support enforcement agency, based on 42 U.S.C. § 666(a), by which states are mandated to have in effect laws requiring the use of certain procedures to increase the effectiveness of state child support enforcement. Section 315 of the Personal Responsibility and Work Opportunity Act of 1996, Public Law 104-193, entitled "Locator Information from Interstate Networks," amends 42 U.S.C. § 666(a) to include a requirement that states have in place "procedures to ensure that all federal and state agencies conducting activities under this part have access to any system used by the state to locate an individual for purposes relating to motor vehicles or law enforcement." Such agencies may be provided limited access to the Wanted Person, Missing Person, and Protection Order Files.

Checklists

Certain agencies will need to have the following information provided, additionally, with their request.

LAW ENFORCEMENT AGENCY [2.1(A) or 2.4]	
1.	Documentation showing the agency has at least one officer certified by the NC Department of Justice, Training and Standards Division.
2.	A Servicing Agreement in place or being established by a direct access agency.
3.	A copy of the local ordinance or general statute that established the agency to document this type request.
4.	A letter on agency letterhead that provides a general description of the responsibilities of the requesting agency and the legal authority under which this agency is authorized as a criminal justice agency.

GOVERNMENTAL REGIONAL DISPATCH CENTER [2.1(A) or 2.4]	
1.	A copy of the local ordinance or general statute that established the agency to document this type request.
2.	A letter on agency letterhead that provides a general description of the responsibilities of the requesting agency and the legal authority under which this agency is authorized to provide services for a criminal justice agency.

GOVERNMENTAL NON-CRIMINAL JUSTICE DATA PROCESSING CENTER [2.3]	
1.	A copy of the local ordinance, general statute or formal agreement that established the agency to document this type request.
2.	A letter on agency letterhead that provides a general description of the responsibilities of the requesting agency and the legal authority under which this agency is authorized to as a criminal justice agency.

**NON-GOVERNMENTAL RAILROAD OR
CAMPUS POLICE DEPARTMENT**

[2.4]

1.	A copy of the agency's organizational chart, outlining the structure of the law enforcement section of the agency, and the command structure of the agency, including to whom the law enforcement section reports.
2.	A copy of the articles of incorporation for the company or university.
3.	A letter on agency letterhead that provides a general description of the responsibilities of the requesting agency and the legal authority under which this agency is authorized to as a criminal justice agency.

**NON-GOVERNMENTAL CRIMINAL JUSTICE AGENCY
(COMPANY POLICE) - LIMITED ACCESS**

[3.1]

1.	You must attach a copy of the agency's organizational chart, outlining the structure of the law enforcement section of the agency, and the command structure of the agency, including to whom the law enforcement section reports.
2.	A copy of the articles of incorporation for the company. Your company must be "in good standing" with the Company Police Program.
3.	A letter on agency letterhead that provides a general description of the responsibilities of the requesting agency and the legal authority under which this agency is authorized as a criminal justice agency.
4.	Verification that the agency is in "good standing" with the NC Department of Justice, Training and Standards Division, Company Police Program Administrator.
5.	Verification that the agency has sworn or commissioned officers in compliance with State law.

NOTE

Private (company) police agencies must have officers commissioned under NCGS 74E (Company Police Act) in order to qualify for an ORI to be assigned by NCIC.

If an agency has only security officers (commissioned under NCGS 74C), the agency would not qualify for an ORI.

**GOVERNMENTAL (FEDERAL/STATE) CHILD SUPPORT
ENFORCEMENT AGENCY - LIMITED ACCESS**

[3.2]

1.	A letter on official agency letterhead signed by the agency head, indicating the creation of the new, additional section, division, or office to which the ORI is being requested.
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**GOVERNMENTAL (COUNTY) SOCIAL SERVICE AGENCIES - FULL
ACCESS**

[4.5.1]

Adam Walsh Child Protection and Safety Act of 2006, Section 151, provides that access by governmental social service agencies with child protection responsibilities is to be used only in investigating or responding to reports of child abuse, neglect or exploitation. Access does not cover placement.

1.	A letter on official agency letterhead signed by the state Department of Health and Human Services agency head, outlining how county departments of social services will meet the provision in Section 151 and include the state overall plan to implement these provisions.
2.	A letter on official agency letterhead signed by each county director of social services, indicating their proper authorization under Section 151 of this Act.
3.	A User Agreement with the SBI in place for either direct or indirect access.
4.	An agreement with the law enforcement/criminal justice agency providing service for each agency with indirect access.

Completing form CIIS - 7, "ORI Issuance Request"

- Please complete all sections.
- **For 1.3 (Agency Street Address)**, indicate the physical address where the agency is located. Do not use a post office box address. This must be the physical street address.
- **For 1.16 (Agency Head)**, please use first, middle, last name format.
- **For 1.17 (Number of Sworn Employees)**, indicate the number of sworn or commissioned employees currently employed (specify part-time and fulltime separately). If none, indicate NONE.
- **For 1.18 (Number of Non-Sworn Employees)**, indicate the number of civilian employees (including security personnel) currently employed (specify part-time and fulltime separately) by the agency requesting the ORI. If none, indicate NONE.
- This form must be signed in the presence of a notary and notarized.