

# North Carolina Department of Health and Human Services Division of Social Services

325 North Salisbury Street • Raleigh, North Carolina 27603  
Courier # 56-20-25

Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Pheon E. Beal, Director  
(919) 733-3055

January 20, 2004

## DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

Subject: *Access to the AOC Criminal Records*

The Division is working to gain access to the Administrative Office of the Courts criminal records for all county departments of social services. As we move forward with this project, we have discovered that many counties already have some access but are not quite sure how to do a statewide search. Please be aware that the Division is building into this statewide project, a core training component. The purpose of this letter is to provide instruction on how to gain statewide access to criminal background checks via the ACIS (Automated Criminal and Infraction System) for those agencies who have some access currently. The Administrative Office of the Courts' Automated Criminal and Infraction System allows for county level and statewide criminal background checks. Individuals that have been given user access can conduct a statewide search of current or potential caretakers as well as suspected perpetrators.

### CONDUCTING A STATEWIDE SEARCH THROUGH ACIS.

1. To sign in, type CICSCRIP and press 'enter' so that the Criminal/Infraction logo appears.
2. Press 'enter' so that a blank screen appears and then key in CESN so the sign-on for CICS will appear.
3. Key in your user id and password then press 'enter' twice for blank screen to appear.
4. Key in your password, three digit county number and press 'enter' so that the CIS Inquiry screen will appear.
5. Type "G" in the *Mode Field*.  
(This tells the system that you want to do a global search. Global here indicates statewide)
6. Type in at least the last name of the person you want to conduct a search on in the *Name Field*
7. Press PF2. This will take you to the "CR/IF Case Processing Statewide Name Search Request" Screen

**To conduct a general search, once a name has been keyed, leave all fields blank and only key in an option in the *Case Type Field*.**

**(Notice in the *County Field* 'all' is default choice indicating to search all counties.)**

8. On the CR/IF Case Processing Statewide Name Search Request screen, you have the option to :

- Narrow your search to up to four counties. This is done by typing in the specific counties three digit county number in the *Division(s)/County Field*, replacing the word "ALL" that is there by default.
- Search by the year a file was created by typing in a begin year and end year in the *File No. Field*.
- Select the type of case you want to search by keying in a "C" for Criminal case, "I" for Infractions or "R" for archived cases.

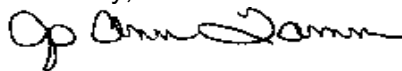
**(Note: Archived cases can only be retrieved for Wake and Mecklenburg Counties)**

- Search cases that are pending or disposed by placing either a "P" or "D" in the *Case Offense Field*
- Search records by the type of offense an individual was charged with by placing a "F"-Felony, "M"-Misdemeanor, "T"-Traffic or "I"-Infraction in the *Charged Offense Type(s) Field* **(This field will allow you to select multiple choices at one time . Example- FMT to search for Felonies, Misdemeanor AND Traffic offenses)**
- Search records by the type of offense an individual was convicted of by placing a "F", "M", "T" or "I" in the *Convctd Offense Type(s) Field* **(This field will allow you to select multiple choices at one time. Example- FMT to search for Felonies, Misdemeanor AND Traffic offenses)**
- Search to see if an individual has had their license taken because of a DWI by placing an "/" (frontslash) in the *CVR Field (Civil Revocation)*
- Search files by race of individual by placing the corresponding race code in the *Race Field*.
- Search files by the sex of an individual by keying in the corresponding code in the *Sex Filed* **( Note that an "X" can be keyed in this field if the perpetrator convicted is an agency or organization)**
- Search for an individual by their age or date of birth by keying in the two digit age or date of birth in the format MMDDCCYY in the *Age/DOB Field*.

9. Once all criteria has been keyed, press F2 to conduct search.

As the Division moves forward with statewide implementation, we will keep your agency informed of our progress. If you have questions regarding the information in this letter or need additional information, contact Tori N. Mack at (919) 733-3801 ext. 285 or by email at [tori.mack@ncmail.net](mailto:tori.mack@ncmail.net) .

Sincerely,



Jo Ann Lamm, Program Administrator  
Family Support and Child Welfare Services Section

cc: Pheon E. Beal Family Support and Child Welfare Services Team Leaders  
Sherry Bradsher Children's Programs Representatives



Dear Director Letter  
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Sarah Barham

Work First Representatives

