



CJLEADS

Criminal Justice Law Enforcement Automated Data Services

Request Form

CHP Access Report

CHP reports are available in two formats, summary and detail. A summarized report displays who accessed a specific CHP Number within your agency a given period of time. This report counts the number of times a CHP record was accessed and/or printed. A detailed report displays who accessed a specific CHP Number within your agency a given period of time. This report details the dates and times a CHP record was accessed and/or printed.

Instructions:

An AGENCY Chief Executive Officer or the CJLEADS Authorized Administrator must complete and email the request form to the CJLEADS Production Services team via email at cjleadssaudit@nc.gov. If an agency does not have scanning capabilities, the signed form will be accepted via fax (919-754-6947) or mail (4101 Mail Service Center Raleigh, NC 27699-4101). However, CJLEADS Production Services will confirm the report request with the agency executive through a follow-up email and/or phone call.

Users who have accessed the following CHP record.		
CHP License		
User Type <i>(select one)</i>	State Agency <input type="checkbox"/>	Local Government <input type="checkbox"/>
Organization	<i>(Type in your organization)</i>	
Division	<i>(Type in your division)</i>	
Section	<i>(Type in your section)</i>	
User Ids	<i>(List of comma-separated user IDs)</i>	
Login Activity Time Range	<i>Click here to enter a begin date.</i>	<i>Click here to enter an end date.</i>
Report Format		
Detail/Summary	Detail <input type="checkbox"/>	Summary <input type="checkbox"/>

**Chief Executive Officer/
CJLEADS Authorized Administrator:** _____ **Date:** _____