



CJLEADS

Criminal Justice Law Enforcement Automated Data Services

Request Form

Offender Access Report

Offender access reports are available in two formats, summary and detail. A summarized report displays who accessed a specific offender within your agency for a given period of time. This report counts the number of times an offender record was accessed and/or printed. A detailed report displays who accessed a specific offender within your agency for a given period of time. This report details the dates and times an offender 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 Offender			
Offender Information			
Name:	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><small>First Name</small></td> <td style="width: 50%;"><small>Last Name</small></td> </tr> </table>	<small>First Name</small>	<small>Last Name</small>
<small>First Name</small>	<small>Last Name</small>		
Organization	<small>(Type in your organization)</small>		
Division	<small>(Type in your division)</small>		
Section	<small>(Type in your section)</small>		
FBI ID, SID, SSN:	Search by FBI, SID, or SSN? Yes <input type="checkbox"/> <small>(Please Note: CJLEADS staff will acquire all sensitive information via phone)</small>		
DOC ID:	<small>DOC ID of the offender of interest</small>		
SRN:	<small>SRN of the offender of interest</small>		
DL:	<small>DL Number of the offender of interest</small>		
Court file:	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><small>County of court case of interest</small></td> <td style="width: 50%;"><small>Court Case Number</small></td> </tr> </table>	<small>County of court case of interest</small>	<small>Court Case Number</small>
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Login Activity Time Range	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><small>(Click here to enter a begin date)</small></td> <td style="width: 50%;"><small>(Click here to enter an end date)</small></td> </tr> </table>	<small>(Click here to enter a begin date)</small>	<small>(Click here to enter an end date)</small>
<small>(Click here to enter a begin date)</small>	<small>(Click here to enter an end date)</small>		
Report Format			
Detail/Summary	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Detail <input type="checkbox"/></td> <td style="width: 50%;">Summary <input type="checkbox"/></td> </tr> </table>	Detail <input type="checkbox"/>	Summary <input type="checkbox"/>
Detail <input type="checkbox"/>	Summary <input type="checkbox"/>		

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