NORTH CAROLINA
ALARM SYSTEMS LICENSING BOARD
1631 Midtown Place • Suite 104
Raleigh, North Carolina 27609
Phone: (919) 875-3611 • Fax: (919) 875-3609
E-Mail: PPSASL@ncdoj.gov
Web Page: http://www.ncdoj.com

ASLB

MEMORANDUM - July 2010

TO: ASLB Licensees

FROM: Terry Wright, PPS Director Terry Wright

The purpose of this informational mailing is to update licensees on various important issues.

Out-of-State Criminal Records

The Private Protective Services Board and the Alarm Systems Licensing Board have appointed a third party vendor to conduct on-line **out-of-state** criminal record checks. **Criminal Record Check .com** has been awarded an appointment to begin providing this service to the industry effective **September 1, 2010.**

As you are aware licensed applicants must provide a criminal record check for each county they have resided in for the past five years. Registrants must provide a criminal record check for each county they have resided in for the past four years. With the appointment of the single source vendor, both Boards are hopeful that this will ease the burden of trying to obtain records from multiple jurisdictions. The industry is still allowed to obtain North Carolina record checks from the Clerk of Court or from the current on-line vendors listed on the North Carolina Administrative Office of the Courts web site. However, as of **September 1, 2010,** all **out-of- state** criminal records checks are required to come from **Criminal Record Check.com.**

Criminal Record Check.com is also listed on the NC Administrative Office of the Courts web site as a public access user. Therefore, Criminal Record Check.com could provide both in-state and out-of-state criminal records.

Also, effective September 1st applicants for a license, registration, or certification will be able to order their criminal record check via the internet at **www.ASLBcheck.com** or **www.PPSBcheck.com.** To begin the ordering process, the applicant will click on an icon that will read "Begin your Out-of-State-Criminal Record Check". Applicants may also request their criminal record check via mail and/or fax at the following:

Criminal Record Check.com (CRC)
P.O. Box 90998
Raleigh, North Carolina 27675-0998
1-877-272-0266 Ext. 1029 (phone)
1-800-650-5992 (fax)

CriminalRecordCheck.com (CRC) has also set up a customer support line to assist applicants with questions. The customer support number is (919) 459-1029.

CriminalRecordCheck.com (CRC) will also be offering live online webinars for the ASLB/PPSB Out-of-State Criminal Record Check process in August for industry members. Dates and times are pending based on the interest they receive.

If you are interested in participating in the webinars you will need to contact Dorian Dehnel at licensing@mycrc.com.

All applications postmarked on or after **September 1, 2010** must use CriminalRecordCheck.com for all out-of-state criminal record checks.

Criminal Record Checks

Due to recent guideline changes, we will no longer provide the licensee/applicant with the criminal charge and/or conviction obtained via the fingerprint record checks or via NCDOJ search methods. The PPS staff can only advise the licensee/applicant of the date, state, county and classification (misdemeanor or felony) of the conviction/charge. Once the licensee/applicant has been advised of the above information, the applicant will be required to provide a certified copy of their criminal record from the public records database from the jurisdiction of the charge/conviction. Once we have received the records from the applicant we will either approve the application, provide a letter requesting additional information or advise of the grounds for denial.

If the public record submitted with the application includes the charge/conviction discovered by PPS, no additional criminal record will be required

Right to Review

Please be advised that we are not allowed to disclose the findings of an **SBI** record. However, if you would like to review and possibly challenge the record, you can do so by sending a written request to the following:

North Carolina State Bureau of Investigation
Criminal Information and Identification Section
Attention: Applicant Unit-Right to Review
3320 Garner Road
Post Office Box 29500
Raleigh, North Carolina 27626-0500

Please be advised that we are not allowed to disclose the findings of an **FBI** record. However, if you would like to review and possibly challenge the record, you can do so by sending a written request to the following:

Federal Bureau of Investigation
CJIS Division
Attention: Record Request
1000 Custer Hollow Road
Clarksburg, WV 26306

Fingerprint Cards

The staff is receiving numerous fingerprint cards from the industry where the name of the applicant is not written in a legible manner. The top middle portion of the card, states **"TYPE OR PRINT ALL INFORMATION IN BLACK"** It is very important that each name is **printed or typed** in this section in a legible manner. The card is scanned by the computer at the SBI and the computer interprets the name that is on the card. If the name is not printed in a legible manner, the computer may misinterpret the actual name of the applicant. As a result, the PPS staff is having a difficult time matching some of the response letters from the SBI with the appropriate applicant. Due to the fingerprint cards being part of the application process, continued problems in this area will result in a correctable denial letter being sent.