

DEPARTMENT OF CORRECTION

CONDUCTING NCIC CHECKS FOR BIQ

Only Qualified ILETS Operators can complete:

1. Each Background Investigation Questionnaire (BIQ) shall have a HRS 211 Form H attached to the front. Review the BIQ for States the applicant worked and lived to determine what States to query run. Note the States to be run in the "States Needing Query Run" block of Form H. In the "ILETS Operator" section list state abbreviations, and any AKA's, disclosures, or relatives in the system.
2. Be sure to conduct a separate NCIC query check for *each* AKA listed.
3. In the "Purpose" inquiry section on the screen, mark "J" for employment.
4. The minimum number of query checks to be conducted is three (3). Every query is a separate screen:
 - (a) **DQ** - Driving History (for each state) F-10 Tab Key
 - (b) **QH** - NCIC Criminal History F- 7 Tab Key
 - (c) **BIQ** - State Criminal History F - 8 Tab Key
5. The **DQ** - Driving History: run all states listed or needed.
 - (a) If applicant has more than one name, a maiden name or any aliases, enter an inquiry under each name. If information shows other states of residences, run a **KQ**.
 - (b) For states that do not return a driving history with the OLN, run a **KQ** check. Type KQ as the check type in the blank screen, upper left.
 - (c) Any AKA OLN, showing residence that was not listed, enter an inquiry **KQ** on these additional states.
6. The **QH** - Criminal History Check: enter the name, Social Security number and date of birth. Repeat for each separate name.
 - (a) If the check hits as FBI number, enter a **QR** inquiry (type **QR** on blank screen)
 - (b) If the check or FBI number references a state ID Number ("SID"), run a **FQ** screen for each number. A print-out of each screen is needed for attachment to the BIQ.
7. The **IQ** - State Criminal History: enter an inquiry for each state listed on Form H.
 - (a) If "SID" number is listed, run an inquiry **FQ** screen and print-out.
 - (b) If **FQ** and "SID" number printout show an arrest, but NO disposition of the arrest, contact the applicant requesting disposition, and note this on the Form H under "BIQ Results and Suitability". Hold BIQ until you receive disposition. When disposition is received, determine if still employable. If hire is questionable based on the information stated under hiring restrictions, the appointing authority shall provide a "Hire by Exception Justification" HRS 211 [Form G](#), and forward with the BIQ to the division chief for approval. If the division chief approves, he shall forward to the director for final approval who will forward to HRS for quality control review and retention. Please refer to Policy 211, Hiring and Probation, section 05.01.08.
 - (c) If any other states appear that you did not run, then run a **DQ** and **QH** query with each state.
8. After (or during) all queries are run, write in the upper right hand corner of each printout query the type of run: **DQ, QH, IQ, FQ, QR**.
9. Staple or clip all printouts to the backside of the BIQ