



# CRIMINAL RECORD SEARCH INFORMATION SHEET

The North Carolina Judicial Branch is committed to providing a safe and secure environment for employees and the public as well as protection of financial assets and confidential records. Criminal record searches are part of each hiring manager's due diligence to help ensure prudent employment decisions are based on comprehensive, job-related information.

When signing a Judicial Branch application for employment, applicants are advised that they are subject to state and national criminal and sex offender registry background searches as a condition of employment. A criminal record is not an absolute bar to employment in and of itself. The nature and severity of the offense, continuing legal restrictions such as probation or parole, and the nature of the job are all considered on a case-by-case basis.

## What is a criminal record search?

There are four components to criminal record searches in the NC Judicial Branch.

1. North Carolina criminal record search
2. North Carolina sex offender record search
3. National sex offender record search
4. National fingerprint-based criminal record search

An employee must sign two forms authorizing the NC Judicial Branch to conduct these searches and receive the results for the purpose of making employment-related decisions.

1. A Criminal and Sex Offender Record Search (Form AOC-A-210). This form covers the first three components of a criminal record search. These searches may occur pre- or post-employment offer.
2. Employment Fingerprint Release Form. This form authorizes a national criminal record search covering all 50 states from the Federal Bureau of Investigation's (FBI) database. This search occurs after an offer of employment has been made and accepted. An NC State Bureau of Investigation Applicant Information Form must also be completed and submitted to the fingerprint operator at the time of fingerprinting. Employers do not keep a copy of this form.





## Where is the fingerprinting done?

Employees may visit a [fingerprinting location](#) in their county of residence or county of employment. Contact the preferred fingerprinting location to make an appointment for fingerprinting. Be sure to provide the point of contact with your contact information as well in case appointments need to be re-scheduled.

## What do I need to bring to my appointment?

You will need to bring three documents: 1) a government issued photo ID such as a driver's license, passport, or military identification; 2) the original Employment Fingerprint Release Form signed by both you and your hiring manager; and 3) the NC State Bureau of Identification Applicant Information Form that asks you provide certain demographic information. These forms include the Judicial Branch's account number to ensure that Human Resources receives the results. Be aware that some law enforcement agencies charge a fee for fingerprinting. Remember to ask about any fees and be sure to bring an acceptable form of payment. See the next section for information about being reimbursed for any fingerprinting fees and costs.

The technician taking your fingerprints will sign the Employment Fingerprint Release Form and make a copy. The original will be returned to you and you must then send the form by fax or mail to NCAOC HR, Attn: Charmaine Leeks. Fax: (919) 890-1905 | Mail: PO Box 2448, Raleigh, NC 27602. The fingerprint operator keeps the original NC State Bureau of Identification Applicant Information Form.

## Can I be reimbursed for fingerprinting and travel for fingerprinting?

If a law enforcement office charges a fee for fingerprinting, you must pay the cost. Get a receipt and submit a request for reimbursement using the Reimbursement of Authorized Petty / Emergency Purchases Form ([AOC-A-7](#)). Mileage reimbursement is available for employees unless budgetary restrictions make funding unavailable. Reimbursement is made in accordance with the Judicial Branch's [Travel Policy](#). Fingerprint expense and mileage reimbursement is not available for non-employees such as applicants and contractors. Magistrate nominees or other applicants for employment whose selection or appointment to office has not been made are also ineligible for reimbursement.

## How long does the fingerprinting process take?

The process should take about one hour. The technician will enter your employment and demographic information and then take fingerprints using ink or an electronic scan. The fingerprints include each individual finger, left four digits, right four digits, and both thumbs. Inform the technician if you are missing any digits or have scars on any digits. Avoid wearing lotion before your appointment.





## How are the results of my criminal record search and fingerprints reported?

The North Carolina criminal records and sex offender record searches are conducted by your hiring manager or assigned staff and maintained in your hiring manager's office.

The North Carolina State Bureau of Investigation (SBI) sends the results of your national fingerprint criminal record search to the Human Resources Division of the NC Administrative Office of the Courts (AOC). It takes about one to two weeks for AOC to receive results.

## Will I get a copy of my criminal records search and fingerprints results?

SBI rules prohibit both the AOC Human Resources Division and your hiring manager from sharing any criminal record search result details with you either verbally or in writing.

If disqualifying information is returned from a criminal record search, Human Resources Division personnel will review the results and make a recommendation to the hiring manager about your continued eligibility for employment. You may exercise a right to review by following the procedures outlined in the SBI's [Right to Review](#) instructions.

