



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.

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 N.C. Judicial Branch.

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

You must sign two forms authorizing the N.C. 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.
2. Electronic Fingerprint Release Form. This form authorizes a national criminal record search covering all 50 states using a LiveScan system.

What is LiveScan?

LiveScan is a digital fingerprinting and transmission system. Images are sent directly to the State Bureau of Investigation (SBI) and the Federal Bureau of Investigation (FBI) for processing. LiveScan is fast, clean, and provides better image quality than images obtained by inked fingerprints.

How long does the LiveScan process take?

The process should take no more than one hour. The technician will enter your employment and demographic information and then take 13 fingerprint scans. The fingerprint scans 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. If your skin is too dry, the technician may dampen your digits with a paper towel.

Where is the fingerprinting done?

The Judicial Branch has three LiveScan centers located across North Carolina. You may make an appointment with the LiveScan point of contact at the location most convenient to you. Be sure to provide the point of contact with your contact information as well in case appointments need to be re-scheduled.

Location

Forsyth County Judicial Training Center
778-A Park Centre Drive
Kernersville NC 27284

Mecklenburg County Judicial Training Center
832 E. 4th Street
Charlotte NC 28202

North Carolina Judicial Center
901 Corporate Center Drive
Raleigh NC 27607

Point of Contact

Becky Brendle
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(919) 890-2365

What do I need to bring to my appointment?

You will need to bring two documents: 1) a government issued photo ID such as a driver's license, passport, or military identification; and 2) the original Electronic Fingerprint Release Form signed by both you and the hiring manager.

As part of the fingerprinting process you will also be asked to provide certain demographic information including your full legal name, date of birth, place of birth, sex, race, height, weight, eye color, and hair color.

The technician taking your fingerprints will sign the form and make a copy. The original will be returned to you and you will then submit the completed form to your hiring manager.





Can I be reimbursed for travel to the LiveScan site?

Mileage reimbursement is available for employees unless budgetary restrictions make funding unavailable. Reimbursement is made in accordance with the Travel Policy for the Judicial Branch and the N.C. Administrative Office of the Courts (NCAOC). Mileage reimbursement is not available for non-employees such as contractors. Magistrate nominees or other applicants for employment whose selection or appointment to office has not been made are also ineligible for reimbursement.

How are the results of my criminal record search and fingerprint scan 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 results of your fingerprint scan are sent by the SBI to the Human Resources Division of the NCAOC and stored there for no less than one year. It takes about one week to receive results except for magistrate nominees who undergo an expedited process that usually takes a few days.

Will I get a copy of my criminal records search and fingerprint scan results?

SBI rules prohibit both 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 N.C. State Bureau of Investigation [Right to Review](#) process instruction.

