



Job Aid | How to Read an Identity History Summary (IdHS)

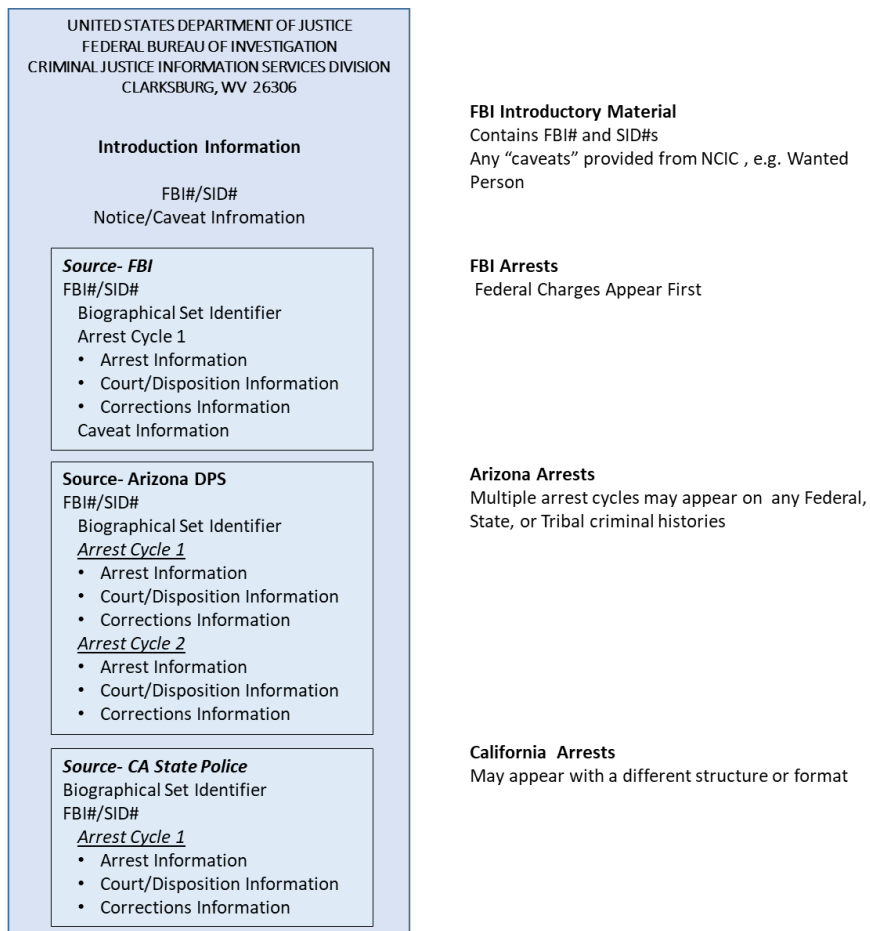
Purpose

This job aid provides an overview of how to read and interpret an Identity History Summary (IdHS) response from FBI CJIS after conducting a fingerprint-based record check.

How to Read an IdHS

An Identity History Summary, often referred to as a criminal history record or a rap sheet, contains information taken from fingerprint submissions kept by the FBI and related to arrests and, in some instances, federal employment, naturalization, or military service. If arrest information is returned, the IdHS may also contain information the FBI has on dispositions, probation/parole conditions, and corrections information (when available) submitted by Federal, State, and Tribal jurisdictions. The format of arrest records from different states may vary. A sample IdHS structure is shown in Figure 1.

Figure 1: Sample IdHS



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Components of an IdHS

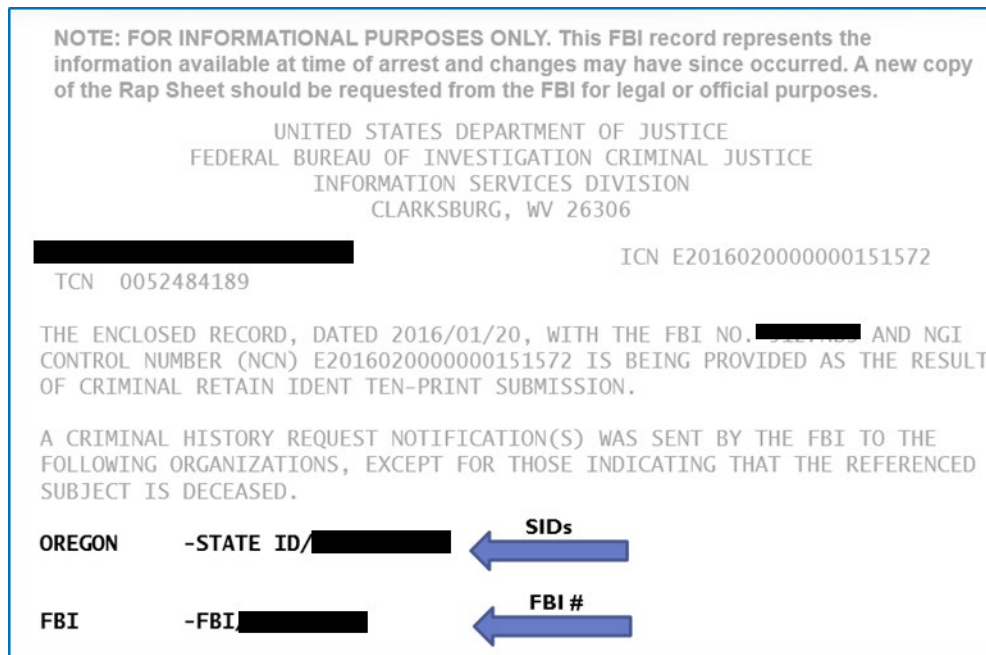
An IdHS may contain the information listed below. A sample will be used to show where to find the following information:

1. State Identification Number (SID) and Universal Control Number (UCN) Number (formerly FBI# and still displayed as FBI# in some places)
2. Caveat / Notice information – warning on Warrants and Sex Offender Status
3. Biographic Set Identifier (BSI) – basic descriptive information about the subject
4. Arrest Charges and Originating Agency Identifier (ORI) of the submitting agency (Arresting agency ORI may differ from Court ORI)
5. Final Disposition
 - a. Court Charges
 - b. Disposition (Guilty, Case Dropped)
 - c. Sentencing and Fine Information
6. Interim Disposition (e.g. pending completion of Alcohol Program)
7. Supplemental Court Data

SID and UCN/FBI Numbers

Figure 2 shows where to locate SID and UCN/FBI on an IdHS. In the example below, the person has a criminal history from both Oregon and the FBI.

Figure 2: SID and UCN/FBI Numbers



Caveat and Notice Information

The caveat and notice information includes both general information and, when relevant, special information or status for the subject. For the example in Figure 3 there is a caveat indicating that the subject is wanted, as added to the FBI rap sheet from the NCIC record.

Figure 3: IdHS Notice and Caveat Information

SINCE THIS RESPONSE CONTAINS NATIONAL FINGERPRINT FILE (NFF) AND/OR III PARTICIPANT STATE(S) REGULATED DATA, THE RESPONSE MAY NOT BE COMPLETE. HOWEVER THE FBI MAINTAINED DATA FROM THE NON-RESPONDING III PARTICIPANT STATE(S) IS INCLUDED IN THE RESPONSE.

[REDACTED]

FBI

[REDACTED]

BECAUSE ADDITIONS OR DELETIONS MAY BE MADE AT ANY TIME, A NEW COPY SHOULD BE REQUESTED WHEN NEEDED FOR SUBSEQUENT USE.

- FBI IDENTIFICATION RECORD -

WHEN EXPLANATION OF A CHARGE OR DISPOSITION IS NEEDED, COMMUNICATE DIRECTLY WITH THE AGENCY THAT FURNISHED THE DATA TO THE FBI.

*****NOTICE*****
SUBJECT OF RECORD IS WANTED SEE END OF RECORD FOR MORE INFORMATION

} **Caveat Information**

Biographic Set Identifier

The Biographic Set Identifier (BSI) is the biographical information linked to the fingerprint record. The reviewer should compare the BSI information to the subject to verify that the information matches the subject of the query. The investigating agency should recheck the UCN/FBI number to investigate further if there is a serious mismatch, such as:

- name returned vs name provided (aliases)
- a birthdate indicating a person in her fifties when the subject appears to be in her twenties
- height of more than 6' when the subject appears to be no more than 5'8"

Aliases - If the name on the IdHS is different than the name you submitted, the name you used will appear as an alias. If the subject used an alias at the time of their first arrest, that alias will become the name linked to the fingerprints. All other subsequent names will be listed as aliases, including their true name.

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Figure 4: BSI and Arrest Charges

NAME		FBI NO.		UCN	DATE REQUESTED	
[REDACTED]		[REDACTED]		←	2016/01/20	
SEX	RACE	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR
M	W	1984/03/23	601	185	BLU	BROW
BIRTH PLACE OREGON						
PATTERN CLASS			CITIZENSHIP			
WU RS WU <u>WU</u> RS LS <u>LS</u>			UNITED STATES			
1-ARRESTED OR RECEIVED 2016/01/20						
[REDACTED]						
AGENCY CASE-						
FINGERPRINT INFORMATION						
BSI/ [REDACTED]						
PRINT DATE /2016/01/20						
PHOTO INFORMATION -2 PHOTOS AVAILABLE						
BSI/ [REDACTED]						
POSE/ DESC/						
PHOTO DATE/2016/01/20						

Biographic Set Identifier

Federal FBI Arrest Information

Federal Arrest Charges/ORI

Federal, State, and Tribal arrest charges are located after the BSI. They will include data on arrests/dispositions, and may include correctional or probation or parole information, received at a correctional facility.

In Figure 4 above, the first arrest was made by the FBI Portland Office. The agency's ORI, arresting charges and caveat information are located in that section. If additional information is needed, best practice is to contact the agency directly.

Figure 5: Charges and Warrant Information

BSI/ [REDACTED]
POSE/ DESC/
PHOTO DATE/2016/01/20

CHARGE 1-1211-ROBBERY -BANKING-TYPE INST
CHARGE 2-1211-ROBBERY -BANKING-TYPE INST
CHARGE 3-1211-ROBBERY -BANKING-TYPE INST
CHARGE 4-1211-ROBBERY -BANKING-TYPE INST

WANTED

CONFIRM THAT WARRANT IS STILL OUSTANDING

AGENCY- [REDACTED]
WANTED BY FBI-NCIC # [REDACTED]
[REDACTED]
ROBBERY -BANKING-TYPE INST

CASE [REDACTED]
DATE OF WARRANT 12/16/2015

NOTIFY [REDACTED]

Federal Charges

Caveat Information

In Figure 5 above, the Federal charges are pending. The four bank robbery charges are a record of the arrest charges at the time that the IdHS was submitted. There is no disposition data because the subject is in custody and awaiting trial. There is also a caveat concerning a possible outstanding warrant from December 2015.

The investigating agency should contact the entering agency to confirm that the warrant is still outstanding before taking any action.

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State Records/ORI

After the Federal record, there is a state record resulting from arrests in Oregon as shown in Figure 6. Much like an FBI arrest, a State Identification number (SID) is noted and linked to the biographic identifiers. This subject's SID is from Oregon.

Remember that the subject's name may be different if a different name was used at arrest. The rest of the BSI may correspond to the other BSI entries in the document.

Figure 6: Oregon State Arrest Information

ALL ARREST ENTRIES CONTAINED IN THIS FBI RECORD ARE BASED ON FINGERPRINT COMPARISONS AND PERTAIN TO THE SAME INDIVIDUAL.

THE USE OF THIS RECORD IS REGULATED BY LAW. IT IS PROVIDED FOR OFFICIAL USE ONLY AND MAY BE USED ONLY FOR THE PURPOSE REQUESTED.

PART 1
OREGON CCH RECORD FOR SID/ [REDACTED]

CONVICTED FELON
*MULTI-SOURCE OFFENDER-MAKE NCIC-III INQUIRY FOR NON-OREGON RECORDS

- SAMPLE ON FILE FOR DNA PROFILING *
- SID/[REDACTED] FBI/[REDACTED]

NAM/ [REDACTED] **DOB/1984/03/23 SEX/M RAC/W POB/OR**

HGT/601 WGT/185 HAIR/BLONDE OR STRAWBERRY EYE/BLUE FPC/

*ADDITIONAL IDENTIFIERS *
SMT/TAT R ARM/TAT UL ARM/TAT UR ARM
DOB/1984/03/23
SOC/[REDACTED]
AKA/[REDACTED]

} **Biographic Set Identifier**

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Dispositions/Supplemental Court Data/Prison Placement

If a disposition is entered, it will appear in the arrest cycle as shown in Figure 7. Note that each count is numbered and has a separate disposition attached. For arrest #1, the subject was convicted of a felony and sentenced to 14 months in jail. For arrest #2, the subject was convicted of a felony and sentenced to 13 months in jail.

Figure 7: Disposition and Prison Placement Information

Arrest/Received Date **Arresting/Booking Agency and their ORI**

ARREST #1 2011/05/09 [REDACTED] [REDACTED]

NAME USED/ [REDACTED]

HGT/601 WGT/185 HAIR/BLONDE OR STRAWBERRY EYE/BLUE

LAN/ [REDACTED] OCA/ [REDACTED]

01 ORS 164.395 ROBBERY 3RD DEG-FEL-MULT 120230698
02 ORS 164.395 ROBBERY 3RD DEG-FEL-MULT 120230698 2 CNTS

State Charge(s)

COURT

01 2012/08/07 COURT ORI NOT RECEIVED CONVICTED - FELONY
ORS 164.395 ROBBERY 3RD DEG-FEL-MULT 120230698
14M JAIL
DOCKET #/ [REDACTED]

Disposition for Charge 01

02 2012/08/07 COURT ORI NOT RECEIVED CONVICTED - FELONY
ORS 164.395 ROBBERY 3RD DEG-FEL-MULT 120230698 2 CNTS
13M
JAIL DOCKET #/ [REDACTED]
PROVISION/CS

Disposition for Charge 02

Conclusion

The format of arrest records may vary from state to state. Finding arrest and disposition information may take some investigative effort. For questions on arrest or disposition data on the IdHS, contact the arresting agency through an administrative message. Query the entering agency's ORI using QO to retrieve the agency's name, address and phone number to contact by other means. The arresting agency may not have an update or information related to disposition data and may refer you to the court of jurisdiction.

Agencies should refer to their Tribal policies when using IdHS information for hiring, child placement, probation/parole and other decisions.

For more information, email the Tribal Access Program: tribalaccess@usdoj.gov and include your Tribe's name in the subject line of your email message.