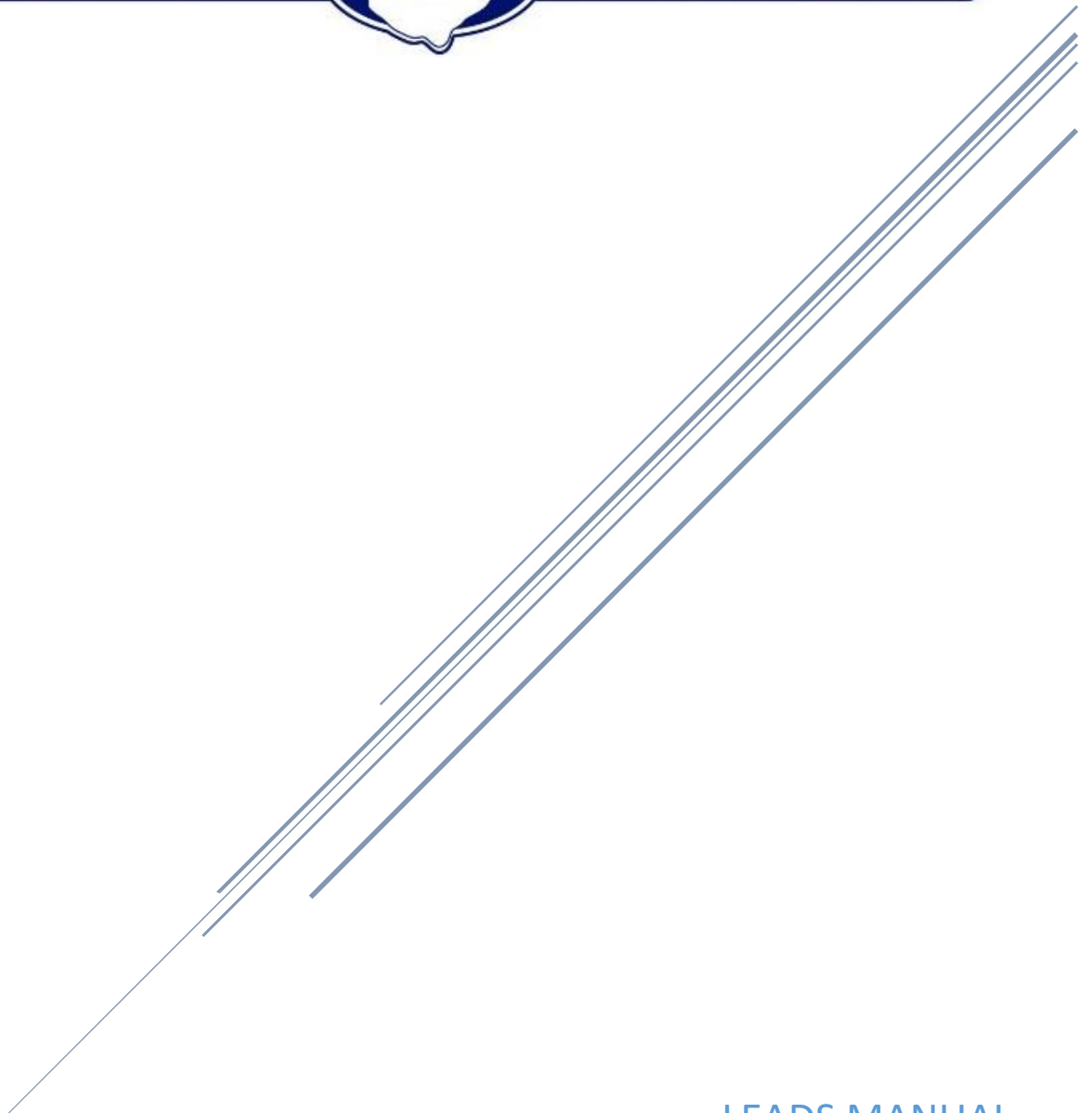


LEADS



LEADS MANUAL
Concealed Handgun License (CHL)

CONCEALED HANDGUN LICENSE (CHL) – Table of Contents

CONCEALED HANDGUN LICENSE FILE (CHL) 2

NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS) 2

SYSTEMS FUNCTIONS..... 3

 INQUIRY 3

 ENTRY 4

 MODIFY 4

 CHANGING OF OWNERSHIP..... 4

 CANCEL/CLEAR 5

ASSOCIATED DATA FIELDS 5

CONCEALED HANDGUN LICENSE FILE (CHL)

The LEADS Concealed Handgun License (CHL) File was established in 2004 per House Bill 12. Ohio recognizes the concealed handgun license of any non-resident who has a valid CHL from any other state, regardless of whether Ohio has entered into a reciprocity agreement with that state.

Ohio county sheriff's offices or their designated record entry agency have the authority to issue a CHL when all criteria has been met. CHL File entries are made and maintained by sheriff's offices or agencies who make entries on their behalf. All CHL entries remain in the system indefinitely.

NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS)

Ohio Revised Code section 311.41 requires sheriffs to contact the National Instant Criminal Background Check System (NICS) to verify that concealed handgun license (CHL) applicants are eligible lawfully to receive or possess a firearm in the United States. The NICS check shall be completed by using the Query NICS and all Protection Orders (QNP) with purpose code 14 (Gun License Issuance) through LEADS. Responses received from the QNP can be used to determine CHL eligibility. Agencies are encouraged to contact their local prosecutor for assistance with determining eligibility.

The NICS check shall be completed by using the Query NICS and all Protection Orders (**QNP – Initial Inquiry**) through LEADS with the following purpose codes:

- Purpose Code 14 = Gun License Issuance (NEW or RENEWAL)
- Purpose Code 22 = Disposition/Return of Hand Gun
- Purpose Code 23 = Disposition/Return/Return of Long Gun
- Purpose Code 24 = Disposition of Other (Frame, Receiver, etc.)
- Purpose Code 34 = Gun License Revocation, Recheck or Similar Scenario

Responses received from the QNP can be used to determine CHL eligibility. Law enforcement agencies are encouraged to contact the local prosecutor with questions on determining eligibility.

Immigration Alien Queries (IAQS) must be conducted using purpose code F on all non United States citizens prior to the issuance of a permit to possess or acquire, a permit to carry, or an explosive permit.

A NICS QNP may also be used for Disposition of Firearm (DOF) purposes. All law enforcement agencies are permitted to complete a DOF check when returning a a firearm to an owner or designated recipient. Conducting an NCIC QNP for DOF is not required but strongly encouraged. Additional NICS queries include:

- QND – Query NICS Denied Transaction File
- QNR – Query NICS Record
- NPN – Proceed Notification (Provides NICS with Final Status)
- NDN – Denial Notification (Provides NICS with Final)

For information on NICS, go to the CJIS Launchpad > CJIS Training Documents > NICS or to the NCIC Operating Manual - NICS Denied Transaction File, which is also located on the CJIS Launchpad.

SYSTEMS FUNCTIONS

The accuracy of records is an integral part of the system; therefore, all records must be double-checked by a second party. Additionally, all records must be queried for accuracy after any submissions to the system.

Inquiry

Only agencies noted in the LEADS Agency File as law enforcement will see CHL information when a person is queried.

The message key to perform a direct query of the CHL File is **QCP**.

The records may be queried by:

- Name and Date of Birth
- Social Security Number
- Permit Number (this is a system assigned number at entry)
- Local Permit Number
- Index Number (this is a system assigned number at entry)
- LEADS ID Number (this is a system assigned number at entry)

Other message keys, such as DS and QW will also check the CHL File.

If a match of the requested data field(s) is found, the system will return the CHL record displaying it on a purple background. An example of a CHL response is shown below:

```
{P}**** FOR LAW ENFORCEMENT USE ONLY ****
MKE/ CONCEALED HANDGUN LICENSE - PERMANENT
IDX/ZZ11122233 LID/01231230 LEADS GENERATED PERMIT/71-ROS-004402-P
ORI/OH0710000 LOCAL PERMIT NUMBER/71ROS004449
ENTERED ON/20041203 DLI/20080109 LAI/OH0250999
NAM/PUBLIC,JOHN Q SEX/M RAC/W
DOB/19661213 SOC/123456789
ADR/16 HIGH DRIVE,CHILLICOTHE,OH,45601
DATE OF ISSUE/20041202 DATE OF EXPIRE/20081202 COUNTY/71
STATUS/EXPIRED ISSUING SHERIFF NAME/NICHOLS, RONALD L
*****
ISSUING OFFICE IS: ROSS COUNTY SHERIFFS OFFICE 7407731185
```

LEADS users also have the ability to query other states to see if a person holds a valid CHL.

The message key is **CWQ**.

The records may be queried by:

- Name and Date of Birth
- Social Security Number

- Permit Number

An additional query “QCPP” is performed when the response from the Ohio BMV driving record is received and contains a name and date of birth. A “QCPP” will return a CHL when the SOC is not included in the entry.

Entry

This function is reserved for sheriff’s offices or their designated records entry agency.

When an entry is made for non-entering agency, the ORI of the non-entering agency is to be placed in the MIS field of the record. Do not enter a non-entering agency ORI in the ORI field.

The message key to enter a CHL record is **ECP (permanent)** or **TCP (temporary)**.
The required fields are:

ORI	DOI	DOE	STA	ISS
NAM	SEX	RAC	DOB	ADR
CTY	STA	ZIP		

- Permit Status (STA)
 - A Active
 - E Expired
 - I Inactive
 - R Revoked
 - S Suspended

The user will receive a message of ‘RECORD ENTERED’ along with a display of the record once the record passes the system edits.

Modify

A modification transaction is used to add, delete, change information, or change ownership on a CHL record.

The message key to modify a CHL record is **MCP**.

Identify the record to be modified by the NAM and LID.

Complete the field(s) to be modified and transmit the data.

The user will receive a message advising the LEADS record has been modified once the transaction passes the system edits.

Changing of Ownership

Sheriff’s offices have the ability to take over an existing CHL record when the permit holder has moved from one county to another. The following steps shall be followed by the “new” sheriff’s office in order to change the owning ORI of a CHL record:

- Use the modify CHL transaction (MCP). Identify the record to be modified by its LID and NAM data.
- Put the “new” ORI in the modify ORI field.
 - 1) **The new ORI can be the only information submitted in this transaction.**
 - 2) **The new ORI must match the ORI that is submitting the transaction.**
 - 3) **Once the ORI has been successfully modified, the new owning agency may make additional modifications to the record using a MCP transaction.**

When the MCP transaction is successful, the original owning agency will receive the following message:

LEADS AUTOMATED MESSAGE

THIS MESSAGE IS TO INFORM YOU THAT CONCEALED HANDGUN LICENSE HOLDER DOE, JOHN WITH LPN/12345678 HAS REQUESTED CONCEALED HANDGUN LICENSE SERVICE AT OH0990000. THEY HAVE MODIFIED YOUR LEADS RECORD LID/12345678 TO REFLECT THE NEW INFORMATION.

Record identifiers that are system assigned at original entry cannot be modified. The system assigned permit number will always reflect the original entry.

Cancel/Clear

There is no transaction to cancel or clear a CHL record.

ASSOCIATED DATA FIELDS

<u>Field Tag</u>	<u>Description</u>
CTY	county of issuance
DOE	date of expiration
DOI	date of issuance
IDX	index number (assigned by the system at entry)
ISS	issuing sheriff's name
LID	LEADS ID number (assigned by the system at entry)
LPN	local permit number
MKE	message key: ECP is a permanent permit, TCP is a temporary permit.
ORI	originating agency identifier
PER	permit number (assigned by the system at entry)
STA	permit status: A, E, I, R, S
ADR	street address of permit holder
CTY	city of residence of permit holder
DOB	date of birth of permit holder
NAM	name of permit holder
RAC	race of permit holder
SEX	sex of permit holder
SOC	social security number of permit holder
STA	state of residence of permit holder
ZIP	zip code of permit holder