



# CJLEADS

## Criminal Justice Law Enforcement Automated Data Services

### Request Form

#### CHP Access Report

CHP reports are available in two formats, summary and detail. A summarized report displays who accessed a specific CHP Number within your agency a given period of time. This report counts the number of times a CHP record was accessed and/or printed. A detailed report displays who accessed a specific CHP Number within your agency a given period of time. This report details the dates and times a CHP record was accessed and/or printed.

**Instructions:**

An AGENCY Chief Executive Officer or the CJLEADS Authorized Administrator must complete and email the request form to the CJLEADS Production Services team via email at [cjleadssaudit@nc.gov](mailto:cjleadssaudit@nc.gov). If an agency does not have scanning capabilities, the signed form will be accepted via fax (919-754-6957) or mail (4101 Mail Service Center Raleigh, NC 27699-4101). However, CJLEADS Production Services will confirm the report request with the agency executive through a follow-up email and/or phone call.

Users who have accessed the following CHP record.		
<b>CHP License</b>		
<b>User Type</b> <small>(select one)</small>	State Agency <input type="checkbox"/>	Local Government <input type="checkbox"/>
<b>Organization</b>	<small>(Type in your organization)</small>	
<b>Division</b>	<small>(Type in your division)</small>	
<b>Section</b>	<small>(Type in your section)</small>	
<b>Permit Number</b>	<small>(Type in permit number)</small>	
<b>Login Activity Time Range</b>	<small>Click here to enter a begin date.</small>	<small>Click here to enter an end date.</small>
<b>Report Format</b>		
<b>Detail/Summary</b>	Detail <input type="checkbox"/>	Summary <input type="checkbox"/>

**Chief Executive Officer/  
CJLEADS Authorized Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_