



Mike Hagar
Secretary

Arkansas Crime Information Center

322 South Main Street, Suite 615
Little Rock, AR 72201
www.dps.arkansas.gov
501-682-2222



Jeff Long
Director

STATE OF ARKANSAS
Governor Sarah Huckabee Sanders

Scope:

Agencies requesting approval for a non-citizen of the United States to access ACIC/NCIC Systems

ACIC System Regulations, Section 10, paragraph (g)

Citizenship. Any person operating an ACIC access device must be a U.S. citizen or a legal alien specifically approved by ACIC

Note:

No approval will be granted if the person is not physically present within United States

Procedure:

1. The requesting agency must submit a written request for an exemption to the Director of ACIC and the Operations Deputy Director. The request must be submitted on agency letterhead to include the following for the prospective user:
 - Full Name
 - Race
 - Sex
 - DOB
 - Country of origin/birth

2. The following steps and documentation must be submitted with request:
 - Provide a copy of the Permanent Resident Card or a Valid H1B Visa
 - Perform an IPQ (Interpol Query Detailed Wanted Person), QW, QH and a QR (if SID numbers return on the QH) to ensure no disqualifying responses are returned through ACIC/NCIC
 - Provide a US Driver’s License or US Government issued identification Card
 - Include a copy of Fingerprint background check showing no disqualifying responses
 - Provide a copy of a US Government issued Work Visa
 - Documentation that the person submitted a verifiable work history, and the hiring supervisor contacts the previous employment and is satisfied with the ensuing discussion
 - The request should also include a detailed and documented reason why the Agency is requesting access to the ACIC/NCIC system

ACIC Record Retention:

- The ACIC Training Department will maintain all “approved “and “disapproved” request for authorization to access ACIC/NCIC as it pertains to non-citizens of the United States
- The documentation will remain on file for the duration of the training record associated with the perspective user



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Requests:

All requests should be sent to ACIC.operations@dps.arkansas.gov

Recommendation:

It is recommended that your Agency performs a USCIS eVerify check with no red flags after the I-9 is completed and the applicant has been hired. A USCIS E-Verify check is a free, web-based system that electronically compares information from an employee's Form I-9 against U.S. Department of Homeland Security (DHS) and Social Security Administration (SSA) records to confirm they are legally authorized to work in the United States