

**Request for an ORI for a  
Public School Police Department  
(Originating Agency Identifier)**

Return to: ACIC

Email address: [ACIC.ORI.Requests@dps.arkansas.gov](mailto:ACIC.ORI.Requests@dps.arkansas.gov)

Fax number: (501) 682-7444

County: \_\_\_\_\_

I, \_\_\_\_\_, Chief of Police, request an ORI for my department and I understand the following statements:

- The assignment of an ORI is acknowledgment that my agency meets the criteria of a “law enforcement agency” as defined by ACIC and NCIC policy.
- Assignment of an ORI does not mean that ACIC and NCIC information can be used for any and all purposes connected with my agency’s functions.
- The issuance of an ORI does not allow access to CJIS systems by the School District or for noncriminal justice, civil, or administrative purposes.
- The access and use of information obtained from the ACIC system is restricted to criminal justice purposes only.
- Misuse of ACIC information maybe a felony as defined in A.C.A. §§ 12-12-212.

Signed: \_\_\_\_\_ Date Signed: \_\_\_\_\_

<b>Agency Name:</b>			
<b>Chief’s Name:</b>			
<b>Mailing Address:</b>			
<b>City:</b>		<b>Zip Code:</b>	
<b>Phone Number:</b>			
<b>Fax Number</b>			
<b>Email Address:</b>			

**The following items must be sent in with the request:**

- Letter from the Superintendent creating the department.
- Copy of the agency budget
- A copy of the Chief’s law enforcement training certificate.
- A copy of the minutes from the school board meeting where the police department is established.