WISCONSIN STATE CRIME LABORATORIES

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WSCL Tenprint Identity Request Guidelines
Effective 11/12/2024

Fast/Mobile ID is the quickest way to receive results, typically in under 1 minute. If your agency has access to a 2-finger fast ID or mobile ID unit, we suggest utilizing that technology first to determine if a Wisconsin State Identification Number (WI SID) exists on file prior to attempting either Option 1 or Option 2.

Please note – an individual's WI SID and FBI numbers are assigned when the first set of fingerprint standards are submitted upon an individual's first arrest event. Subsequent offenses/fingerprint records are added to an individual's criminal history record based on the fingerprints collected from each of their arrests (because the fingerprints match), not based the demographic information. The name associated with a SID/FBI number is based on the name provided in the first arrest on file and may not reflect the individual's actual name. Their actual name may appear as an alias or not at all. <u>Therefore, it is not possible for us to confirm anyone's name is their real name</u>.

There are two options available to agencies that want to know the WI SID/FBI number/criminal history of the individual in question. The defining point between choosing Option 1 or Option 2 is if the query is related to an arrest or not.

*Option 1: You've **arrested** someone and think they are giving a false name, or they won't tell you their name:*

- If the prints are associated with the individual being involved in a criminal arrest event, please submit them to the WI State Automated Biometric Identification System (ABIS) using your normal livescan submission process.
- Once the tenprint record is submitted to the system, it will follow the automated workflow.
    - It will go through a series of quality checks.
    - If no issues are found, then it will automatically search against both the WI State ABIS and FBI's NGI database.
        - These databases each contain tenprint records for every arrest event submitted to them.
    - If the fingerprints match to another arrest record during these searches, then this newest arrest event will be added to that person's pre-existing criminal history record/WI SID/FBI number.
    - **This means that the individual in question has been identified to this criminal history record*.**
- You should expect to see these search results returned via a system generated email within 10 minutes.
    - It will be sent to the email(s) your agency has designated they be sent to.
        - If this email needs to be updated contact the WI State Crime Lab's Friction Ridge Database Unit (FRDB) at **dojcrimelabFRDB@doj.state.wi.us**.
- These results will contain the individual's WI SID.
    - The WI SID should be used to query the TIME System or Triple I for the associated FBI number and other additional information.
    - If you need assistance using the TIME System, please contact CIB's TIME & Technical Unit at **cibtrain@doj.state.wi.us**.

- If an email is not returned within 10 minutes, please contact the WI State Crime Lab's Friction Ridge Database Unit (**dojcrimelabFRDB@doj.state.wi.us**) and provide the associated Transaction Control Number (TCN) for this record.
  - The record may have a quality issue which requires manual intervention before it can be searched. The FRDB Unit can track its progress and email the WI SID information to you.
  - The TCN can be found by opening the record on the livescan after capture of the prints. The TCN is comprised of **your agency's livescan prefix** followed by the **date** and then the **record number from that day**:
    - Example TCN from Anytown PD sent on 10/11/24: **AT1241011001**.

- An agency may update the name or other demographic information on an arrest record they submitted by contacting the Crime Information Bureau's Criminal History Unit at **cibcriminalhistory@doj.state.wi.us**.

***If this record is the establishing record for a person's identity, i.e., this is the first time they've been arrested, this will result in a new WI SID being created with the demographic information that was sent in with it. The FBI number should still be queried as the individual may have a criminal history in another state.

Option 2: Someone is unable or unwilling to identify themselves, but they have not been arrested:

- If the prints in question are not for an arrest, perhaps an individual is unable or unwilling to identify themselves, then the record is not eligible to be submitted via livescan and stored in the ABIS system. At that point a scan of the fingerprints should be emailed to **dojcrimelabFRDB@doj.state.wi.us** and we can manually search them at both the state and FBI level (but it won't be added to any criminal record).
  - Fingerprint cards that are emailed for comparison purposes should be scanned in color or greyscale (not black and white) at a minimum of 600 dpi and be in a lossless format, preferably TIFF. If not possible, contact the FRDB Unit for further options.

The Wisconsin State Crime Lab's Friction Ridge Database Unit is available during regular Crime Lab business hours: M–F, 7:45am–4:30pm. In general, all requests submitted to the FRDB Unit during Crime Lab business hours have a turn-around time of 24 hours. All comparison requests received outside of regular business hours will be handled on the next business day.

- If a request is high priority, please indicate this and we will prioritize the request.
- A request sent to the FRDB Unit after 2:30pm on Friday would likely not receive results until the following Monday as there is no weekend staffing.

The FBI is aware we have regular business hour staffing and emergency requests may be needed by agencies in Wisconsin. Therefore, they have agreed to perform searches in these situations, when urgent. Requests can be emailed to the FBI at **spc@leo.gov** in the following instances:

- If you submit an arrest record but don't receive livescan email results within 10 minutes and it is outside M–F, 7:45am–4:30pm, the request can be emailed to the FBI.
- If you have fingerprints you need searched that aren't related to an arrest, and it is outside the Crime Lab's business hours, the request can be emailed to the FBI.