



RETRIEVING CHRI

USER GUIDE

EMPOWERED BY  VERTICAL SCREEN

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your department/company without the written consent of Truescreen, Inc.



Details matter.

For customers retrieving Criminal History Record Information (CHRI) directly through our platform, the FBI requires that the customer acknowledges receipt of the results before the results are made available in a report.

The FBI requires Fieldprint to purge CHRI in the event that they are not retrieved and saved within 30 days of the results being received.

Once the results are retrieved and stored within Truescreen, we will archive those records according to our retention policy.

This guide will walk users through the steps required to retrieve CHRI results.

RETRIEVING SINGLE RESULTS

Once results are returned, you can receive CHRI results by clicking the **“Retrieve and Save CHRI”** hyperlink under the Additional Request section of the right column.

Rodney Daugherty

Investigation Information

Case Number	18860278
Request Date	06/24/2021
Case Created Date	06/24/2021
Delivery Date	06/24/2021
Status	Complete

[Show More](#)

Case Turnaround Time

38min
Full TAT

● Research

38min

Rodney Daugherty

Complete

Actions

Report

[View Report](#)[View Report w/ Identifiers Masked](#)[Save Report](#)

Additional Request

[Contact Customer Service](#)[Retrieve and Save CHRI](#)

On the Get CHRI Results page, click the “**Retrieve**” button in the CHRI Results grid to retrieve the CHRI results for the subject.

Get CHRI Results

Retrieve and Save Authorization

In compliance with the FBI Security and Management Control Outsourcing Standard relating to off-site storage and archival of criminal history record information (CHRI), Click 'Retrieve' button to retrieve and save the following Criminal History Record Information record(s) from Fieldprint.

CHRI Results

Subject	Case Number	Status
Rodney Daugherty	18860278-000-400	Pending

Retrieve

<< < 1 > >>

25 ▾ Items per page

1-3 of 3 items

After retrieving CHRI results, you will then be able to view the results directly on the subject's case summary page under the Additional Request section on the right.

Additional Request

Contact Customer Service

Criminal History Record Information



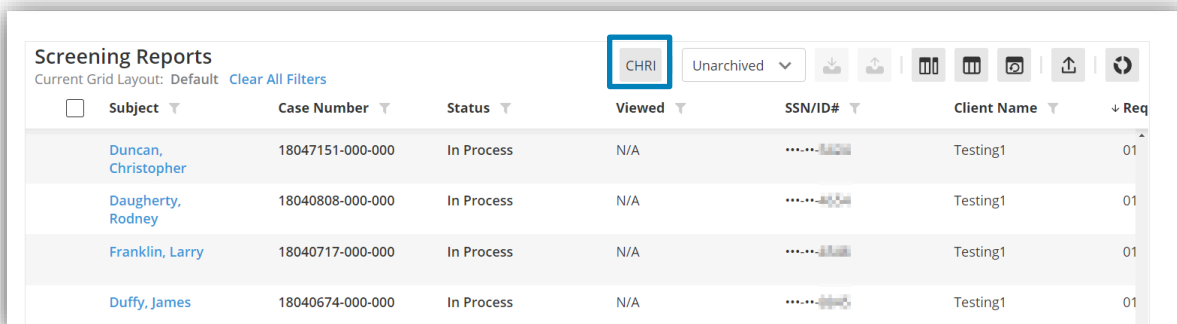
Details matter.

There will also be a hyperlink to the Criminal History Record Information within the subject's report in the Fingerprinting section. This link will not appear until CHRI is retrieved and saved.

SERVICE	STATUS
Fingerprint	See Below
Source:	FBI-AFIS
Date Ordered:	06/23/2021
Subject Covered:	ProdSub Later
Status:	Results Received
Fingerprint Site:	12000 Commerce Parkway Suite 100 Mount Laurel, NJ 08053- Livescan Site
Scheduled Date:	07/06/2021
Collection Date:	12/17/2018
Transmitted Date:	06/23/2021
Collection Note:	
Comments:	Related Rap Back Subscription - RBSI # 390022 Rap Back Subscription Result: Subscription Succeeded Rap Back Related Case Type: Search and Subscribe
Supporting Documents:	Criminal History Record Information
End of Report	

BULK RETRIEVE CHRI

CHRI can be retrieved in bulk by selecting the “CHRI” button on the Screening Reports grid.

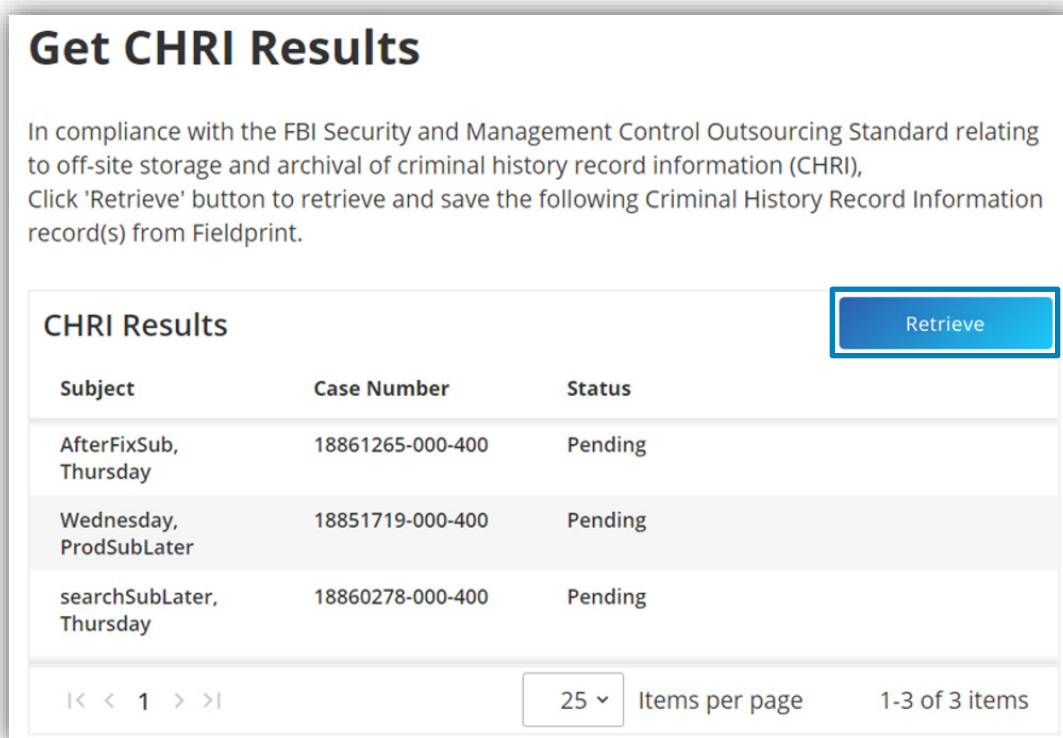


Screening Reports
Current Grid Layout: Default [Clear All Filters](#)

CHRI Unarchived

<input type="checkbox"/>	Subject	Case Number	Status	Viewed	SSN/ID#	Client Name	Req
<input type="checkbox"/>	Duncan, Christopher	18047151-000-000	In Process	N/A	Testing1	01
<input type="checkbox"/>	Daugherty, Rodney	18040808-000-000	In Process	N/A	Testing1	01
<input type="checkbox"/>	Franklin, Larry	18040717-000-000	In Process	N/A	Testing1	01
<input type="checkbox"/>	Duffy, James	18040674-000-000	In Process	N/A	Testing1	01

On the Get CHRI Results page, click the “Retrieve” button in the CHRI Results grid to retrieve the CHRI results for all subjects in the grid.



Get CHRI Results

In compliance with the FBI Security and Management Control Outsourcing Standard relating to off-site storage and archival of criminal history record information (CHRI), Click 'Retrieve' button to retrieve and save the following Criminal History Record Information record(s) from Fieldprint.

Subject	Case Number	Status
AfterFixSub, Thursday	18861265-000-400	Pending
Wednesday, ProdSubLater	18851719-000-400	Pending
searchSubLater, Thursday	18860278-000-400	Pending

Retrieve

1-3 of 3 items

You will then be able to view the CHRI for all subjects in the grid when on their respective case summary pages.

READING THE CHRI RESULT STATUS

It is important to note that neither Truescreen nor Fieldprint have access to actual CHRI results – only the authorized recipient may view CHRI. **As a result, it is not possible for Truescreen to “score” CHRI results as “pass” or “review”.**

The initial component status of returned CHRI results is **“Results Received”**. Clients will see this result after the results are returned from the FBI. **“Results Received”** is not an indication that CHRI results have been retrieved and saved.

Additional Information

TriTrack Status: Fingerprint

Results Received

Services

Service ▾	Description	Component Status ▾	Completed
Subject Data	Fridaytest SearchONLY (*****5555)	Complete	07/13/2021
Fingerprint	Subject Name: Fridaytest SearchONLY Channeling Agency: FBI-AFIS Repurpose	Results Received	07/13/2021

Within the report itself, the status will display **“Clear”**. It is important to note that a **“Clear”** result for FBI fingerprints within a report **does not indicate that there are no records found**. Users are required to review the CHRI returned from the FBI and adjudicate the results accordingly. Note in the screenshot below that there is no link to CHRI results, since the results in this example have not been retrieved and saved.

SERVICE		STATUS
Fingerprint		Clear
Source:	FBI-AFIS	
Date Ordered:	07/13/2021	
Subject Covered:	Fridaytest SearchONLY	
Status:	Results Received	
Fingerprint Site:	12000 Commerce Parkway Suite 100 Mount Laurel, NJ 08053- Livescan Site	
Scheduled Date:	06/29/2021	
Collection Date:	12/17/2018	
Transmitted Date:	07/13/2021	
Collection Note:		
Comments:	None	
End of Report		



Details matter.

When CHRI results are saved and retrieved properly, the report will show “[See Below](#)”. This indicates that the Criminal History Record Information is available to review.

SERVICE	STATUS
Fingerprint	See Below
Source:	FBI-AFIS
Date Ordered:	06/23/2021
Subject Covered:	ProdSub Later
Status:	Results Received
Fingerprint Site:	12000 Commerce Parkway Suite 100 Mount Laurel, NJ 08053- Livescan Site
Scheduled Date:	07/06/2021
Collection Date:	12/17/2018
Transmitted Date:	06/23/2021
Collection Note:	
Comments:	Related Rap Back Subscription - RBSI # 390022 Rap Back Subscription Result: Subscription Succeeded Rap Back Related Case Type: Search and Subscribe
Supporting Documents:	Criminal History Record Information
End of Report	