

# Request for an ORI

## (Originating Agency Identifier)

Return to: ACIC

Email address: [ACICORIRequests@acic.arkansas.gov](mailto:ACICORIRequests@acic.arkansas.gov)

Fax number: (501) 682-7444

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

I, \_\_\_\_\_, Constable of \_\_\_\_\_ am requesting an ORI to be issued for the Township I have been elected to represent. I understand that the assignment of an ORI is the acknowledgement that my agency meets the criteria of a law enforcement agency as defined by ACIC and NCIC policy. I understand that the assignment of an ORI does not mean that ACIC and NCIC information can be used for any and all purposes connected to my agency's function. I understand that the information from ACIC and NCIC is governed by the ACIC System Regulations, and the FBI CJIS Security Policy. I understand that misuse of ACIC information may be a felony as defined in A.C.A §§ 12-12-212.

Upon the assignment of an ORI, I agree to complete the CJIS Security Awareness Training. In addition, I also agree to sign an ACIC System Service Agreement for an Indirect Access Agency and return a signed copy to ACIC.

In the event that I am no longer Constable of my Township, I will notify ACIC to retire my ORI.

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

**Name: (Please Print)** (Last Name, First Name, Middle Initial)

<b>Date of Birth:</b>			
<b>Mailing Address:</b>			
<b>City:</b>		<b>Zip Code:</b>	
<b>Driver's License Number:</b>		<b>CLEST #:</b>	
<b>Phone Number:</b>			
<b>Email Address:</b>			

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

- **A copy of the Constable Driver's License.**
- **One of the following documents:**
  - a. Oath of Office signed by the County Judge**
  - b. Election Certificate**
  - c. Governor Appointee Letter**

**Note:** Once all of the documentation has been received by ACIC, the Operation Administrator will reach out to Commission on Law Enforcement Standards and Training (CLEST) to verify the appropriate training is on file for the Constable. If CLEST does not have a record of the required training, ACIC cannot proceed any further with the request of issuing an ORI.