

# State of Arkansas

Governor Asa Hutchinson



Jami Cook  
*Secretary*

## Division of Arkansas Crime Information Arkansas Department of Public Safety Standard Operating Procedure



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*Director*

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501-682-2222

### Access Request for Non-Citizen of the United States

#### Scope:

Agencies requesting approval for a non-citizen of the United States to access ACIC 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.

#### Procedure:

1. No approval will be granted if the person is not physically present within United States.
2. The requesting agency must submit a request for an exemption to the Director of ACIC and the Operations Director. The request must be submitted on agency letterhead to include the following of the prospective user:
  - Full Name
  - Race
  - Sex
  - DOB
  - Country of origin/birth
3. The following documents must be submitted with the request:
  - Permanent Resident Card (The person has "permanent resident" status or holds a valid H1B Visa.)
  - The Agency performs an IPQ and IAQ NCIC query on the person with no disqualifying responses.
  - HR performs a USCIS eVerify check with no red flags.
  - A US Driver's License or US Government issued identification Card
  - Copy of Fingerprint background check showing no disqualifying responses.
  - 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.
4. The request should also include a detail-documented reason why they are requesting access to the ACIC system for our Director's review.

#### ACIC Record Retention:

- ACIC training section will maintain all "approved" request for an exception for access in regards to non-citizens of the United States.
- The documentation will remain on file for the duration of the training record associated with the individual.

#### Requests:

All requests should be sent to [ACIC.Operations@dps.arkansas.gov](mailto:ACIC.Operations@dps.arkansas.gov).