

CONCEALED HANDGUN LICENSE – Table Of Contents

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CONCEALED HANDGUN LICENSE

The LEADS Concealed Handgun License was established in 2004 per House Bill 12. Ohio recognizes the concealed handgun license of any non-resident who has a valid concealed handgun license from any other state, regardless of whether Ohio has entered into a reciprocity agreement with that state. The data in this file is entered and updated by Ohio county sheriff's offices or an agency which does data entry on the behalf of the sheriff's office. Since Concealed Handgun License holders tend to move from county to county a process was established to allow sheriff's offices to change ownership of a Concealed Handgun License. See the modify section for this information. All Concealed Handgun License entries remain in the system indefinitely.

Only agencies noted in LEADS Agency files as law enforcement will see Concealed Handgun License information when a person is queried.

NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS)

Ohio House Bill 234 became law on March 23rd, 2015, which requires law enforcement agencies with access to the **National Instant Criminal Background Check System (NICS)** to verify that concealed handgun license (CHL) applicants are eligible lawfully to receive or possess a firearm in the United States.

The NICS check shall be completed by using the Query NICS and all Protection Orders (**QNP – Initial Inquiry**) through LEADS with the following purpose codes:

- Purpose Code 14 = Gun Permit of Any Type (NEW or RENEWAL)
- Purpose Code 22 = Disposition of Hand Gun
- Purpose Code 23 = Disposition of Long Gun
- Purpose Code 24 = Disposition of Other (Frame, Receiver, etc.)
- Purpose Code 34 = Gun Permit of Any Type (Revocation, Recheck or Similar Scenario)

Responses received from the QNP can be used to determine CHL eligibility. Law enforcement agencies are encouraged to contact the local prosecutor with questions on determining eligibility.

Additional NICS queries include:

- QND – NCIC Query NICS Denied Transaction File
- QNR – Query NICS Record
- NPN – Proceed Notification (Provides NICS with Final Status of Disposition of Firearms NICS Check)
- NDN – Denial Notification (Provides NICS with Final Status of Disposition of Firearms NICS Check)

For information on NICS, go to the CJIS Launchpad > CJIS Training Documents > NICS or go to the NCIC Operating Manual - NICS Denied Transaction File also located on the CJIS Launchpad or at <http://www.leadsohio.gov/manuals>

INQUIRY

The message key to perform a direct query of the Concealed Handgun License File is **QCP**.

The records may be queried by:

- Name and Date of Birth
- Social Security Number
- Permit Number (this is a system assigned number at entry)
- Local Permit Number
- Index Number (this is a system assigned number at entry)
- LEADS ID Number (this is a system assigned number at entry)

Other message keys, such as DS and QW will also check the Concealed Handgun License File.

If a match of the requested data field(s) is found, the system will return the Concealed Handgun License record displaying it on a purple background.

```
{P}**** FOR LAW ENFORCEMENT USE ONLY ****
MKE/ CONCEALED HANDGUN LICENSE - PERMANENT
IDX/ZZ11122233 LID/01231230 LEADS GENERATED PERMIT/71-ROS-004402-P
ORI/OH0710000 LOCAL PERMIT NUMBER/71ROS004449
ENTERED ON/20041203 DLI/20080109 LAI/OH0250999
NAM/PUBLIC,JOHN Q SEX/M RAC/W
DOB/19661213 SOC/123456789
ADR/16 HIGH DRIVE,CHILLICOTHE,OH,45601
DATE OF ISSUE/20041202 DATE OF EXPIRE/20081202 COUNTY/71
STATUS/EXPIRED ISSUING SHERIFF NAME/NICHOLS,RONALD L
*****
ISSUING OFFICE IS: ROSS COUNTY SHERIFFS OFFICE 7407731185
```

LEADS users also have the ability to query other states to see if a person holds a valid Concealed Handgun License.

The message key is **CWQ**.

The records may be queried by:

- Name and Date of Birth
- Social Security Number
- Permit Number

ENTER A CONCEALED HANDGUN LICENSE RECORD

This function is reserved for sheriff's offices or their designated data entry agent.

Whenever an entry is made for a non-terminal or non-entering agency, the ORI of the non-terminal or non-entering agency is to be placed in the MIS field of the record. Do not enter a non-terminal or non-entering agency ORI in the ORI field.

The message key to enter a Concealed Handgun License record is **ECP (permanent)** or **TCP (temporary)**.

The required fields are:

ORI	DOI	DOE	STA	ISS
NAM	SEX	RAC	DOB	ADR
CTY	STA	ZIP		

- Permit Status (STA)
 - A Active
 - E Expired
 - I Inactive
 - R Revoked
 - S Suspended

Once the record passes the system edits, the user will receive a message of 'RECORD ENTERED' along with a display of the record.

MODIFY A CONCEALED HANDGUN LICENSE RECORD

A modification transaction is used to add, delete, change information, or change ownership on a Concealed Handgun License record.

The message key to modify Concealed Handgun License record is **MCP**.

Identify the record to be modified by the NAM and LID.

Complete the field(s) to be modified and transmit the data.

Once the transaction passes the system edits, the user will receive a message advising the LEADS record has been modified.

Query the record to ensure the modifications were applied to the record.

CHANGING THE OWNERSHIP OF A CONCEALED HANDGUN LICENSE RECORD

The sheriff's offices have the ability to take over an existing Concealed Handgun License record when the permit holder has moved from one county to another. The following steps need to be followed by the "new" sheriff's office in order to change the owning ORI of a Concealed Handgun License record:

- Use the modify Concealed Handgun License transaction (MCP). Identify the record to be modified by its LID and NAM data.
- Put the "new" ORI in the modify ORI field.

Note: 1) The new ORI can be the only information submitted in this transaction.
2) The new ORI must match the ORI that is submitting the transaction.
3) Once the ORI has been successfully modified, the new owning agency may make additional modifications to the record using a MCP transaction.

When the MCP transaction is successful, the original owning agency will receive the following message:

LEADS AUTOMATED MESSAGE

THIS MESSAGE IS TO INFORM YOU THAT CONCEALED HANDGUN LICENSE HOLDER DOE, JOHN WITH LPN/12345678 HAS REQUESTED CONCEALED HANDGUN LICENSE SERVICE AT OH0990000. THEY HAVE MODIFIED YOUR LEADS RECORD LID/12345678 TO REFLECT THE NEW INFORMATION.

Note: None of the record identifiers that are system assigned at original entry of a record can be modified. So, even though a record changed ownership from Fairfield County to Franklin County, the system assigned permit number will still reflect Fairfield County.

CANCEL A CONCEALED HANDGUN LICENSE RECORD

There is no transaction to cancel a Concealed Handgun License record.

CONCEALED HANDGUN LICENSE RECORD

There is no transaction to clear a Concealed Handgun License record.

DATA FIELDS ASSOCIATED WITH THE CONCEALED HANDGUN LICENSE RECORD

<u>Field Tag</u>	<u>Description</u>
CTY	county of issuance
DOE	date of expiration
DOI	date of issuance
IDX	index number (assigned by the system at entry)
ISS	issuing sheriff's name
LID	LEADS ID number (assigned by the system at entry)
LPN	local permit number
MKE	message key: ECP is a permanent permit, TCP is a temporary permit.
ORI	originating agency identifier
PER	permit number (assigned by the system at entry)
STA	permit status: A, E, I, R, S
ADR	street address of permit holder
CTY	city of residence of permit holder
DOB	date of birth of permit holder
NAM	name of permit holder
RAC	race of permit holder
SEX	sex of permit holder
SOC	social security number of permit holder
STA	state of residence of permit holder
ZIP	zip code of permit holder