



**NORTH CAROLINA  
ALARM SYSTEMS LICENSING BOARD**

4901 Glenwood Avenue • Suite 200  
Raleigh, North Carolina 27612  
Phone: (919) 788-5320 • Fax: (919) 788-5365  
E-Mail: [PPSASL@ncdoj.gov](mailto:PPSASL@ncdoj.gov)  
Web Page: [www.ncdoj.gov/ASL.aspx](http://www.ncdoj.gov/ASL.aspx)



MINUTES  
OF THE  
NORTH CAROLINA ALARM SYSTEMS LICENSING BOARD  
AND THE NORTH CAROLINA PRIVATE PROTECTIVE SERVICES BOARD  
SPECIAL MEETING  
OUT OF STATE CRIMINAL RECORD CHECKS

DATE: September 25, 2012  
TIME: 1:00 p.m.  
PLACE: Holiday Inn Highwoods  
Capital Conference Room  
2805 Highwoods Blvd  
Raleigh, NC 27604  
SUBMITTED BY: Garcia Graham, Board Secretary

Staff Present

Attorney Jeff Gray  
Terry Wright  
Phillip Stevenson  
Garcia Graham  
Dionne Truitt

Committee Members

Mack Donaldson  
Denise Martin  
Brad Smith  
Eric Weaver

Guest

Dorian Dehnel

The sub-committee meeting was called to order by Chairman Smith at 1:05 p.m. on Tuesday September 25, 2012. The purpose of the meeting was to discuss the 2013 Third Party Out of State Records Check Request for Proposal (RFP) process.

In accordance with the State Ethics Law, Attorney Jeff Gray read the following information. "It is the duty of every Board member to avoid both conflicts of interest and appearances of conflict. If any member has any known conflict of interest or appearance of conflict with respect to any matter coming to this Board today, please identify the conflict or appearance of conflict and refrain from any deliberation and vote in that particular matter."

The Alarm Systems Licensing Board and the Private Protective Services Board will be soliciting proposals from companies that would be interested in being the sole provider of criminal record reports to persons who are applying to the ASLB and PPSB for a license or registration. The vendor would be required to perform criminal records checks for applicants who require an Out-of-State Criminal Records check.

Mr. Wright briefly explained the history of acceptance of on-line criminal records and the RFP process.

Mr. Smith briefly discussed the content of the RFP. He reminded the committee that the RFP should be a clear, concise and consistent document that provides prospective vendors with the Board's expectations. He reminded the committee that vendors are sometimes eliminated because they failed to understand the requirements.

Mrs. Martin asked if the vendor would conduct in-state criminal record checks as well. Mr. Smith advised that option would be available for the applicant.

Mr. Wright stated that he would be drafting the language for the RFP based on the committee/Board recommendations. Mr. Wright suggested that the appointment run for 3 years with the option to renew for two subsequent one year terms by mutual written agreement of the parties. Mr. Wright will work with Attorney Gray on the exact language.

Mrs. Martin asked how the committee would ensure the vendor's product is affordable to the applicant. Mr. Wright stated that as part of the evaluation criteria, cost is one of the factors that the committee/Board could consider.

Mr. Smith and Mrs. Martin requested that the applicable rules regarding the time frame an applicant has to submit criminal records be included in the RFP. Other suggestions to the current RFP would require the vendor to possess the ability to obtain out of country criminal records.

Mr. Dorian Dehnel with CriminalRecordCheck.com addressed the committee with the following information:

- CriminalRecordCheck.com complies with the Fair Credit Reporting Act.
- The agency verifies all hits by the following methods:
  - A phone call to the Clerk of Court's Office

- A research person will actually go to the Clerk of Court's Office to research the record.
- All applicant's do have the right to dispute any information obtained from their report
- The scope of searches includes the name, address, date of birth and social security number
  - CriminalRecordCheck.com utilizes the Administrative Office of the Courts' database (AOC) in North Carolina
  - Out of state repositories when possible &
  - Clerks of Courts' Offices

Mr. Dehnel advised that their checks are as current as the data bases for which they obtain the information. There are problems with individuals that have a name change since records are sometimes only based on name. Some states do not have a central repository and you must go to the individual Clerk of Court's Office.

Mr. Dehnel advised the most accurate way to conduct criminal record checks is by social security number and address of the individual.

Mr. Dehnel asked that the committee consider including a corporate account in the RFP. He related that the company should have access to the account because many times it is the company who inputs the data on the applicant.

Mr. Dehnel advised he would provide Director Wright and Attorney Gray the scope of a search and the states that he feels would be OK to receive record checks from.

No further discussion.

Meeting adjourned at 2:00 pm

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Terry M. Wright  
Director

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Garcia Graham  
Recorder