



North Carolina Department of Public Safety

Private Protective Services Board

Roy Cooper, Governor
Erik Hooks, Secretary

Gregory K. Baker, Commissioner
Barry Echols, Director

Memorandum – February 2017

To: PPSB Licensees

From: Director Barry Echols, Private Protective Services

BSE

The purpose of this information mailing is to update licensees on the criminal record process.

Both the Alarm Systems Services Board (ASLB) and the Private Protective Services Board (PPSB) have voted to modify the criminal background process for all registration, license, certifications and renewal applications.

On April 17, 2017, all new and renewed registrations, licenses, certifications and other applicable applications where criminal record checks are required must have an accompanying criminal history check from www.PPSBCheck.com (powered by CRC). The Boards agree that reviewing multiple formats of criminal checks is difficult for PPS staff to interpret. Furthermore, it was recognized that all applicants should have a statewide criminal check instead of just county of residence. Therefore, criminal record checks from any other source (AOC, third party, etc.) will not meet the background check requirement for the initial application processes regarding address history provided. Furthermore, all PPSB licensees, who in the past did not submit a criminal record check on renewals, must now submit a criminal history check from www.PPSBCheck.com with a renewal application. To create a uniform, comprehensive and statewide criminal background check process, the Boards approved www.PPSBCheck.com as a sole source provider. PPSBCheck.com is already the company approved by the Boards to supply all out-of-state criminal histories, this process will remain the same. The background check process will be put out for bid once the current agreement with www.PPSBCheck.com (CRC) is exhausted.

As a new requirement, all applicants who have only lived, worked and/or went to school in the State of North Carolina will need a state-wide criminal record check performed by www.PPSBCheck.com. As current, anyone who has lived, worked and/or went to school out-of-state will be processed by www.PPSBCheck.com, at the current price structure. Another improvement to the criminal background checks, www.PPSBCheck.com will be checking other sources (Personal Identification Information Verification) to assure a comprehensive criminal records check. This includes:

- Social Security Trace & Validation
- Multi-Jurisdictional Criminal Database Search (all names)

MAILING ADDRESS:
3101 Industrial Drive, Suite 104
Raleigh, NC 27609



www.ncdps.gov/pps
An Equal Opportunity employer

OFFICE LOCATION:
3101 Industrial Drive, Suite 104
Raleigh, NC 27609
Telephone: (919) 788-5320
Fax: (919) 788-5365

- Nationwide Sex Offender Registry (all names)
- Office of Foreign Assets Control (OFAC) / Specially Designated Nationals List (SDN)

The resident, work and school search time periods when submitting your request through www.PPSBCheck.com will increase in range. This will provide the Boards with additional information. However, each Board will determine what crimes, in what time period, will be disqualifying. These guidelines will be communicated prior to April 17, 2017.

The Boards have also approved North Carolina Criminal Monitoring. PPSBCheck.com will monitor North Carolina's AOC, and will notify PPS whenever a holder of a registration, license or certification is entered into the AOC database. This will make PPS aware of incidents requiring immediate review.

Costs

- NC State-Wide Background \$12.00 per check
(*\$9.50 NC State Wide plus \$2.50 Personal Identification Information Verification*)
- Out-of-State Background: Based on current price structure
- NC Criminal Monitoring: No Fee to Industry

Please note, if you're already using www.PPSBCheck.com then nothing will change on how you access your account. If you are not currently using CRC, you will need to create an account. Payment can be by credit card, invoice or any method you can make with www.PPSBCheck.com (CRC).

(For more information on setting up an account, please visit www.PPSBCheck.com/or contact PPSBCheck.com by e-mail at licensing@mycrc.com or by phone at 919-459-1029 or 1-877-272-0266, ext. 2)

To assist those who submit applications, www.PPSBCheck.com and Private Protective Services (PPS) will offer webinars prior to April 17, 2017. The following four (4) webinars have been scheduled:

1. Tuesday, March 21 @ 11:00 AM EST
2. Wednesday, March 29 @ 3:00 PM EST
3. Thursday, April 6 @ 10:00 AM EST
4. Tuesday, April 11 @ 2:00 PM EST

Webinar link: <https://attendee.gotowebinar.com/rt/6711042224063272451>

If you have questions please contact Private Protective Services or www.PPSBCheck.com.