

**661—82.110(17A,22,692) Requests for criminal history data.****82.110(1)** *Requests for criminal history data.*

*a.* Persons or agencies requesting criminal history data should direct requests in writing using forms or methods approved by the commissioner of public safety. Forms to use in requesting criminal history information may be requested by mail to the Division of Criminal Investigation, Iowa Department of Public Safety, State Public Safety Headquarters Building, 215 East 7th Street, Des Moines, Iowa 50319; by electronic mail to [cchinfo@dps.state.ia.us](mailto:cchinfo@dps.state.ia.us); by telephone at (515)725-6066, or from the Web site of the division.

NOTE: The Web site of the division of criminal investigation is [www.dps.state.ia.us/dci](http://www.dps.state.ia.us/dci).

*b.* The commissioner may authorize additional methods of requesting criminal history information. These other methods may include fax transmission or computer access. Authorization by the commissioner of public safety shall be based on the ability to securely, efficiently and accurately receive and disseminate criminal history information.

**82.110(2)** *Public complaints.* Public complaints concerning the operation of criminal history or intelligence data systems should be directed in writing to the commissioner of public safety. Complaints should specify clearly the date, time and place of the alleged violation and any action requested of the commissioner.

**82.110(3)** *Required approvals.* Any agreement, arrangement or system for the transmission and exchange of criminal history data required to be approved by the commissioner shall be submitted in writing at least 30 days before its proposed effective date.

[ARC 8936B, IAB 7/14/10, effective 9/1/10]