

# CJLEADS

**Criminal Justice Law Enforcement  
Automated Data Services**



# CJLEADS

## Pistol Purchase Permit

# Pistol Purchase Permit

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- User must obtain access right for CJLEADS by attending a CJLEADS training to access Pistol Purchase Permits
- Only Law Enforcement and LEO Support Staff roles allow PPP assignments

# PPP Access –User Admin Utility Tool

User Id (NCID):	<input type="text"/>	Organization (Agency):	Office of the State Contr
Full Name:	<input type="text"/>	Division:	CJLEADS
E-mail:	jonathan.cravatta@osc.nc.gov	Section:	<input type="text"/>
Business Phone:	919-707-0437	<input checked="" type="checkbox"/> Allow access to CJLEADS	
Address:	<input type="text"/>	<input type="checkbox"/> PPP Upload	
City:	<input type="text"/>	<input checked="" type="checkbox"/> PPP View	
State:	<input type="text"/>	CJLEADS Role:	LEO Support Staff
Zip:	<input type="text"/>	County:	ALAMANCE
User Type:	State Employee	District:	<input type="text"/>
CJLEADS Last Login:	Wed Nov 26 2014 08:37:27 AM	Training Status:	Complete
CJLEADS Mobile Last Login:	Wed Nov 26 2014 08:37:27 AM	<input checked="" type="checkbox"/> Allow access to CJLEADS Mobile	
NCID Account Locked:	No	<input type="button" value="Reset Agreement"/>	
NCID Account Claimed:	Yes		
		<input type="button" value="Save"/>	<input type="button" value="Close"/>

**PPP Upload:** allows user rights to upload permit files.

**PPP View:** allows user to view uploaded permit file log and related reports.

# Pistol Purchase Permit

CJLEADS Logon

CJLEADS

User ID:  [Forgot your User ID? Click Here](#)

Password:  [Forgot your Password? Click Here](#)

[Helpful Links](#)  
[CJLEADS Customer Support](#)

[Manage your NCID](#)

To access the mobile version of CJLEADS using a hand-held device, go to <https://cjleads.nc.gov/mobile> or scan this QR code 

DISCLAIMER: BY ACCESSING CJLEADS, THE USER ACKNOWLEDGES AN UNDERSTANDING OF THE CJLEADS POLICY GOVERNING ACCESS, USE AND DISSEMINATION OF INFORMATION AND DATA AND AGREES TO COMPLY WITH THE POLICY AND TO BE SUBJECT TO ALL EMPLOYMENT, CIVIL AND/OR CRIMINAL PENALTIES FOR UNAUTHORIZED ACCESS, USE AND/OR DISSEMINATION OF CJLEADS INFORMATION AND/OR DATA.

For new CJLEADS users, log in to the CJLEADS application website to begin the process of uploading your pistol purchase permit file (.csv format file).

Enter the following link into the internet browser, [www.cjleads.nc.gov](https://www.cjleads.nc.gov), then click the **Login** link.

# Preparing the file for upload

Search Watchlists Alerts Notifications My Activity Reports Uploads AOC Offense Codes Links

CJLEADS Upload Activity

Upload Type: Pistol Purchase Permits  
County: ALAMANCE

[Upload](#) Click here to locate and upload your permit file

Filter Files 4 of 4

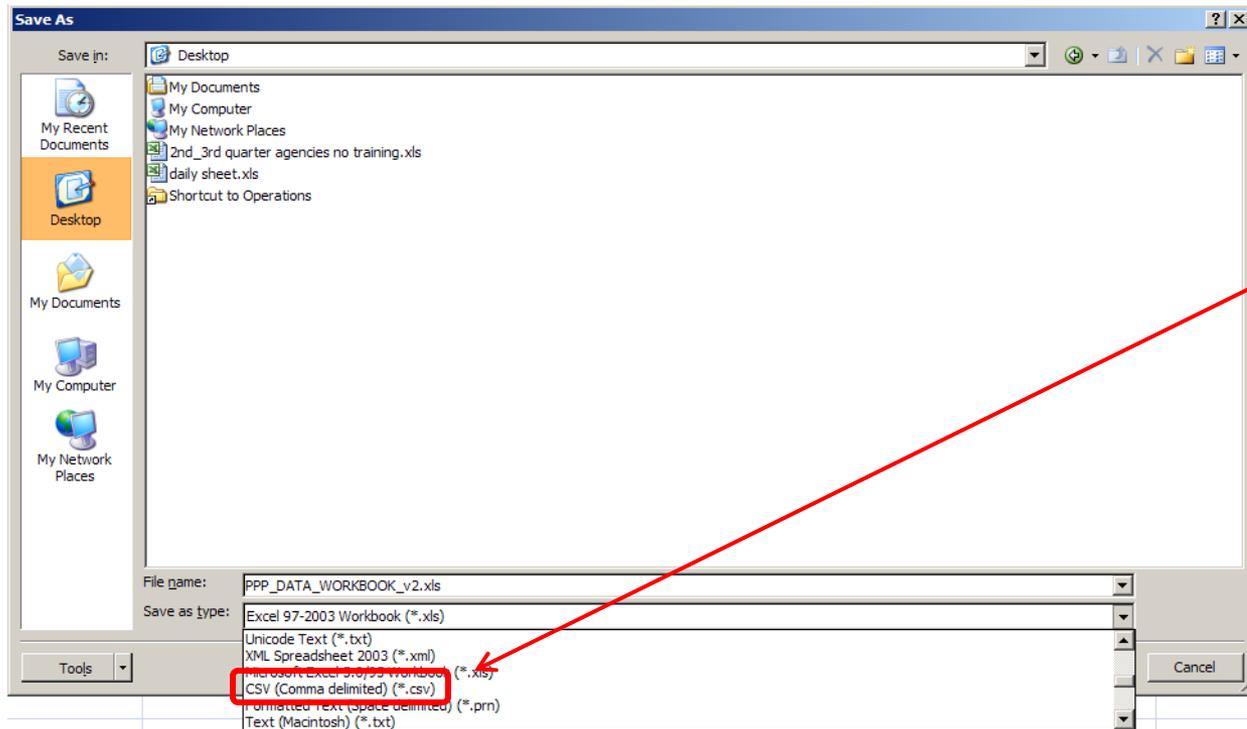
Uploaded File Name	Uploaded Date/Time	File Size	County	Status
000_Alamance_permits.csv	01/19/2015, 08:05:32 AM	8.8 KB	ALAMANCE	Accepted

Historical list of uploaded permits for your county. New uploads will be added to the top.

Status of your uploaded permit file: 'File has been recieved', 'Processing', 'Accepted', 'Rejected'

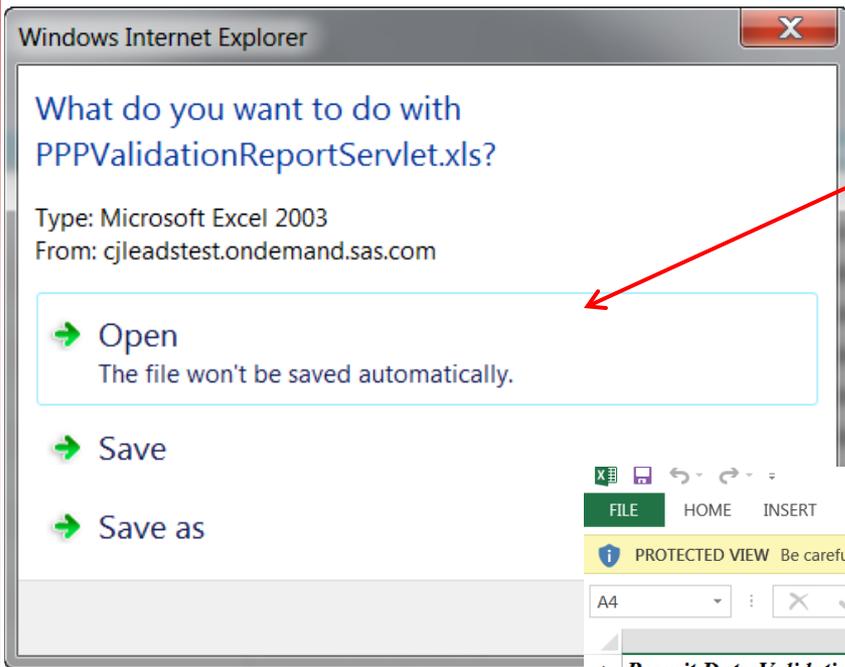
INFORMATION PROVIDED IN CJLEADS HAS BEEN COMPILED FROM MULTIPLE SOURCE SYSTEMS. FOR DATA VERIFICATION, PLEASE REFER TO THE SYSTEM OF RECORD.

# Upload Permit File to CJLEADS

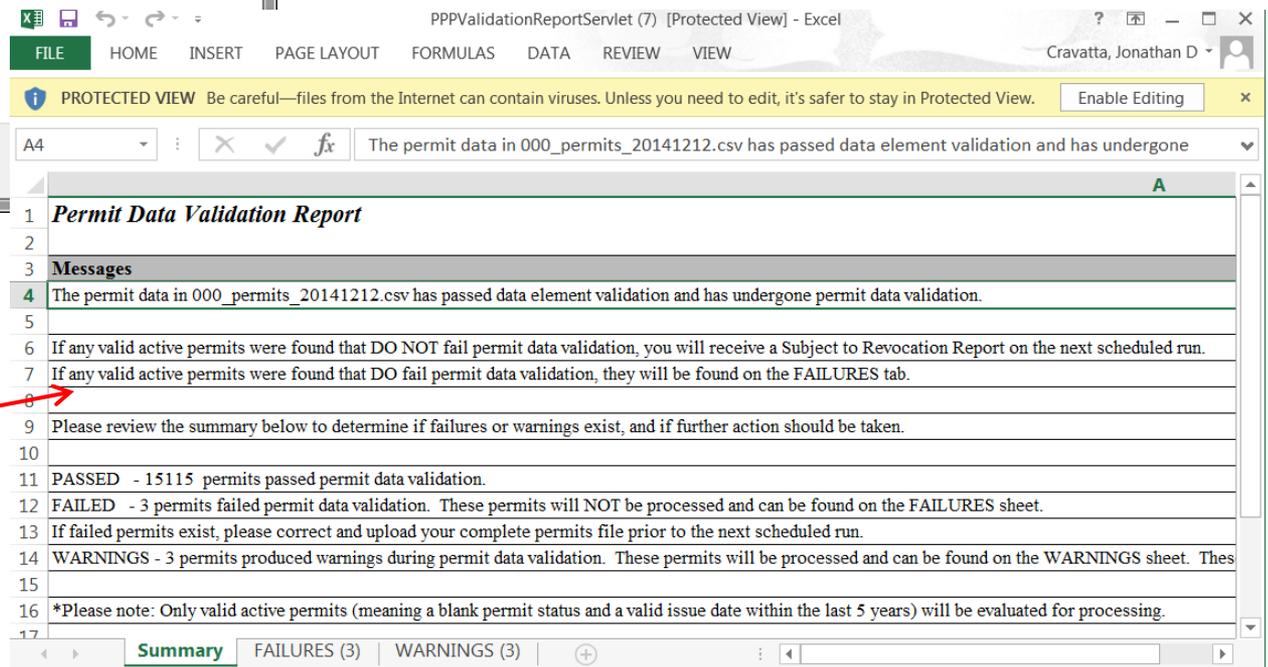


- Select the .csv file that is to be uploaded
- Upload Activity screen will show a status of **Processing** for the permit file

# Validation Report



- User will click Open to access the Validation Report



- The Validation report will open in an excel format

# Reports

The screenshot displays the CJLEADS Reports interface. The top navigation bar includes tabs for Search, Watchlists, Alerts, Notifications, My Activity, Reports, Uploads, AOC Offense Codes, and Links. The left sidebar shows a tree view with folders for Court, DMV, General, Incarceration, Outstanding Processes, and Pistol Purchase Permits. The 'Pistol Purchase Permits' folder is expanded, showing a 'Revocation Report' sub-item. The main content area is titled 'The purpose of this report is to display Pistol Purchase Permit Revocations.' and contains a 'Parameters' section with the following settings:

- Output Format: PDF
- County: ALAMANCE
- Select Report: Revocation Summary
- Disqualifier/Non-disqualifier:  Disqualifiers,  Non-disqualifiers
- Report View:  Permit Holder View,  Multiple Permit View

Below the parameters, a red note states: 'Subject to revocation reports are run once per day after business hours and will be available at start of business the following day'. At the bottom, there are 'Run' and 'Reset values' buttons, and a warning: 'Unauthorized distribution of CJLEADS information is prohibited.' A footer note reads: 'INFORMATION PROVIDED IN CJLEADS HAS BEEN COMPILED FROM MULTIPLE SOURCE SYSTEMS. FOR DATA VERIFICATION, PLEASE REFER TO THE SYSTEM OF RECORD.'

- **Click** on the Reports Tab to access Reports
- **Click** on the arrow pointing to the Pistol Purchase Permits folder
- **Click** on the Revocation Report
- User will need to select **Output Format, Disqualifier/non-disqualifier** and **Permit Holder View and Multiple Holder View**

# Reports continue...

## Pistol Purchase Revocation Report Permit Holder View

County: ALAMANCE  
Report Type: Summary  
DISQUALIFIERS

Reference #	Element Match Count	Name	Current Address	DOB	SSN	NCCL	Convicted Felony	Pending Felony	Felony Drug	Misdemeanor Drug	Outstanding Process	Criminal Domestic Violence	Pending Probation Violation	Offender Disqualification
33066045	4	JERRY JONES	124 FOURTH ST BUTNER, NC 27509	5/10/71	xxx-xx-1211	123456	N	N	Y	Y	N	N	N	Y
15292866	4	TIM REYES	2436 TENTH ST OXFORD, NC 27565	6/10/69	xxx-xx-1211	345612	N	N	N	N	Y	N	N	Y
33643034	3	BILL RICHARDS	125 SEAY BLVD OXFORD, NC 27565	7/11/78	xxx-xx-1211	234561	N	N	N	N	Y	N	N	Y

- Reports can be PDF or Excel format
- Summary Detail report is available in excel to manipulate data for reporting

Disclaimer: This report does not address the violations based on any factors not available to CJLEADS. Misdemeanor drug offenses are not considered disqualifying offenses for pistol purchase permits; however, these offenses may be used by the Sheriff when considering the offender's Good Moral Character.  
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Printed By: Jonathan CravattaOSCTST4

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