

---

DEPARTMENT OF CORRECTIONS INQUIRY

---

EIS 1102 - DEPARTMENT OF CORRECTIONS (PUBLIC OFFENDER WEBSITE) INQUIRY  
REVISED 05/01/03 - CHANGE NO. 06-03

**I. GENERAL INFORMATION**

The North Carolina Department of Corrections Public Access Information System website is used for inquiry into the population of inmates and individuals on probation or parole. Use this website to verify the current status of an individual who has been incarcerated or on probation/parole.

**II. LOGON**

- A. Key <http://www.doc.state.nc.us> as the website address. Press ENTER.
- B. On the right side of the screen under SERVICES section, click on Offender search.
- C. Click on the first selection: Offender Information - Public search. This selection provides a main menu.
- D. Select the first option: Search for an Offender.

**III. SEARCH OPTIONS**

There are two ways to perform a search: by Name or by the DOC (Department of Corrections) Number assigned to the offender. Click on Search Tips for details on specific requirements related to each field. Use the tab key to move from field to field.

- A. **INQUIRY BY NAME** - Since the inmate's name is usually the only information known, this is the inquiry you will use most frequently.
  1. **DOC Number** - leave blank
  2. **Name** - Key available information for Last Name, First Name, and Middle Initial.
  3. If you are unsure of the exact spelling of the last name, click on "p Check here to perform a 'Sounds like' search on last name."
  4. **Gender** - Click on the arrow in the "Gender" field if the offender's sex is known. A drop down box appears. Click on either "Male" or "Female". If the offender's sex is unknown, leave the field blank.

---

DEPARTMENT OF CORRECTIONS INQUIRY

---

REISSUED 05/01/03 - CHANGE NO. 06-03

III.A. (CONT'D)

5. **Race** - Click on the arrow in the "Race" field if the offender's race is known. If you click on the arrow, a drop down box appears. Select the appropriate race.
  - a. Asian/Ortl
  - b. Black
  - c. Indian
  - d. Other
  - e. White

If the offender's race is unknown, leave the field blank.

6. If you want to delete all the information you keyed, click on "Clear".
7. To return to a previous offender inquiry, click on "Reset".
8. When you are finished completing the fields on the screen, click on "Search for Offender". A screen of potential matches displays. This screen includes the individual's name, DOC Number, gender, birth date, race, supervision status, and inmate status. An individual may be displayed more than once if there is more than one conviction, an alias, or slightly different spelling of the name.
9. Scroll down with the arrow on the right side of the screen to find the specific individual for which you are searching. To move back a page, click on "<< Previous". To move forward a page, click on ">> Next". When you find the specific offender you are searching for, click on the DOC Number to view details of the offender's information.
10. If further information is needed from his prior criminal record, click on "View Sentence History".

B. **INQUIRY BY DOC NUMBER** - Use this inquiry when you have the DOC number assigned to the offender by the Department of Corrections.

1. **DOC Number** - Enter this number.
2. Leave all other fields blank.
3. **Clear** - If you want to delete the DOC Number you keyed, click on "Clear".
4. **Reset** - To return to a previous offender inquiry, click on "Reset".

---

DEPARTMENT OF CORRECTIONS INQUIRY

---

REVISED 02/01/02 - CHANGE NO. 07-02

III.B. (CONT'D)

5. Click on "Search for Offender". A screen that displays the individual's name, DOC Number, gender, birth date, race, supervision status, and inmate status appears. An individual may be displayed more than once if there is more than one conviction.
6. Click on the DOC Number to display details of the offender's information.
7. If further information is needed from his prior criminal record, click on "View Sentence History".

At the top of the screen displaying the offender's information there is a section titled "**Instructions:** Here is the information you have requested for this offender. (*Note: Click here to view an Explanation of Terms and Data Elements used in the summary boxes.*)" This information is helpful in understanding the information displayed.

IV. LOGOFF

Leaving the website logs you off the DOC Public Access Information System.