

CIC Account Custom Settings

CONFIDENTIAL

LAST UPDATED as of January 2025

GENERAL

- Echo the Name and DOB provided in the request to confirm what was submitted to CIC for the search.
- If using the Fetch feature – Return a status when reports are paused for manual review, and a status update when results are released.
- Use a middle name as part of an exact name match, if a middle name is submitted in the request.

HOUSING COURT RECORDS

- 'Filing Only': Receive records without a judgment for a specified period from the filing date.
 - Options: No 'filing only' records, 3 mos, 6 mos, 9 mos, 1 year, 7 years
- Minors Filter: Remove records where the applicant's DOB was less than 18 years from the filing date.
 - DOB is required; no DOB will result in this filter not being applied.
- Restitution of Premise: Only available for MN due to required verification. A 'RP' will be returned indicating Writ of Recovery, Order to Vacate, or other identifiers that a property was recovered.

CRIMINAL RECORDS

- Exclude cases identified as 'Traffic' offenses from criminal reports.
- Exclude 'Dismissed' offenses from criminal reports.
- Exclude photos, when available, from criminal reports.
- Exclude 'Race' from criminal records.
- Use a middle name as part of an exact name match. If the applicant does not submit a middle name, records containing a middle name will be excluded.