

SUBJECT: TELEPHONE RECORDS
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TELEPHONE SUBSCRIBER INFORMATION

Requests for telephone subscriber information and identification of telephone numbers should be submitted to the Intelligence and Technical Services Section. Requests may be submitted by telephone, memorandum or facsimile (FAX). Published numbers will be identified using existing reference sources and the appropriate telephone company. No employee should contact any communications common carrier or electronic communications service to identify any telephone number.

UNLISTED OR NON-PUBLISHED TELEPHONE NUMBERS AND TELEPHONE BUSINESS RECORDS

Unlisted or non-published telephone numbers and telephone business records which are material to an active criminal investigation being conducted by the Bureau may be identified by use of the Administrative Subpoena (SBI-13). Requests for Administrative Subpoenas will be forwarded to the Intelligence and Technical Services Section. The Administrative Subpoena will be issued by the Special Agent in Charge of the Intelligence and Technical Services Section in compliance with North Carolina General Statute 15A-298.