

Agency/Sub-Agency Information

(For requests from police agencies who would like to be added to the MDEC edit tables or change information currently contained in the edit tables)

The following information must be included on agency letterhead:

- **Agency Name (up to 30 characters):** This is the name displayed for the agency. (e.g.- Maryland State Police)
- **Agency Code (up to 4 characters):** This is the first part of the code that identifies the agency. (e.g.- MSP)
- **Sub-Agency Name (up to 30 characters):** This is the name displayed for the sub-agency. (e.g.-Communications Division) • **Sub-Agency Code (up to 4 characters):** This is the last part of the code that identifies the sub-agency. (e.g.- 0451)
- **Address (including city, state, zip code):** This is the address where you would like correspondence from the District Court and/or electronic notifications to be sent.
- **Officer-In-Charge:** This is the point of contact for any inquiries regarding agency/sub-agency matters.
- **Telephone #:** This is the telephone number for contacting the agency regarding agency/sub-agency matters.
- **ORI #:** This is the number issued to the agency that they use to identify themselves when issuing criminal charges. This number will be verified by the METERS/NCIC staff.

For agency updates to current information, the request should include the old information and the line, “REQUEST TO CHANGE TO:”

Agency requests for an agency and subagency ID or changes to current information can be emailed to MDEC.Configuration@mdcourts.gov.

JIS will verify Agency ORI numbers.

JIS will notify all parties by email when the ID # has been assigned or the change to the current information has been updated.