C J I N

CRIMINAL JUSTICE INFORMATION NETWORK
Ensuring the exchange of critical data

U.S. Department of Justice
Office of the Chief Information Officer

Job Aid	How to use the CJIN Workstation to Register a Sex Offender

Introduction

The TAP workstation supports the Sex Offender Registration and Notification Act (SORNA) Registration process by providing access to the FBI's Next Generation Identification (NGI) and National Crime Information Center's (NCIC) National Sex Offender Registry (NSOR).   Both systems are required to fully register a Sex Offender in both systems as required by law and append a sex offender notification to the subjects Criminal History.   Additional steps outside the CJIN workstation are required to fully complete a sex offender registration. This Job Aid focuses on the use of the CJIN workstation to register a Sex Offender.

Sex Offender Registration (SOR) in MESA

Use the MESA application to submit a fingerprint-based Sex Offender Registration transaction to NGI. Select the Sex Offender Registration Icon from the MESA Homepage. Required fields are indicated by a red asterisk on the screen.

Table 1: Required Demographics Fields in MESA for Sex Offender Registration

Name	**Offense of conviction** (Court Offense Code) *This may be selected from a dropdown menu.*
Date of Birth	
Birth location	**Offensive of conviction** (Court Offense Literal) *Free text field to discribe the offense charge.*
Race	
Gender	**Date of sex offender registration** *This is the same as date of offense above.*
Height and weight	
Hair and eye color	**Booking official information** *For sex offender registrations, this is the registration official capturing fingerprints and photographs.*
Date of Offense *Enter the date of the sex offender registration.*	
Reason for entry *This field will be pre-populated with "Sex Offender Registration" and cannot be changed.*	**Registration official's information** *Same process as booking official.*

Non-required fields (such as vehicle information or health data) should not be entered into MESA as these will be captured again in NSOR. Facial photographs, fingerprints, palm prints and photographs/descriptions of Scars, Marks, and Tattoos are also required.

Submit to NGI

Use @leo.gov account in the Law Enforcement Enterprise Portal (LEEP) to submit the SOR file to NGI. The Identity History Summary (IdHS) will be returned to the @leo.gov account

NCIC's NSOR File

Use the Open Fox Messenger (OFM) application to add a Sex Offender record to the NSOR File. Select the" Forms" tab, scrolls to "NCIC," and then scrolls to "National Sex Offender Registry," and selects "ENTER." Required fields are indicated by a red asterisk.

Table 2: Required fields in NSOR File

Message Key	**Name***
ORI code	**Sex***
Registration date	**Race***
Ending date of registration – for level 3	**Date of Birth***
offenders enter "NONEXP" (non-expiring)	**Height**
Conviction registration	**Weight**
Date of conviction	**Eye and hair color**
Agency case number	**FBI No***

Five specific fields, or "identifiers," of the IdHS must be entered into NSOR exactly as found in the IdHS in order to produce a complete sex offender registration. These five fields are Name, Sex, Race, Date of Birth, and FBI Number, also known as the UCN. These five take precedence over other forms of documentation. For example, if the individual's driver's license says "Jonathan Doe," but the IdHS says "John Doe," enter John Doe. When these five fields match in both NGI and NSOR, the individual is designated as a registered sex offender in both systems as required by law and the sex offender registration notification will be appended to the Criminal History Record.

In addition, SORNA may mandate other fields, such as employer name, professional license information, and vehicle information. All applicable fields must be entered. "The Guide to SORNA Implementation in Indian Country" provides additional guidance on information needed to complete a Sex Offender Registration and may be found under the SORNA Section of the CJIN Training and Learning Center.

Best Practices

NGI Fingerprint SOR transaction is required the first time an offender registers in each jurisdiction. Some common mistakes include:

- Not conducting a fingerprint check at the tribal level since the offender was previously registered with another jurisdiction previously (i.e. with the State)
- Not conducting a fingerprint check at the tribal level as the offender was fingerprinted when he was first arrested for the sex offense and the official believes he does not need to be "re-printed"

NGI Fingerprint SOR transaction is highly recommended if only prints in existence are in paper card form
Subsequent periodic in person appearances do not require a new entry in the NSOR file but a validation or update to existing information. Additional information may be found in the Job Aid "NCIC Validation Procedures" located in the CJIN Training and Learning Center.