



CRIMINAL JUSTICE INFORMATION NETWORK
Ensuring the exchange of critical data



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

Job Aid

NCIC Validation Procedures

WHAT IS THE REQUIREMENT

One of the duties of a Terminal Agency Coordinator (TAC)* is to validate NCIC entries (persons and property files) to ensure that they are still valid and contain up to date information. Once a month, the TAC will receive a list of NCIC entries that require validation.

Validation requires the agency that entered the record to confirm that the record is complete, accurate, and still outstanding or active. Validation is accomplished by reviewing the entry and current supporting documents, and by recent consultation with any appropriate complainant, victim, prosecutor, court, nonterminal agency, or other appropriate source or individual. In the event that the agency is unsuccessful in its attempts to contact the victim, complainant, etc., the entering authority must make a determination based on the best information and knowledge available whether or not to retain the entry in the file.

Validation procedures must be formalized, and copies of these procedures must be on file for review during an audit. In addition, documentation and validation efforts must be maintained for review during such audit.

*The SORNA Officer should validate Sex Offender Registration records

WHAT RECORDS NEED TO BE VALIDATED

Each month, the Department of Justice Office of the Chief Information officer (DOJ OCIO) receives a file of records to be validated. The DOJ OCIO in turn distributes the records to be validated to the entering agencies as appropriate.

- With the exception of Sex Offender Registration (SOR) records, all persons and property file records are validated according to same schedule: 60-90 days after Date Entered (DTE) field and every year after that. The only exception is that records in the Vehicle, Boat, Gun, Vehicle/Boat Part ; License Plate ; Securities Files; and qualifying records in the Article File are only required to be validated at the initial 60-90 day mark.
- National Sex Offender Registry (NSOR) records are validated under an alternative procedure. Rather than the Date Entered (DTE) field, the NSOR records are validated based on the Offender Registration Date (ORD) field. The initial validation occurs 90 days after the ORD and then every year after that. For example, records entered in October will be validated in January; records entered in November will be validated in February, etc. (with subsequent validations due the next January and February). If a Sex Offender Registration and Notification Act (SORNA) officer wants to synchronize validations with regularly scheduled visits, then the validation may take place prior to the 12-month mark. If the NSOR record was validated electronically within the last 11 months, then the record is not included in the file of records to be validated.

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PROCESS FOR RECORD VALIDATION

The overall process has three parts:

- Part 1: Query the person or property file to ensure the entry is still valid.
- Part 2: Modify the record by adding three initials to the “Name of Validator” field.
- Part 3: Validate an NCIC entry via the detailed steps below.

PART 1: *Query the person or property file to ensure that the entry is still valid*

- 1) From your monthly list of validations, copy the NIC number of the transaction.

LIST OF NOVEMBER RECORDS REQUIRING VALIDATION BY AGENCY ORI/WADIT9999

MKE/EW

ORI/WADIT9999 OCA/1909099

NAM/SAMPLE, OFFENDER DOB/

NIC/W999999991 DTE/20160830

- 2) Open OpenFox Messenger, and from the FORMS menu select “NCIC/Wanted Persons/Query” (you may also select other file types such a “Protection Order” or “Article”).

- 3) Select the NIC Tab on the Query form and copy the NIC number into the NCIC # field. Then, hit Submit.

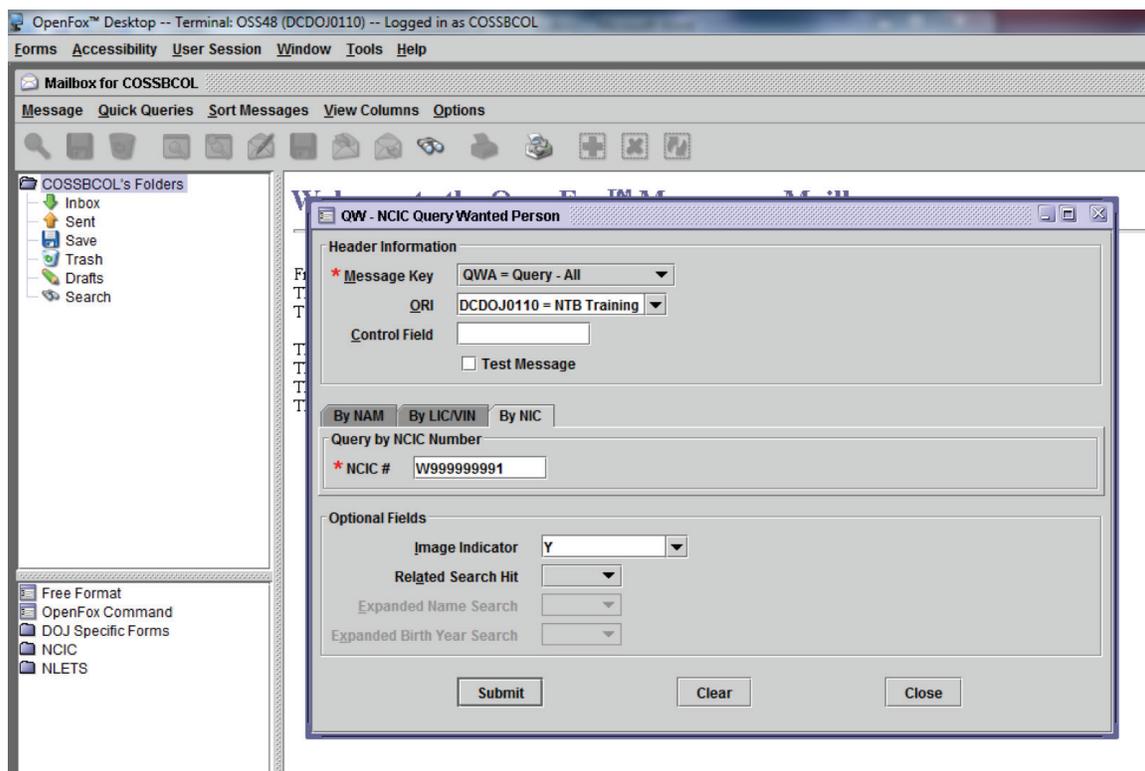


Figure 1: Query Screen

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- Review the Warrant (Order of Protection or other file type) against existing documentation or other information for validity.

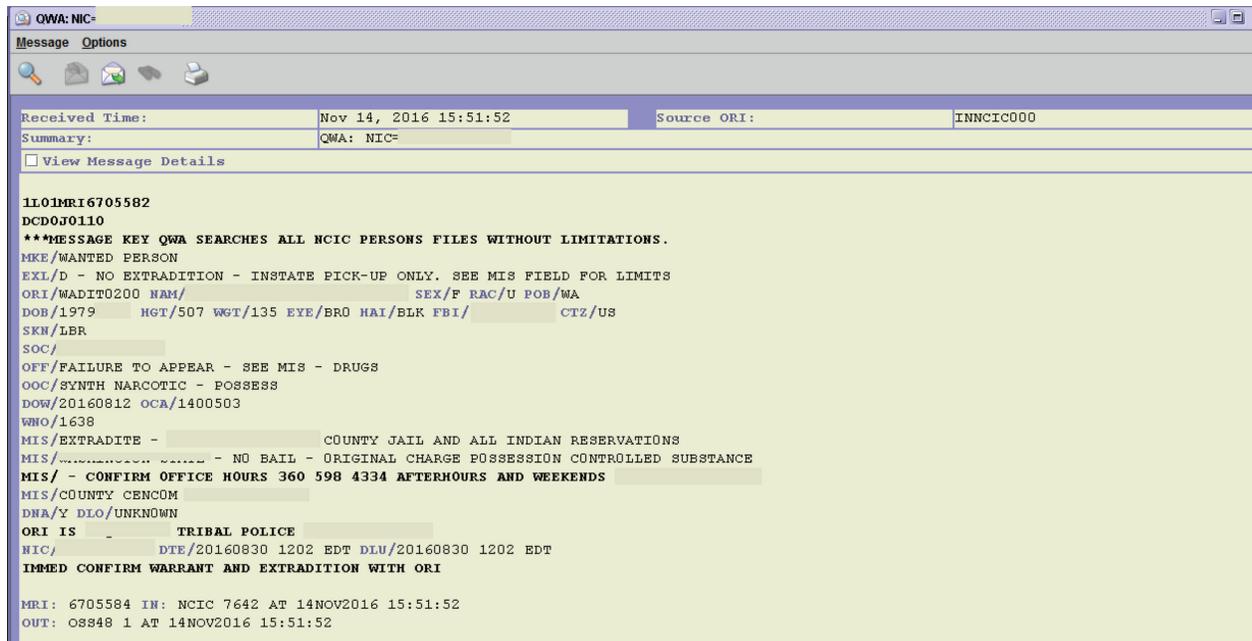


Figure 2: Warrant for Review (Criminal Justice Information (CJI) Redacted)

PART 2: Modify the record by adding three initials to the “Name of Validator” field.

- From the FORMS menu, select “NCIC/Wanted Person/Modify” option.

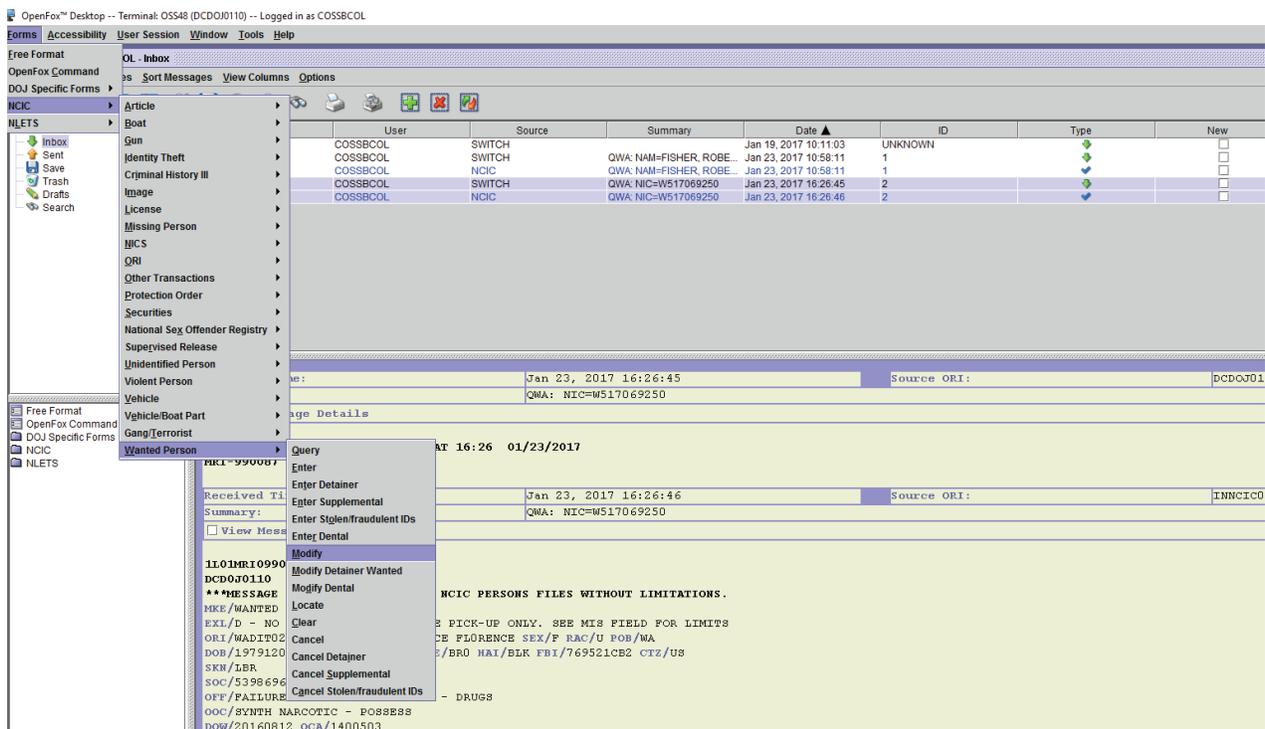
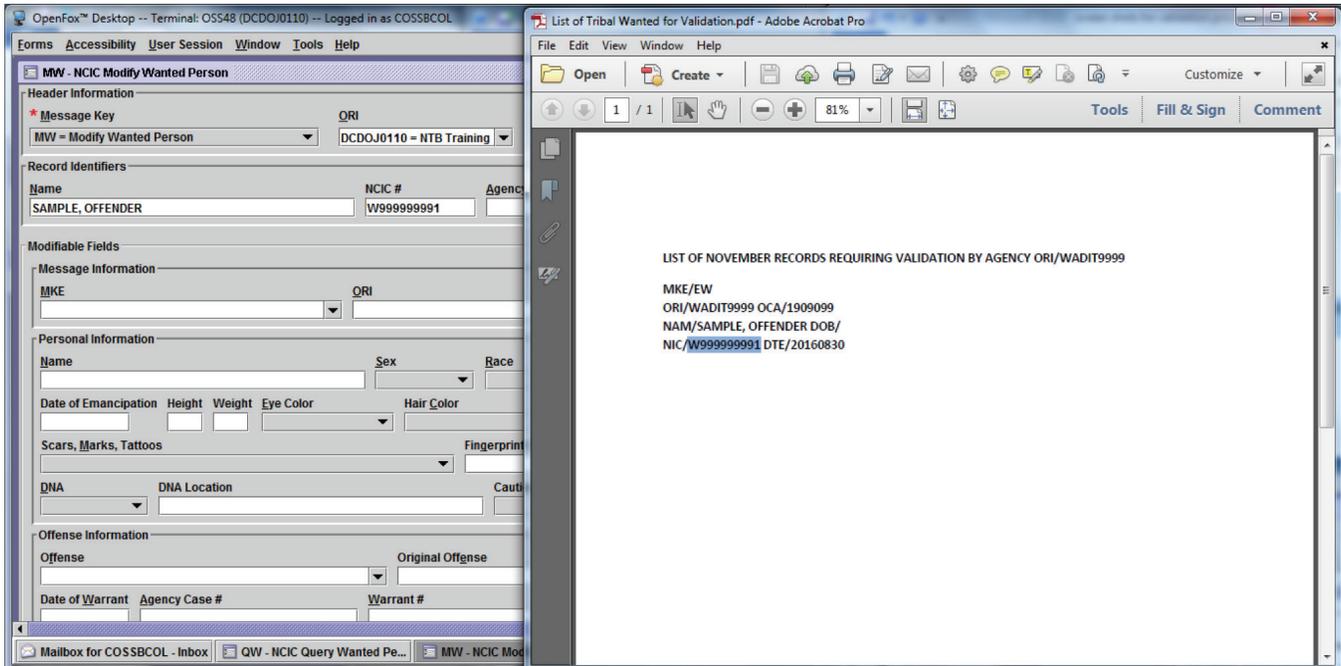


Figure 3: Modify Record

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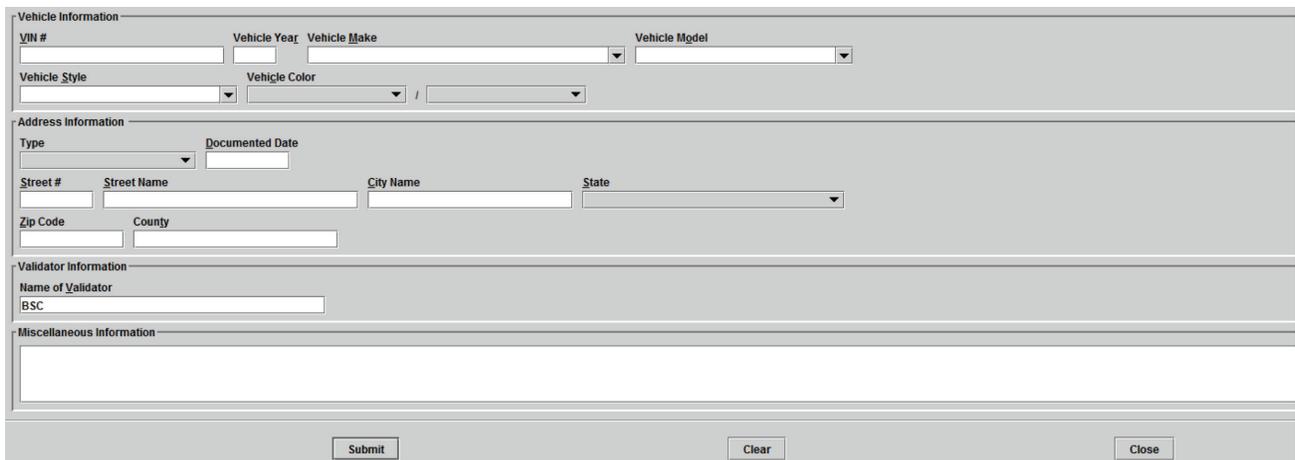
- The Modify form will appear. Enter the Name and the NCIC # from the list (Note: Remember to add a space after the comma).



The screenshot shows two windows. The left window is the 'MW - NCIC Modify Wanted Person' form. The 'Record Identifiers' section has 'Name' set to 'SAMPLE, OFFENDER' and 'NCIC #' set to 'W99999991'. The 'Message Information' section has 'MKE' set to 'MKE/EW' and 'ORI' set to 'DCDOJ0110 - NTB Training'. The 'Personal Information' section has 'Name' set to 'SAMPLE, OFFENDER DOB/' and 'NIC/W99999991 DTE/20160830'. The 'Offense Information' section has 'Offense' set to 'ORI/WADIT9999 OCA/1909099'. The right window is a PDF document titled 'List of Tribal Wanted for Validation.pdf'. The text in the PDF reads: 'LIST OF NOVEMBER RECORDS REQUIRING VALIDATION BY AGENCY ORI/WADIT9999', 'MKE/EW', 'ORI/WADIT9999 OCA/1909099', 'NAM/SAMPLE, OFFENDER DOB/', 'NIC/W99999991 DTE/20160830'.

Figure 4: Modify Screen

- Then, enter the three letter initials of the validator in the "Name of Validator" field towards the bottom of the screen. Then, hit Submit.



The screenshot shows the 'Validator Information' section of the form. The 'Name of Validator' field is set to 'BSC'. The 'Submit', 'Clear', and 'Close' buttons are visible at the bottom of the form.

Figure 5: Name of Validator

PART 3: Check the new Validation Date

- 8) The final step is to verify that there is now a Validation Date on the Record. Repeat Steps 1-4 to query the Warrant (or other record type). There should be a VLD Field with the current date.

```
MESSAGE ACCEPTED - OSS48 00005 AT 13:53 12/06/2016
MRI-8182996
```

Received Time:	Dec 6, 2016 13:53:11	Source ORI:
Summary:	QWA: NIC=	

View Message Details

```
IL01MRI8182996
DCD0J0110
***MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.
MKE/WANTED PERSON - CAUTION
CMC/00 - ARMED AND DANGEROUS
EXL/1 - FULL EXTRADITION
ORI/          NAM/          SEX/M RAC/B POB/SC
DOB/19790830 HGT/602 WGT/160 EYE/BRO HAI/BLK FBI/
FPC/D0060704C002020705CI SOC/
OFF/WEAPON OFFENSE
DOW/20150727 OCA/76303615
WNO/415CR491
VLD/20151105
MIS/FELON IN POSSESSION OF A FIREARM, WARRANT HELD BY USMS, DISTRICT OF SOUTH
```

Figure 6: Validated Record

(Note: Sample Validated Record above uses a different person from previous example)