



## Job Aid | Populating NSOR from TTSORS Record and Management

This purpose of this job aid is to show SORNA Officers how to auto-populate the National Sex Offender Registry (NSOR) file in the National Crime Information Center (NCIC) if the record currently exists in the Tribe and Territory Sex Offender Registry System (TTSORS). This overview provides a high-level description of the overall process of transferring a TTSORS record to NSOR.

TTSORS allows the submission of the required fields and supplemental data (e.g. additional telephone numbers) into the NSOR file with one click. The interface helps to ensure that all required NSOR fields are in the correct format, but there are a few items to note regarding the submission of TTSORS files into NSOR.

- TTSORS fields are not all the same as NSOR fields and vice versa. It is important that all required NSOR fields are submitted by TTSORS.
- Formatting on some fields may be different in the two systems; but the NSOR format will prevail once the files is transferred. Below, the yellow box represents fields required by NSOR and are contained in TTSORS, but in a different format. For successful transmission, TTSORS values must match the NSOR format.
- TTSORS allows multiple values in fields (e.g. Telephone number). NSOR can only accept one value for each field in order to create the “base record”. Additional instances of the same field (like telephone number) are added through a Supplemental transaction, as shown in graphic below.
- Once the record is ready to be transferred the user submits the record to NSOR where it is validated again.

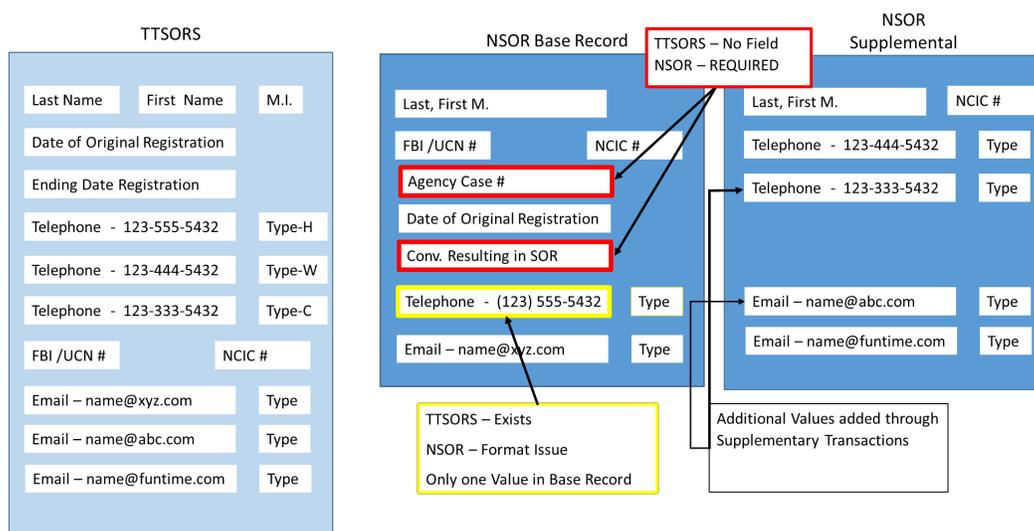


Figure 1: All required NSOR Fields must be transferred and in the correct format for NSOR to accept

There are instances where the values in a specific field are in the correct format but are not valid entry for that field (E.g. An FBI number entered in error in right format may get rejected as an invalid FBI#). These will show up as errors when the user clicks on the “NSOR Button” to check the status of the submission. The entire record is not sent at the same time. The “base record” is sent first, once it has passed validation (either the first time or after correcting any issues). Once the base record has been successfully received by NSOR, the supplemental fields are transferred one at a time.

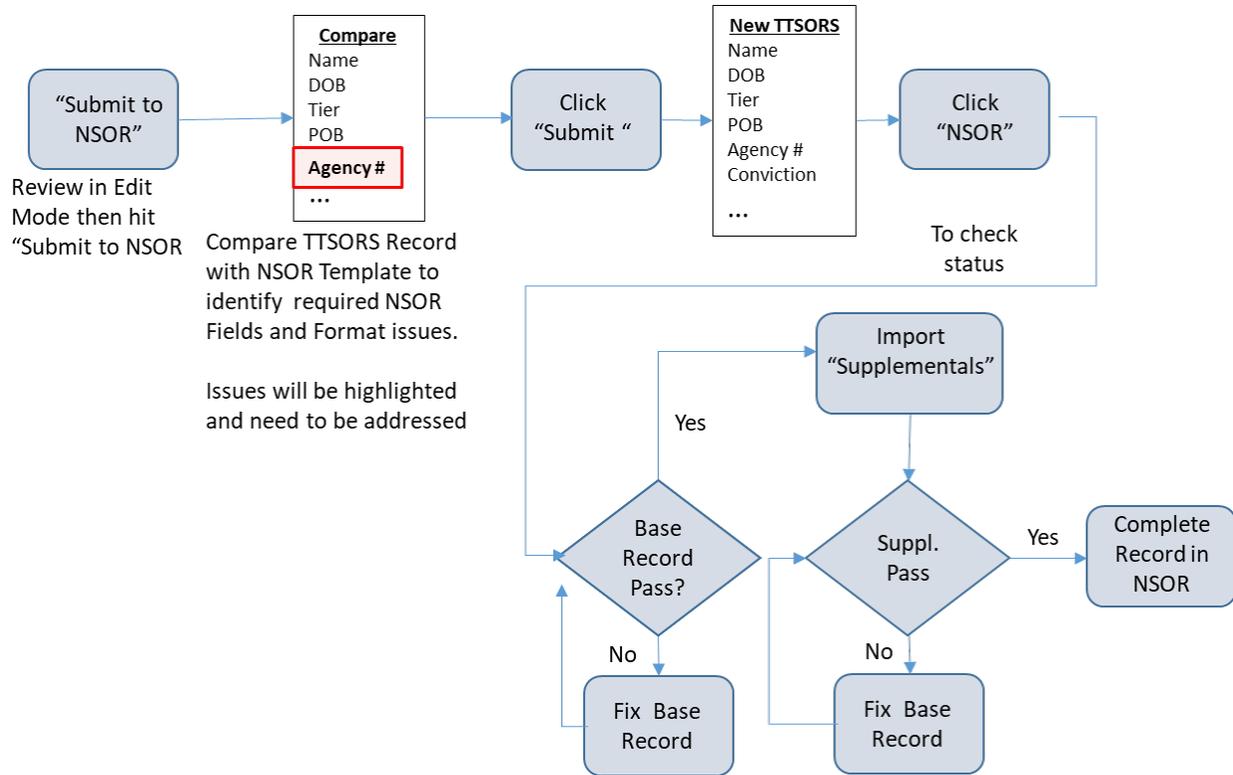


Figure 2 : TTSORS-NSOR Workflow showing separate submission of Base record and Supplementals fields with validation checks

In the example above, there will be a total of 5 transactions sent: 1 for the base record and 4 supplemental transactions for the additional telephone numbers and email address. Each supplemental must also pass the second validation and be corrected (if needed) before being accepted into NSOR. The following section will provide step-by-step instructions on the TTSORS-to-NSOR transfer.

\*In NSOR, a base record that is sent to NSOR is an “Enter Sex Offender” Transaction or EXS. The submission of a supplemental record is a “Enter Sex Offender Supplement” Transaction or EXSN. You may see these terms used when discussing the TTSORS-to-NSOR interface.

## Part I: Populating NCIC/NSOR from TTSORS

### Step 1: Log in to TTSORS

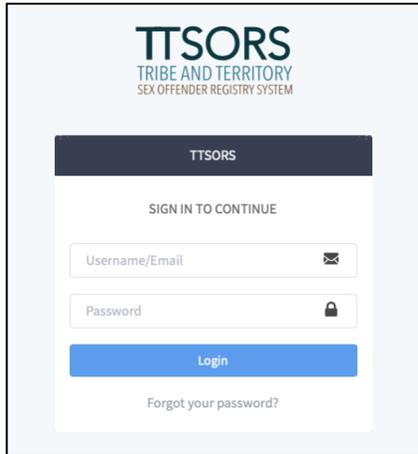


Figure 3: TTSORS Login Page

**Step 2:** After successfully logging in, locate the offender record you wish to submit to NSOR by clicking “Offenders” and “Browse” or using the Offender Search function under the TTSORS logo.

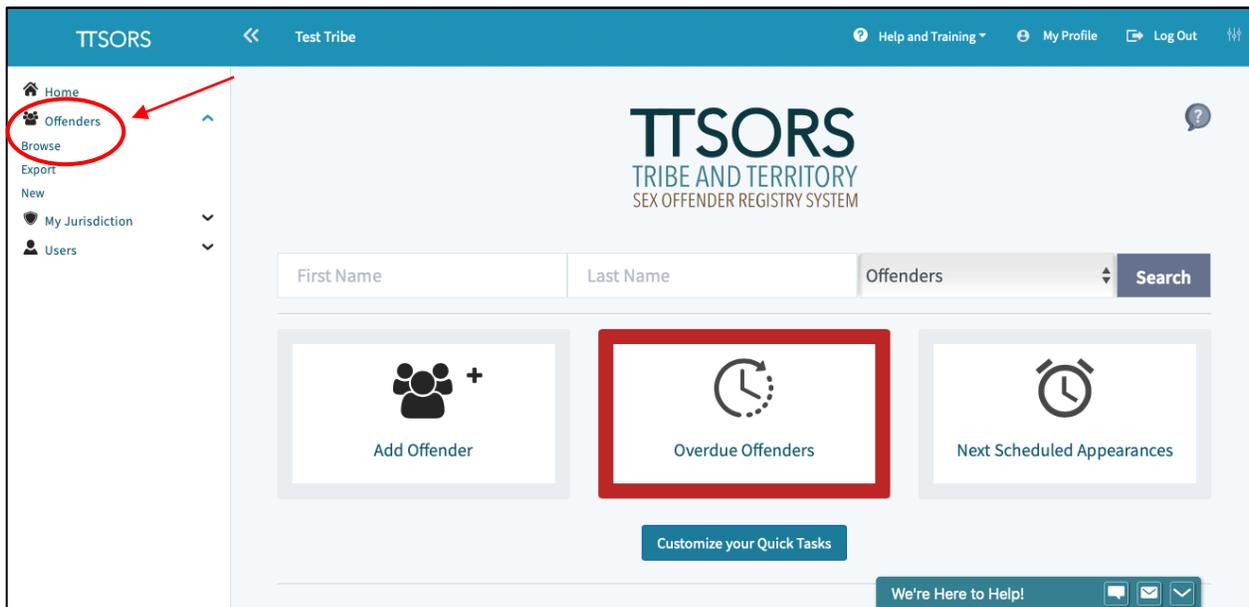


Figure 4: TTSORS Home Screen

**Step 3:** Click the offender image or name of the appropriate offender record to open the record in Edit Mode.

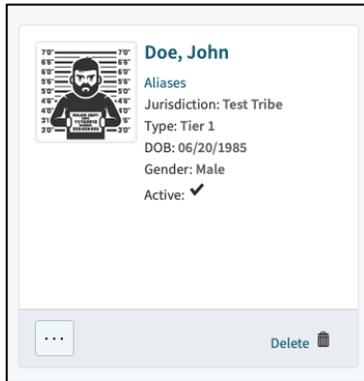


Figure 5: TTSORS Search Results Page

**Step 4:** Make any final additions or edits to the TTSORS file. Please **note** on this screen, that there are more than one phone number listed below. Only one telephone number will be sent to NSOR as part of the base record, the second telephone number will be sent as a supplemental transaction.

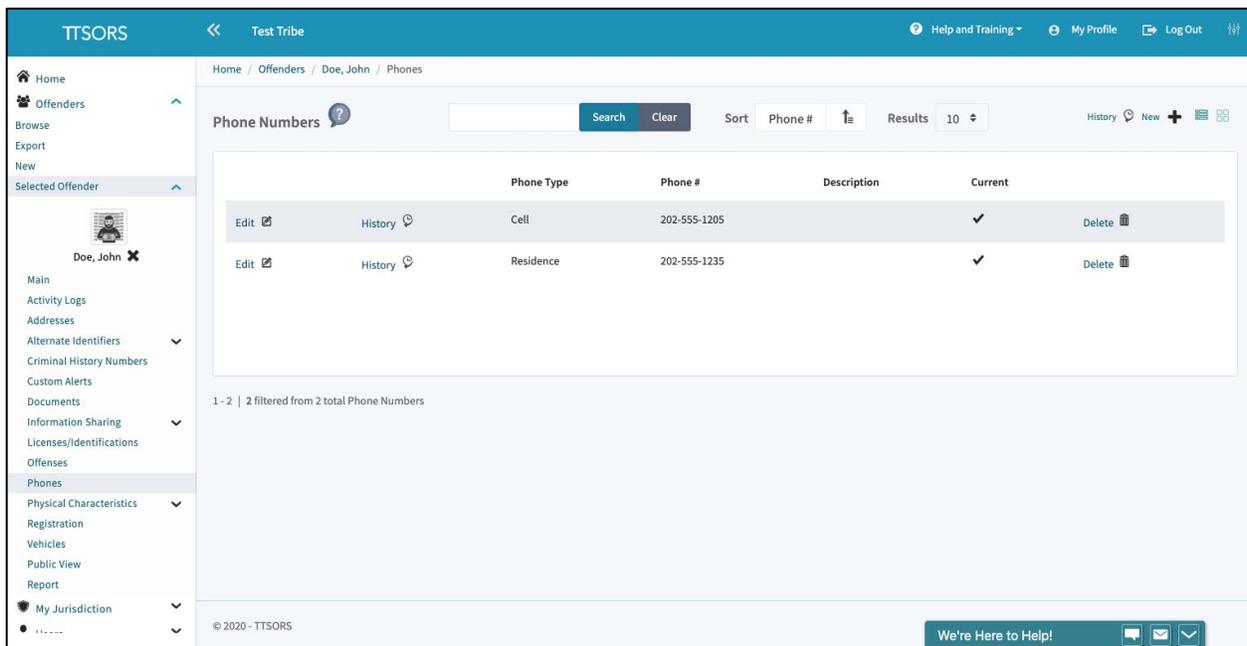


Figure 6: - Fields with multiple values. Only one will be sent with the base record.

**Step 5:** On the menu click “Information Sharing” and then click “NSOR” to open the NSOR submission form for the selected offender.

Note that if the NCIC number is populated and is NOT tied to the Tribe’s ORI then it needs to be removed and left blank. If unsure, then perform a QXS in OpenFox Messenger to determine whose

Agency the NCIC number is associated with. It is also best practice to verify the FBI Number through OFM before submission. If the ORI belongs to another jurisdiction, delete it from the field. If it belongs to your ORI, the Interface will not work, as there is already a record in NSOR for your ORI.

The screenshot shows the TTSORS interface for an NSOR submission. The left sidebar contains a navigation menu with 'NSOR' highlighted. The main content area is titled 'Offender Primary Submission' and is divided into several sections:

- Main Offender Data:** Includes checkboxes for 'Caution/Violent' and 'Sexual Violent Predator'. A dropdown menu for 'Caution and Medical Conditions' is set to 'None'. The 'Originating Agency Identifier' is 'DCDOJ0002'. A 'Use TTSORS ID' button is present next to the 'Originating Agency Case (OCA) Number' field.
- Aliases:** Lists 'D, John' and 'X, JD' as selected aliases, each with a 'Remove' button.
- Alternate Dates of Birth:** Lists '06/20/1978' as a selected alternate date of birth with a 'Remove' button.
- Alternate Social Security Numbers:** Lists '246486446' as a selected alternate SSN with a 'Remove' button.
- Additional Scars/Marks/Tattoos:** Lists 'SC CHIN', 'TAT UL ARM', and 'TAT R CALF' as selected scars/marks/tattoos, each with a 'Remove' button.
- Additional Phone Numbers:** Lists '202.555-1205' as a selected phone number with a 'Make Primary' and 'Remove' button.

Other fields include 'Offender Name' (Doe, John), 'Gender' (Male), 'Race' (White), 'Place of Birth' (Colorado), 'Date of Birth' (06/20/1985), 'Offender Registration Date' (12/05/2015), and 'Ending Registration Date' (12/05/2030) with a 'Does Not Expire' checkbox.

Figure 7: - TTSORS NSOR Submission Page

**Step 6:** The NSOR Submission confirmation screen appears and displays all required NSOR information currently contained in TTSORS. Minimally, “Conviction Resulting in Registration” and “Originating Agency Case Number” must be entered prior to submission to NSOR for all records. If your jurisdiction wishes to use the TTSORS Offender ID as the Originating Agency Case Number, click the “Use TTSORS ID” link to automatically add the ID to the field. If there are any errors with the information entered TTSORS will show the reason for the error in red text below the entry field as shown in Figure 8 below.

The screenshot shows a form titled "Address" with several input fields. The "Street Number" field is highlighted with a red border and contains a red error message: "Street Number is required. Place a X in this field if no street number is available." Other fields include "Street Name", "City" (pre-filled with "Anytown"), "County", "State" (pre-filled with "California"), and "Zip Code" (pre-filled with "12345"). There is also a checkbox for "Address is on tribal property" which is currently unchecked.

Figure 8: - TTSORS Submission Screen Data Validation Error

If the jurisdiction only has one Originating Agency Identifier (ORI) number, this field will be pre-populated with the correct ORI. If the jurisdiction has multiple ORIs, select the proper ORI from the drop-down list before submitting. Once all information is entered properly, click the Submit button at the bottom.

The screenshot shows the bottom portion of the form. It includes three dropdown menus: "Vehicle Model" (pre-filled with "SILVERADO"), "Vehicle Style" (pre-filled with "Pickup"), and "Vehicle Color" (pre-filled with "White"). Below these fields are two buttons: a blue "Submit" button and a red "Cancel" button.

Figure 9: - TTSORS Submission Screen Submit Button

## Step 7: Check the Status of the Submission

Under "My Jurisdiction" on the main menu click "Information Sharing" and "NSOR" to check the status of the NSOR submissions from your jurisdiction. Click the status message to view the full NSOR response text. In the example below, the main submission or EXS was completed successfully but there are errors in two of the supplemental submissions or EXSs.

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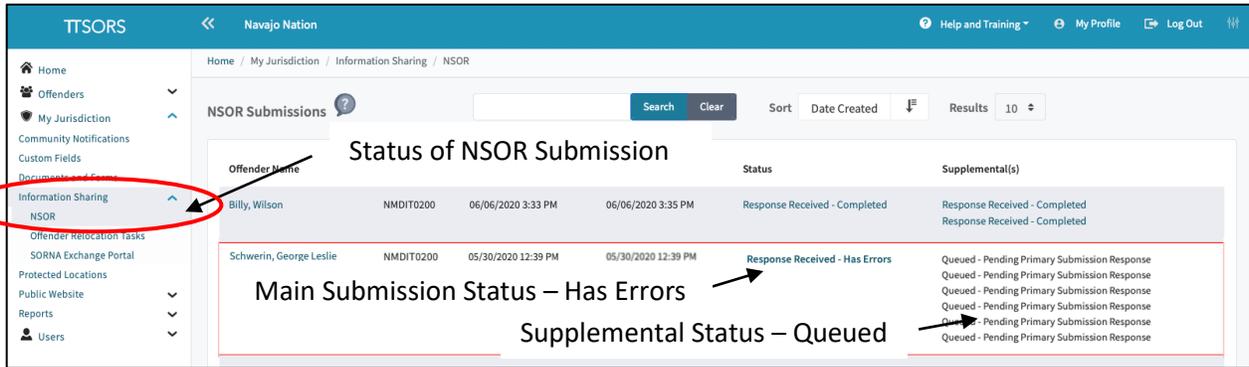


Figure 10: - Status of Submissions

In the example above, the main submission or EXS was submitted, but there were errors. The supplemental submissions or EXSNs are queued awaiting the submission of a corrected and completed EXS.

**Step 8:** If there are errors in either the main or supplemental submissions, click the offender name to go back to the NSOR Submission form for more details.

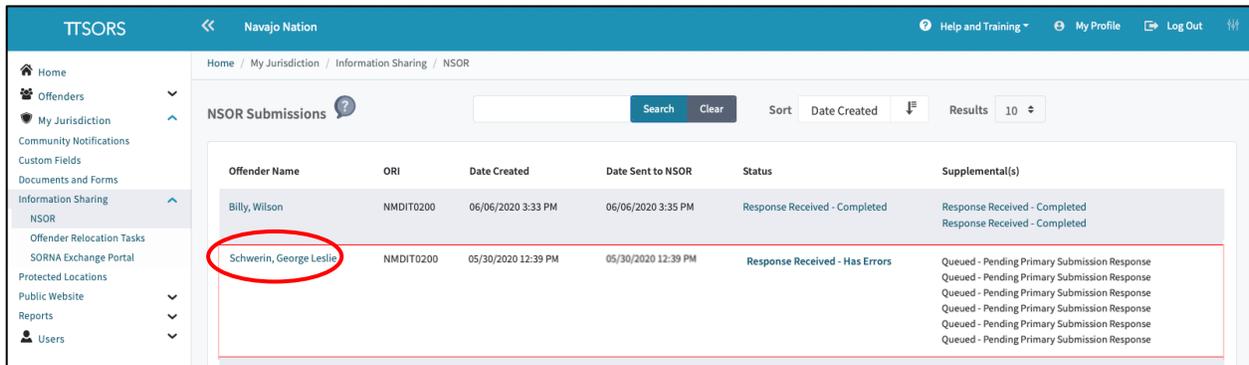
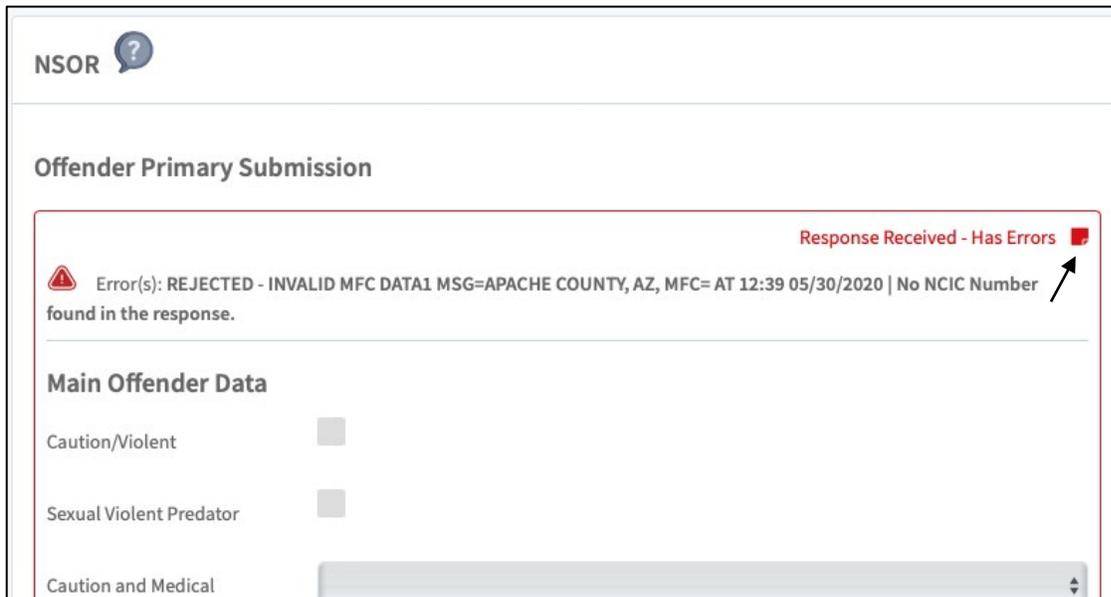


Figure 11: - Error with Submission Screen

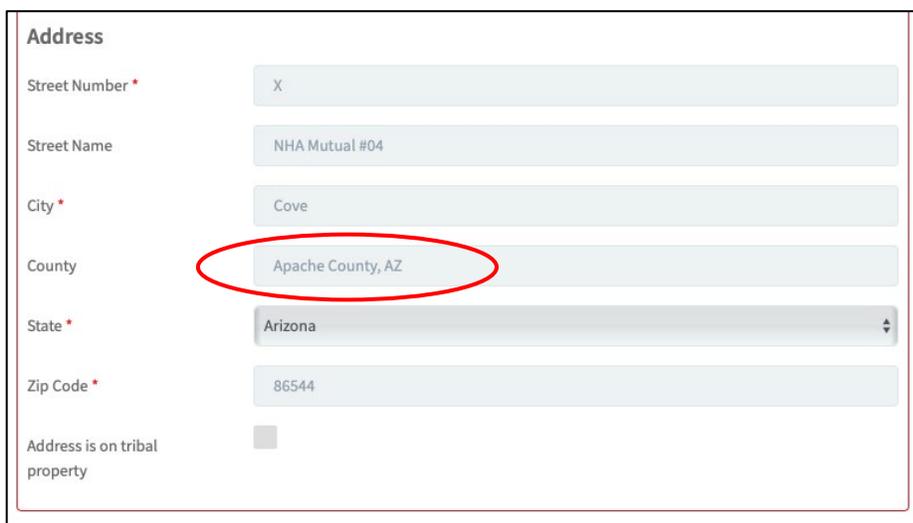
**Step 9:** Resolve Errors by following the instructions on the form for fixing the issue with the submission. For the full text of the NSOR response, click the red note icon in the upper right.



The screenshot shows the NSOR interface. At the top left is the 'NSOR' logo with a question mark icon. Below it is the title 'Offender Primary Submission'. A red-bordered box highlights an error message: 'Response Received - Has Errors' with a red square icon. Below this is a warning icon and the text: 'Error(s): REJECTED - INVALID MFC DATA1 MSG=APACHE COUNTY, AZ, MFC= AT 12:39 05/30/2020 | No NCIC Number found in the response.' An arrow points to a red note icon in the top right of the error box. Below the error message is a section titled 'Main Offender Data' with three rows: 'Caution/Violent' with a checkbox, 'Sexual Violent Predator' with a checkbox, and 'Caution and Medical' with a dropdown menu.

Figure 12: - Resolve Error Screen

**Step 10:** As an example, the error shown in Figure 12 is a data error with the field that has a value of “APACHE COUNTY, AZ”. This error is likely due to the comma being included, but we also see that neither the word “County” nor the state code should be included with the county name. To resolve this error look through the NSOR submission form to locate value referenced by the error. In this case the offender’s address includes a County field with the value show in the error.



The screenshot shows the 'Address' form section. It contains several input fields: 'Street Number \*' with the value 'X', 'Street Name' with 'NHA Mutual #04', 'City \*' with 'Cove', 'County' with 'Apache County, AZ' (circled in red), 'State \*' with a dropdown menu showing 'Arizona', and 'Zip Code \*' with '86544'. There is also a checkbox for 'Address is on tribal property' which is currently unchecked.

Figure 13: - Resolve Error Screen 2

**Step 11:** Since the submission is in an error state, click the “Enable All for Resubmission” at the bottom of the form to open the record for editing and resubmission.

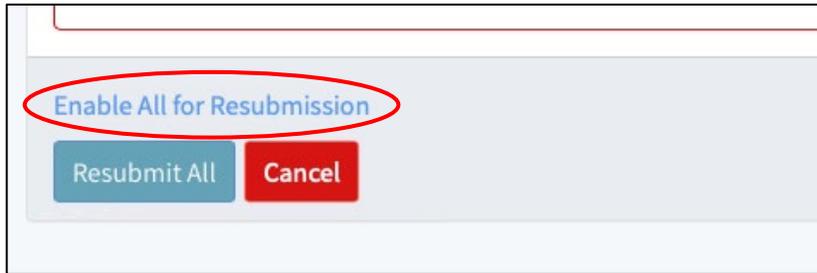


Figure 14: - Resolve Error Screen 3

**Step 12:** Once the submission can be edited, the field with the error can be corrected and the record resubmitted to NSOR. In Figure 15 below the County field has been corrected to include only the county name. After all errors have been corrected, click the “Resubmit All” button shown in Figure 16 to resubmit the record to NSOR.

Figure 15: - Resolve Error Screen 4

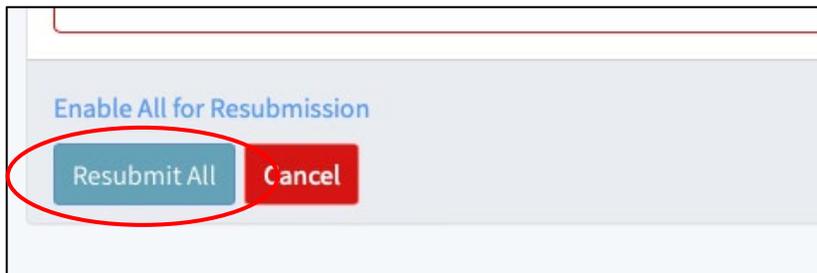


Figure 16: - Resolve Error Screen 5

**Step 13:** Confirm that the new entry has an NCIC number in TTSORS by clicking “Criminal History Numbers” on the TTSORS menu. This number can be used to confirm the successful submission into NSOR through OFM. The NCIC Number will only be present if the EXS submission to NSOR from TTSORS was successful.

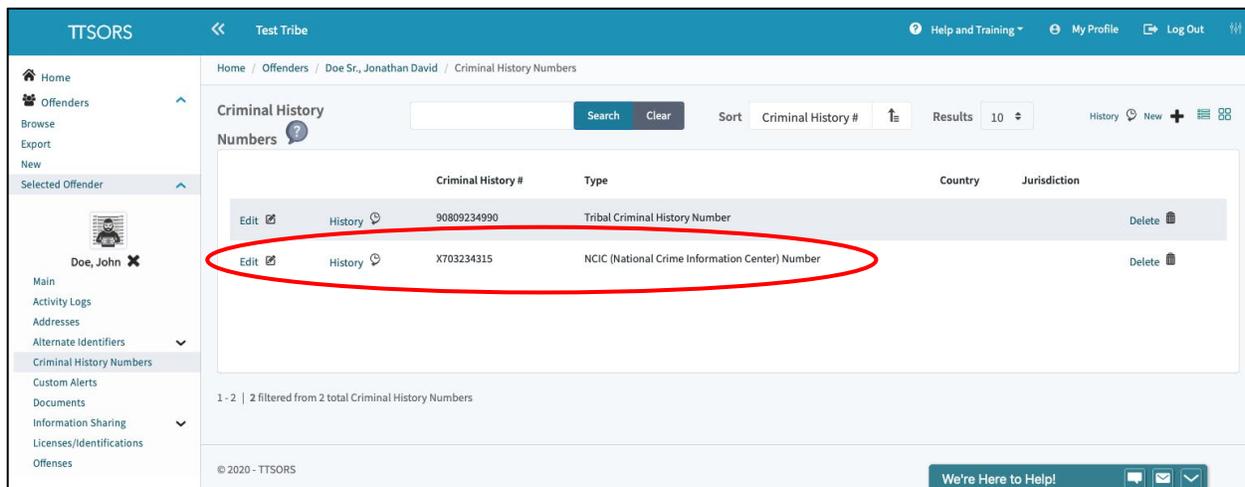


Figure 17: - NCIC Number in TTSORS

## Part 2: Using Open Fox Messenger to quality check the transfer and perform addition operation on the new NSOR Record

This section describes actions taken in OFM to verify that the transfer is complete and accurate. Once the transfer is completed, editing and attempting to resubmit from TTSORS will not work as there is now and NSOR record in NCIC with your Tribal ORI.

**Step 12:** Confirm the entry is in NSOR by performing a QWI search in NCIC that checks all NCIC Person Files and the Interstate Identification Index (III) Criminal History Record. This will help to determine whether:

- The NSOR Record populated and is associated with the Tribal ORI
- There is a Criminal History Record, which is an indication that fingerprints have been taken; UCN# (formerly referred to as FBI#) is located here also. The UCN# is provided after a successful submission of fingerprints/palm prints to NGI.
- The sex offender caveat is set on the Criminal History Record as depicted below\*



Figure 18: - Sex Offender Caveat from a III search

\*If the sex offender caveat does not appear, this means that one of the five required fields were not entered correctly. They are: Name, Sex, Race, DOB, and UCN #