



**Justice Criminal
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U.S. Department of Justice

Office of the Chief Information Officer

Job Aid | Using OpenFox Messenger to Enter and Manage a Sex Offender Record in the National Sex Offender Registry (NSOR) File

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Introduction: The TAP workstation supports the process of submitting sex offender records as required by the Sex Offender Registration and Notification Act (SORNA) by providing access to the National Crime Information Center (NCIC) and National Sex Offender Registry (NSOR) through OpenFox Messenger (OFM).

This job aid describes the process for entering and managing sex offender records in NCIC/NSOR.

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Using Specific Message Keys: Message keys are codes that specify the action you want to take, including specific queries and data entry transactions. Think of them as names for the transactions you want to do.

Message keys may be entered in the Quick Query Bar at the bottom of the OFM screen to facilitate quick access to common tasks. The following message keys will be used during the sex offender registration process for identifying offenders, ensuring proper entry of data, and performing other tasks.

- **Query History (QH)** – Utilizes the Interstate Identification Index (III) to search the Next Generation Identification (NGI) database to determine if the subject's criminal history record is present. Records in NGI are the result of an arrest in which fingerprints were taken. It provides a "Yes" or "No" response and the subject's State ID number (SID#) for each state in which there is criminal history, and the Universal Control Number (formerly known as FBI#) for any federal criminal history.
- **Query Records (QR)** – Displays full criminal history, and may include a "Caution Information" warning. Accessed through a search based on the subject's SID# or UCN.
- **Query Sex Offenders (QXS)** – Queries the NSOR file. Displays NSOR records entered from multiple jurisdictions for a given individual.
- **Query Wanted All (QWA)** – Searches all NCIC Person files (i.e. Query Sex Offender (QXS), Query Wanted Person File (QWA), Query Protection Order (QPO), Query Missing Person (QM), etc.).
 - May be used to determine if there is an NSOR record on file
 - May be used to identify a previously unknown warrant
- **Query Wanted Person and Query Criminal History Index (QWI)** – Combines QH (utilizing the Interstate Identification Index (III) to search the next Generation Identification database (NGI) for existence of criminal history) and QWA (searching all NCIC Person files). Using this single query, you can determine if:
 - There is a NSOR Record
 - There is a criminal history record
 - The sex offender registration flag has been set
- **Enter Sex Offender (EXS)** – Enters new sex offender.
- **Modify Sex Offender (MXS)** – Adds new information not entered in the original sex offender record, removes information, or changes incorrect entries.
- **Enter Supplemental (EXSN)** – Enters supplemental information to the original entry, e.g. additional phone numbers, addresses, aliases, email addresses, etc.

All transaction types may be entered in three different ways using:

- the quick query bar at the bottom of the screen
- the FORMS menu
- the TREE menu

A. Pre-Check (Optional)

Begin by running a **QWI**, which is a dual query (**QWA and QH**) that checks all NCIC Person Files and the NGI Criminal Record. This will help to determine whether:

- there is an existing NSOR Record and with which ORI it is associated*
- there is a criminal history (in III), which is an indication that fingerprints have been taken; UCN # may be located here also
- the sex offender caveat is set on the criminal history record as depicted below**



Figure 1 – Sex Offender Caveat

*If the NSOR entry does not appear after running a QWI, this indicates that it was not entered into NCIC by the state and therefore should be entered by the Tribe and associated with the Tribal ORI.

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**If the sex offender caveat does not appear it means that one of the five required fields were not entered correctly. Refer to Section B, Step 7 (below).

B. Enter a Sex Offender into NSOR

The Tribe must register all convicted sex offenders who live, work, or go to school on Tribal land. Even if the offender is already registered in another jurisdiction, a new NSOR record must be entered under the Tribe's TAP ORI. Follow these steps:

Step 1 – Open OpenFox Messenger

Step 2 – Select Forms\NCIC\National Sex Offender Registry (See Figure 2)

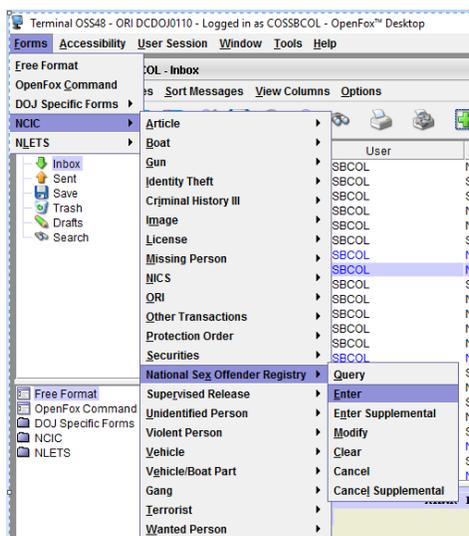


Figure 2 – NSOR Menu (Enter NSOR Record)

The National Sex Offender Registry menu has 7 options:

- **Query (QXS)** – Query a sex offender
- **Enter (EXS)** – Enter NEW sex offender
- **Enter Supplemental (EXSN)** – Add new information or additional instances of a field (e.g. additional phone numbers)
- **Modify (MXS)** – Add, delete, or change field entries in “base record” (i.e. fields contained in the original Entry Sex Offender Screen). Enter Supplemental (EXSN) should be used to add additional information to an existing field (e.g. extra phone number or address) or fields not contained in the base record.
- **Clear (CXS)** – Clear a record when no longer valid (e.g. Tier time period expires, offender leaves jurisdiction)
- **Cancel (XXS)** – Remove a record entered in error
- **Cancel Supplemental (XXSN)** – Cancel supplemental information, like alias and related DOB

Step 3 – Select **Enter** to open the Enter Sex Offender screen, as shown in Figure 3.

Fields with an asterisk are required to be completed. Complete the required fields and submit the record. This will ensure the basic sex offender record has been created. The record can be later updated by using the **Modify** message key for adding information not entered at original entry or correcting information from the original entry. Use the **Supplement** message key to add additional instances of fields.

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For example, use **Modify** to enter the first instance of a data field that was not originally entered. “Telephone number” is an optional field and thus may not have been completed on the initial entry of the record. To add the telephone number, use **Modify** to enter the first telephone number and **Supplement** to add additional telephone numbers.

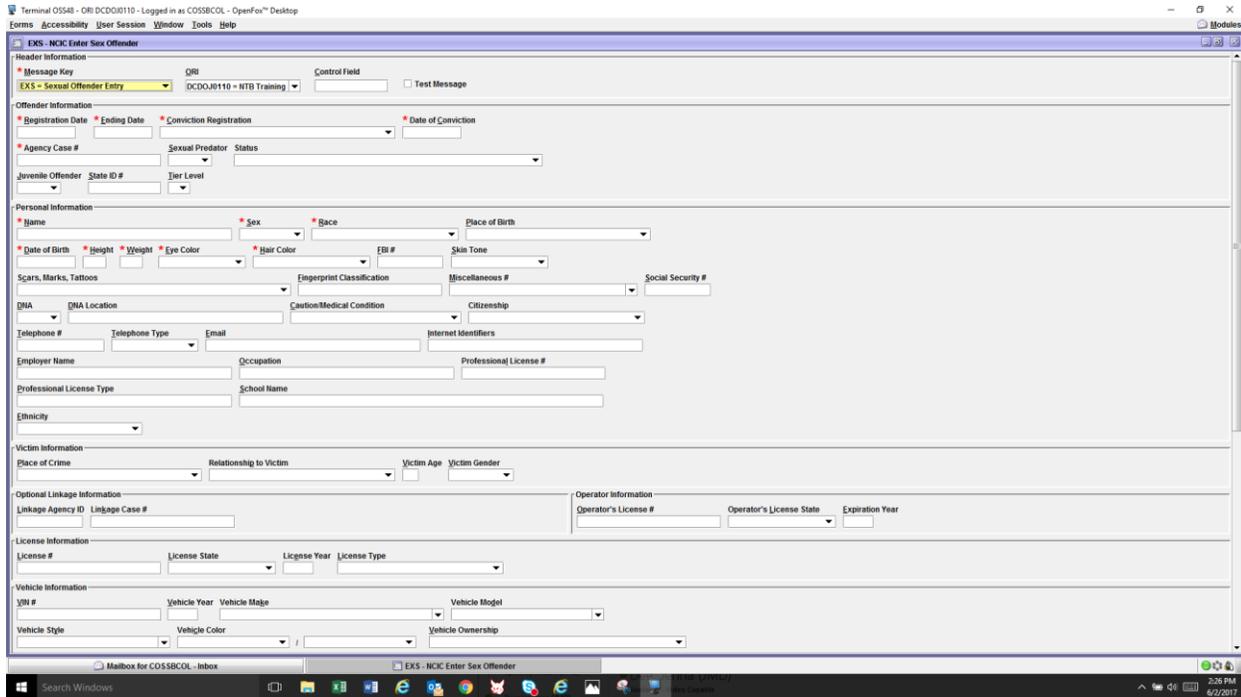


Figure 3 – Sex Offender Registration Screen

Step 4 – In the ORI field, enter the SORNA Office’s ORI. In this example, if sex offender registration is done by the Courts, the Court ORI ending in “J” should be used. See Figure 4.

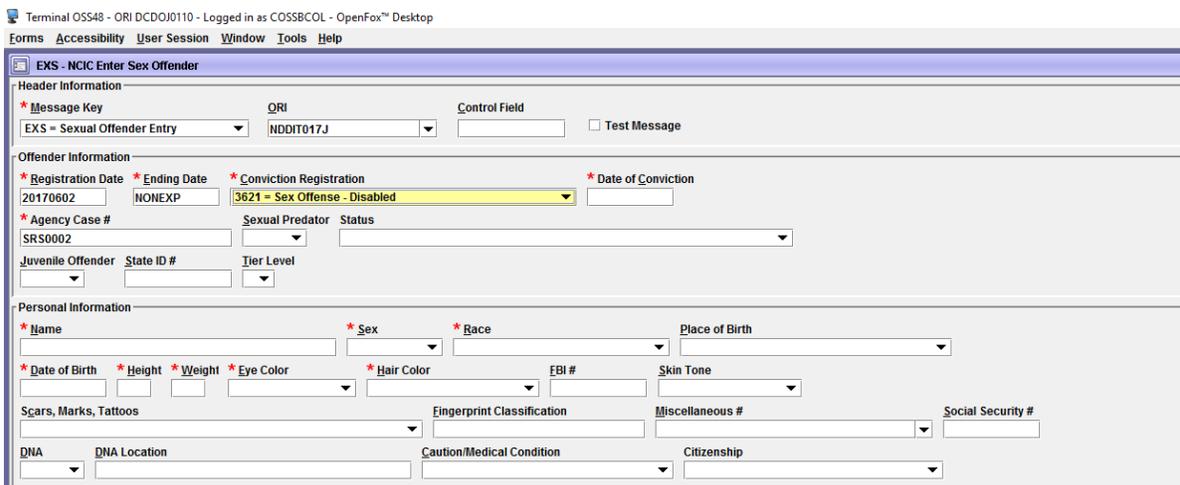


Figure 4 – Enter Sex Offender Screen

Step 5 – In the **Registration Date** field, enter the date of original registration with your jurisdiction. For example, if the offender was registered in your jurisdiction through the state 5 years ago, the date of registration should be entered here.

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Step 6 – In the Ending Date field, enter the expiration date of when the offender’s registry term expires and is no longer obligated to register or NONEXP for Tier 3 offenders.

Step 7 – Agency Case # reflects how the Tribe numbers or organizes sex offender registry cases. If the Tribe does not use agency case numbers, enter the unique number generated by the Territory and Tribal Sex Offender Registry (TTSORS) as an Agency Case number. This is a good way to link the Tribe’s TTSORS records to the NSOR entry.

Step 8 – Data entered in the following fields must be entered exactly as it is found in the Identity History Summary (IdHS) returned from the fingerprint submission to complete the sex offender registration and attach the sex offender caveat.

- Name
- Sex
- Race
- DOB
- UCN (formerly known as the FBI#)

Step 9 – Once all required fields and desired optional fields have been completed, scroll to the bottom of the screen and select **Submit**.

Step 10 – An acknowledgment should be message received if the record is properly entered and accepted. See Figure 5.

```
1L01HEADER MD1012600
NAM/SMITH, JOHN J NIC/X000039206
OCA/1998-12345789
```

Figure 5 – Acknowledgement Message

Step 11 – To verify that the record has been entered correctly and attributed to your agency’s ORI, run a **Query Wanted All (QWA)** by using the NIC # from the acknowledgement message. Note the NIC #and Sex Offender’s name in the offender’s paper file. This information will be needed to modify or supplement the offender’s file at a later date.

C. Enter Supplemental (EXSN)

Enter Supplemental (EXSN) is used to add additional instances of data, such as additional phone numbers and aliases. The **Enter Sex Offender Registry (EXS)** screen only allows for one entry for most fields. The **Enter Supplemental (EXSN)** screen only allows for entry of three identifiers of supplemental information in each field at one time. To add more than three, a second supplemental entry must be used.

Follow these steps:

Step 1 – Select **Enter Supplemental** from the NCIC\NSOR menu, or enter **EXSN** on the quick query bar. See Figure 6.

Terminal 05548 - ORI DCDOJ0110 - Logged in as COSSBCOL - OpenFox™ Desktop
Forms Accessibility User Session Window Tools Help

EXSN - NCIC Enter Supplemental

Header Information
ORI: INDDIT017J Control Field: Test Message

Record Identifiers
Name: NELSON, JOSEPH DREW NIC #: 235323 Agency Case #:

Alias: NELSON, JOE, NELSON, JOEY, NELSON, JD
Date of Birth: Scars, Marks, Tattoos: Social Security #:

Miscellaneous #: Caution/Medical Condition: Citizenship:

Figure 6 – Enter Supplemental Screen

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Step 2 – Enter the SORNA Office’s ORI.

Step 3 – Under Records Identifiers:

- TYPE IN the offender’s name exactly as entered on the original Sex Offender Entry (if not sure, do a **Query Sex Offender (QXS)** to find out). *Do not cut and paste the name field.*
- Enter the NIC Number. If you do not know the NIC number, this may also be found by doing a **Query Sex Offender (QXS)**.
- Cut and paste the NIC Number from the **QXS** results screen. Only name and one numerical identifier should be entered. Enter supplemental fields.

Step 4 – Enter additional or supplemental fields. If you put your cursor in a field and leave it there for a short time, a help message is shown indicating the format of the field to be entered.

Step 5 – Scroll down to the bottom of the screen and click **Submit** to submit to NSOR. NOTE: A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message.

Step 6 – To verify the change, enter a **QXS** for the subject. Name and date of birth must be used. The new supplemental information you entered should be displayed.

D. Modify Sex Offender (MXS)

Use **Modify Sex Offender (MXS)** to add new information, delete information, or change data originally entered incorrectly as part of the original **Enter Sex Offender** transaction (AKA “Base Record”).

Step 1 – Select **Modify Sex Offender (MXS)** from the NCIC\NSOR menu, or enter **MXS** on the quick query bar as shown in Figure 7.

The screenshot displays the 'MXS - NCIC Modify Sex Offender' web interface. The form is organized into several sections:

- Header Information:** Includes a dropdown for ORI (currently 'DCDOJ0110 - NTB Training'), a 'Control Field' input box, and a 'Test Message' checkbox.
- Record Identifiers:** Contains input fields for Name, NCIC #, and Agency Case #.
- Modifiable Fields:**
 - Message Information:** Includes 'MKE' and 'ORI' dropdown menus.
 - Offender Information:** Includes 'Registration Date', 'Ending Date', 'Conviction Registration' (dropdown), and 'Date of Conviction' (input).
 - Includes 'Agency Case #', 'Sexual Predator' (dropdown), and 'Status' (dropdown).
 - Includes 'Juvenile Offender' (dropdown), 'State ID #', and 'Tier Level' (dropdown).
- Personal Information:**
 - Includes 'Name', 'Sex' (dropdown), 'Race' (dropdown), and 'Place of Birth' (dropdown).
 - Includes 'Date of Birth', 'Height', 'Weight', 'Eye Color', 'Hair Color', 'FBI #', and 'Skin Tone' (dropdown).
 - Includes 'Scars, Marks, Tattoos', 'Fingerprint Classification', 'Miscellaneous #' (dropdown), and 'Social Security #' (input).
 - Includes 'DNA', 'DNA Location', 'Caution/Medical Condition' (dropdown), and 'Citizenship' (dropdown).
 - Includes 'Telephone #', 'Telephone Type' (dropdown), 'Email', and 'Internet Identifiers' (input).
 - Includes 'Employer Name', 'Occupation', and 'Professional License #' (input).
 - Includes 'Professional License Type' and 'School Name' (input).
 - Includes 'Ethnicity' (dropdown).

Figure 7 – Modify Sex Offender (MXS) Screen

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The Modify screen is identical to the Enter screen. To make a correction:

1. Enter the SORNA Office's ORI.
2. To identify the record to correct, under Records Identifiers:
 - TYPE IN the offender's name exactly as entered on the original Sex Offender Entry (if not sure, do a **Query Sex Offender (QXS)** to find out). *Do not cut and paste the name field.*
 - Enter the NIC Number. If you do not know the NIC Number, this may also be found by doing a **Query Sex Offender (QXS)**.
 - Cut and paste the NIC Number from the **QXS** results screen. Only name and one numerical identifier should be entered. Enter additional or corrected fields.
 - For help in identifying the proper format, hold the cursor in a field and leave it there for a short time. A help message is shown indicating the format of the date to be entered.

Step 2 – Scroll to the bottom of the screen and click **Submit** to submit to NSOR.

Step 3 – Verify the change by running a **QXS**. The modified information you entered should be displayed.

E. Clear Sex Offender (CXS)

Clear Sex Offender (CXS) is used to clear a record when no longer valid (e.g. Tier time period expires or the offender leaves your jurisdiction and no longer has a permanent connection to your jurisdiction).

Step 1 – Select Clear Sex Offender from the NCIC\NSOR menu, or enter CXS on the quick query bar.

The Clear Sex Offender screen is displayed. See Figure 8.

The screenshot shows a software window titled "CXS - NCIC Clear Sex Offender". It is divided into three main sections. The "Header Information" section includes a dropdown menu for "ORI" set to "DCDOJ0110 = NTB Training", a "Control Field" text box, and a "Test Message" checkbox. The "Record Identifiers" section contains three text boxes labeled "Name", "NCIC #", and "Agency Case #". The "Required Information" section features a "Date of Clear" field with the value "20171026" and a red asterisk indicating it is required. At the bottom of the window are three buttons: "Submit", "Clear", and "Close".

Figure 8 – Clear Sex Offender Screen

Step 2 – To identify the record to clear, under **Records Identifiers**:

- TYPE IN the offender's name exactly as entered on the original Sex Offender Entry (if not sure, do a **Query Sex Offender (QXS)** to find out). *Do not cut and paste the name field.*
- Enter the NIC Number. If you do not know the NIC number, this may also be found by doing a **Query Sex Offender (QXS)**.
- Cut and paste the NIC Number from the **QXS** results screen. Only name and one numerical identifier should be entered. Enter additional or supplemental fields.

Step 3 – The **Date of Clear** defaults to the current date. Change if necessary

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Step 4 – Select **Submit**.

Step 5 – To verify the change, enter a **QXS** for the subject. The message key (MKE) on the record will read “Cleared Sex Offender”. See Figure 9.

```
1L01MRI6128939
DCDOJ0110
*** SEX OFFENDER REGISTRY INFORMATION ***
THE SUBJECT IDENTIFIED IN THE FOLLOWING RECORD WITH NIC/X051616504
IS REGISTERED AS A SEX OFFENDER. DO NOT SEARCH, DETAIN, OR
ARREST BASED SOLELY ON THIS RECORD. ADDITIONAL INFORMATION REGARDING
SUBJECT MAY BE AVAILABLE FROM THE INTERSTATE IDENTIFICATION INDEX.

MKE/CLEARED SEXUAL OFFENDER
OFS/AJ - NON-COMPLIANT - VERIFICATION RETURNED BY US POSTAL SERVICE
ORI/MNBCA0000 NAM/THOMAS,JOSEPH CHARLES SEX/M RAC/I POB/US
DOB/19900805 HGT/506 WGT/164 EYE/BRO HAI/BLK
SMT/TAT UR ARM
MNU/PI-MN09C45943
ORD/20100111 ERD/NONEXP SXP/N CRR/SEX OFFENSE
CON/20100111 JUV/N
OCA/2010POR023101
VLD/20160316
MIS/*** THIS OFFENDER IS NON-COMPLIANT *** YOU DO NOT NEED TO CONTACT THE BCA IF
MIS/ YOU ARE BRINGING THEM INTO COMPLIANCE; THE POR UNIT CAN BE REACHED M-F
MIS/0800-1630 AT 651-793-7070 CONTACT BCA HQ AT 651-793-7000 FOR AFTER-HOURS
MIS/EMERGENCIES ONLY; OFFENSES: CRIM SEX-3RD DEG-13-15 Y0; MNU IS MN SID
DNA/Y DLO/MINNESOTA BUREAU OF CRIMINAL APPREHENSION LAB, ST PAUL, MN
DLO/651-793-7070
SNU/0 SNA/HOMELESS
CTY/ROSEAU STA/MN ZIP/56751
COU/ROSEAU
ORI IS MINN BUR CRIM APP ST PAUL 651 793-7000
CLEARED/20170410 MNBCA0000
NIC/X051616504 DTE/20120619 1743 EDT DLU/20170410 1330 EDT
```

Figure 9 – Clear Offender Message Key 1

F. Cancel Sex Offender (XXS)

Cancel Sex Offender (XXS) removes the sex offender record from the NSOR file. This is used where an offender was entered in error or a record was sealed. When a record is cancelled, all supplemental records appended to it are also automatically cancelled. Cancelled removes the record as if it never existed. *A record may be cancelled only by the agency that entered the record.* Follow these steps:

Step 1 – Select **Cancel Sex Offender** from the NCIC\NSOR menu, or enter **XXS** on the quick query bar. The Cancel Sex Offender screen is displayed. See Figure 10.

Step 2 – To identify the record to clear, under **Records Identifiers**:

- TYPE IN the name exactly as entered on the original Sex Offender Entry (if not sure, do a **Query Sex offender (QXS)** to find out). *Do not cut and paste the name field.*
- Enter the NIC Number. If you do not know the NIC number, this may also be found by doing a **Query Sex Offender (QXS)**.
- Cut and paste the NIC Number from the **QXS** results screen. Only name and one numerical identifier should be entered. Enter additional or supplemental fields.

The screenshot shows a software window titled "XXS - NCIC Cancel Sex Offender". The window is divided into several sections. The "Header Information" section includes a dropdown menu for "ORI" currently showing "DCDOJ0110 = NTB Training", a text box for "Control Field", and a checkbox for "Test Message". The "Record Identifiers" section has three text boxes labeled "Name", "NIC #", and "Agency Case #". The "Required Information" section has a text box for "Date of Cancellation" with the value "20171101". At the bottom of the window are three buttons: "Submit", "Clear", and "Close".

Figure 10 – Cancel Sex Offender Screen

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Step 3 – The **Date of Cancellation** defaults to the current date. Change if necessary.

Step 4 – Scroll down to the bottom of the screen and click **Submit**.

Step 5 – Run a **QXS** to ensure that record has been cancelled. Name and date of birth must be used. The record will not appear because it has been cancelled.

G. Cancel Sex Offender Supplemental (XXSN)

Cancel Sex Offender Supplemental (XXSN) is used to cancel (remove) fields in a supplemental record. For example, if you would like to remove alias and related DOB, an **XXSN** transaction would be used. The **Cancel Sex Offender Supplemental (XXSN)** screen looks exactly like the original Supplemental screen. See Figure 11.

Figure 11 – Cancel Sex Offender Supplemental Screen

To remove a field:

Step 1 – Enter the SORNA Office’s ORI.

Step 2 – To identify which record to correct, under **Records Identifiers**:

- TYPE IN the offender’s name exactly as entered on the original Sex Offender Entry (if not sure, do a **Query Sex Offender (QXS)** to find out). **Do not cut and paste the name field.**
- Enter the NIC Number. If you do not know the NIC number, this may also be found by doing a **Query Sex Offender (QXS)**.
- Cut and paste the NIC Number from the **QXS** results screen. Only name and one numerical identifier should be entered. Enter additional or supplemental fields.

Step 3 – To remove a supplementary field, enter the field EXACTLY as found in the Supplemental Entry. NOTE: Only 9 fields may be changed at a time.

Step 4 – Scroll down to the bottom of the screen and click **Submit**.

Step 5 – To verify the change, enter a **QXS**. The supplemental information should have been removed.

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H. Additional NSOR File Information

Additional information on all transactions in the NSOR File may be found in the NCIC Operating Manual. The Manual is available at the DOJ CJIN Training and Learning Center, under the NCIC icon. In the manual, the table of contents is located in the top left corner of the screen (Figure 12) and more information on each of NCIC's 21 files, including the NSOR file, is available.

The URL is: <https://nextest.just.jmd.usdoj.gov/cjismanuals/index.pl?cmd=LM&MID=1>

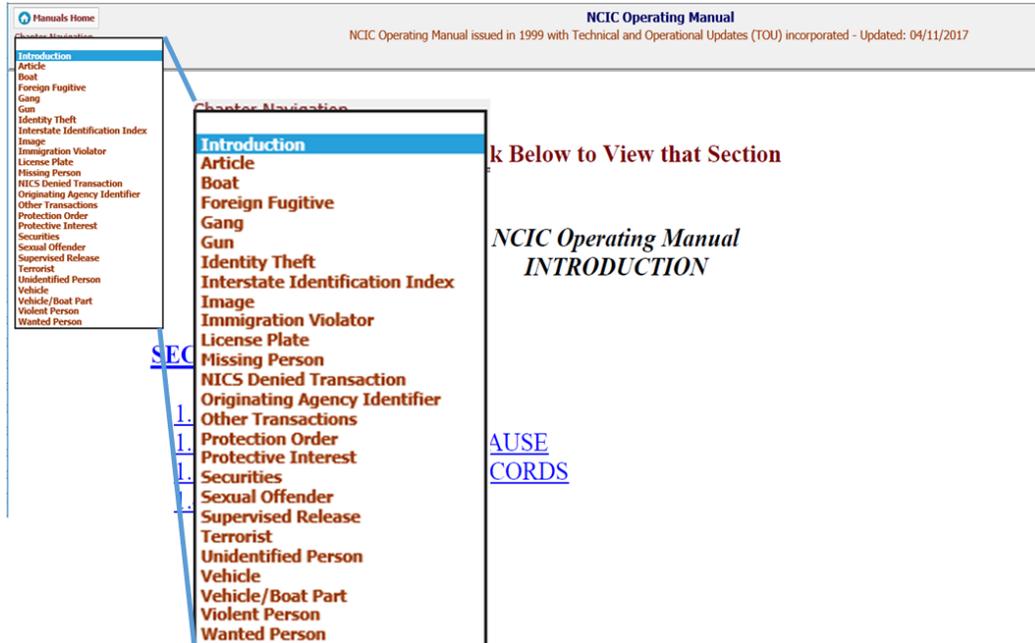


Figure 12 – NCIC Operating Manual

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Acronyms and Terms

Message Key	Use
Clear Record (CXS)	Clear a record when no longer valid (e.g. Tier time period expires, offender leaves jurisdiction)
Cancel Record (XXS)	Remove a record entered in error
Cancel (XXSN)	Cancel Supplemental Information
Enter Sex Offender (EXS)	Enter a NEW sex offender
Enter Supplemental (EXSN)	Add new information or additional instances of a field (e.g. additional phone numbers)
Modify (MXS)	Add or change field entries that are incorrect
Query History (QH)	Search the Interstate Identification Index (III) to determine if the subject's criminal history record is included as the result of an arrest in which fingerprints were taken
Query Records (QR)	Display full criminal history and may include a "Caution Information" warning
Query Sex Offenders (QXS)	Query the NSOR file and displays NSOR records entered from multiple jurisdictions
Query Wanted All (QWA)	Search all NCIC Persons file without limitations (NSOR File, Warrant Protection Orders, Violent Persons file, Missing Persons, etc.)
Query Wanted Person and Query Criminal History Index (QWI)	Combine QH (searching III for existence of criminal history) and QWA (searching all NCIC Person files) into one search

Frequently Asked Questions

1. Why do I have to enter the person into NSOR? They are already in TTSORS.
 Entering into NSOR ensures that they sex offender is in the national registry and can be identified by other jurisdictions.
2. Is there a preferred order of entering sex offenders into NSOR?
 Start with offenders that recently checked in so that the information is the most up to date (last 3 months) as opposed to an offender that only checks in once a year.
3. Can I enter an NSOR file without the UCN?
 Yes. However, the UCN is required. An administrator message will be sent weekly until the UCN is entered.
4. What are best practices for entering the initial NSOR record?
 - First, enter in required information first (indicated by *) in order to create the NIC number.
 - Second, after successful entry, run a Query Sex Offender (QXS) to ensure the NSOR entry is attributed to the Tribe.

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- Third, run a Modify Sex Offender (MXS) to add, delete, or change information. Due to a lot of interdependencies and field requirements with NSOR entries, entering everything at once may produce an error message.

5. How do I interpret an OFM error message?

Refer to Section 2.8 in the NCIC Operations Manual. You can also hover over a field to see the required format. (E.g. telephone number must be in the following format 123 456-7890)

6. Can I enter multiple identifiers at one time? (Aliases, Social Security Numbers)

No. Follow the Enter Supplemental (EXSN) process as described above.

7. How do I add information later after the initial entry?

Follow the Enter Supplemental (EXSN) process as described above.

8. I do not have the date of conviction. Can I just put in the date of arrest?

No. You must locate the date of conviction; otherwise, the entry is not SORNA compliant.

List of Mandatory Fields and Format for Entry into NSOR

Mandatory Fields for Entry of Sex Offenders	Format	Notes
ORI	Drop Down	Use the SORNA officer's agency TAP ORI
Registration Date	yyyymmdd	Original Registration date they were originally registered as a sex offender; NOT TODAY's date.
Ending Date	yyyymmdd	Tier 1 are 15 years, Tier 2 are 25 years, or Tier 3 are NonExp. This is keyed off of registration date; Tribes can choose their own ending dates but cannot be below the minimum. For example, Tier 1 can be 20 years if required by law.
Conviction Resulting in Registration	Drop Down of FBI offense codes	List of FBI offense codes and needs to map to Tribal offense code; Tribe can also use "Sexual Offense General" or "Sexual Assault General" and enter more details in the MISC field.
Date of Conviction	yyyymmdd	
Agency Case #	Free format	Reflects how the Tribe organizes its sex offender registry cases. If the Tribe does not use agency case numbers, use the unique number generated by the Territory and Tribal Sex Offender Registry (TTSORS) as an Agency Case number. This is required but is never used again to look up a sex offender record.
Name	LastName, FirstName, MiddleName, Suffix. Don't use apostrophes; can use hyphens and cannot exceed 30 characters.	If an IdHS report exists, the name needs to be entered into NSOR how it appears on the IdHS (run a QH from OFM to obtain the IdHS).
Sex	Select from drop down	

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Mandatory Fields for Entry of Sex Offenders	Format	Notes
Race	Select from drop down	
Date of Birth	yyyymmdd	
Height	Three digits with no spaces or special characters. First digit is feet, second and third represent inches	
Weight	Numeric Entry	
Eye Color	Drop Down	
Hair Color	Drop Down	
State	Drop Down	