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National Sex Offender Registry (NSOR) Questionnaire

Section: Criteria for Entry

1). Does your Agency advise offenders of the requirement to register (*commonly referred to acknowledging a duty to register*) prior to entering a record into the NSOR?

Yes
No

2). Does your Agency obtain documentation to support entries in the NSOR (e.g., registration or duty to register forms) prior to entry into the NSOR?

Yes
No

3). Does your Agency enter records for non-sex offenders (e.g., arson and violent felons) into the NSOR?

Yes
No

4). Does your Agency maintain NSOR records for offenders, who travel internationally?

Yes
No

5). Does your Agency enter sex offenders into NSOR, in accordance with the Adam Walsh Act?

Yes
No

Section: Record Maintenance Procedures

1). Does your Agency have a policy in place to ensure NSOR records are kept accurate and up-to-date?

Yes
No

2). Does your Agency enter NSOR records immediately (i.e., within 3 business days) upon receipt of the information required to complete the minimum mandatory fields for entry?

Yes
No

3). Does your Agency enter all available information into the NSOR record?

Yes
No

4). Does your Agency perform second-party checks on all records entered in NSOR?

Yes
No

» Primary question answered Yes

1). If yes, is there ever an instance when the person, who entered the record, is the same person conducting the second-party check?

Yes

No

5). Does your Agency have a policy in place that requires modification of NSOR records within 3 business days of receipt of the information?

Yes

No

6). Does your Agency remove the NSOR record from NCIC as soon as it is aware (i.e. within 3 business days) that the record is no longer valid?

Yes

No

Section: Validation

1). Does your Agency complete monthly record validations?

Yes

No

2). Does your Agency have formalized procedures for record validation on file?

Yes

No

3). Does your Agency's Validation Procedures include procedures for the following:
1) Record entry Review
2) Supporting documentation Review
3) Consultation requirements with the appropriate source during the initial validation period (60-90 days after the date of entry) and the subsequent yearly validation cycle?

Yes

No

Section: National Sex Offender Registry

1). Does your Agency receive \$.Q. notifications?

Yes

No