TAP TRIBAL ACCESS PROGRAM
FOR NATIONAL CRIME INFORMATION
ENSURING THE EXCHANGE OF CRITICAL DATA

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

Job Aid | How to Validate Records Using the JWIN NCIC Validation Tool

Purpose: This job aid provides agency Terminal Agency Coordinators (TACs) with instructions on how to complete monthly record validations using the NCIC Validation Tool. Monthly validations are required to ensure that NCIC users receive accurate information when searching NCIC.

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, non-terminal agency, or other appropriate source or individual. If 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.

Notes:

- Users only have access to validate records entered by their user agency under the agency's ORI.
- Agencies should review records to confirm that the record is complete, accurate and still outstanding or active **before** validating the record in NCIC. Refer to the NCIC Validations Procedure job aid on requirements for validating records.
- If an agency is servicing another agency, the TAC should use the non-entering agency validations section in the reporting tools to validate their records.

Login to the Validations Tool

Step 1: Access the Validation Tool at
https://csa.justice.gov/validations/login_page.cgi?cmd=fulladmin.

Step 2: Login to the NCIC Validation Tool under the **User or TAC Login** using your JWIN User ID and Password. Contact your Business Relationship Manager with questions on login profile type. User ID should begin with GT followed by two digit tribal code followed by first letter of first name and first three letters of your last name (e.g Joe John is GT00JJOH). On initial login, the password is your JWIN User ID (e.g GT00JJOH).

Figure 1

Step 3: Select **Reports** on the **Admin Section** screen as shown in Figure 2.

Figure 2

Print and Review Records to be Validated

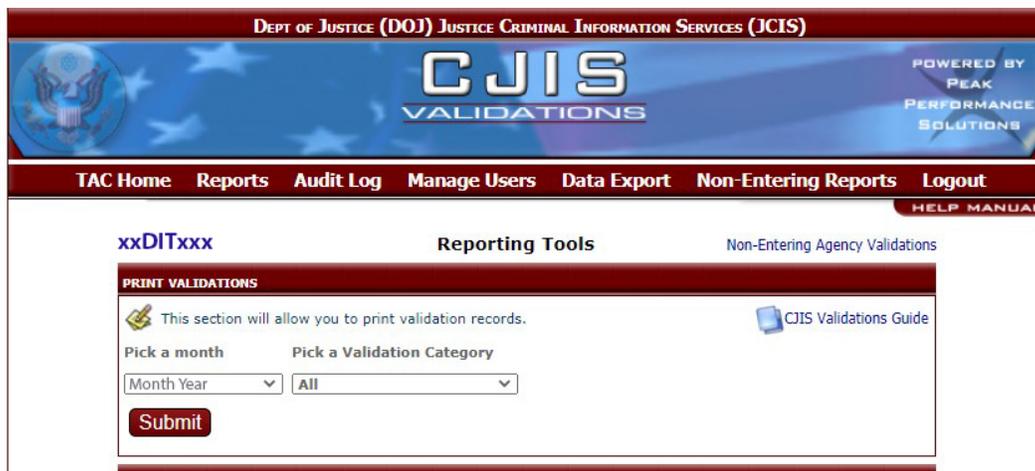Step 1: On the **Reporting Tools** page, locate **Print Validations.**

Figure 3

Step 2: Choose a month and validation category (ex. sex offenders, protection orders, wanted persons, etc.) from the dropdowns to access records to be validated. Select **All** to display all NCIC records to be validated by the agency. Click **Submit**.

Figure 4

Step 3: On the next page, select the report type for the validation category. There are two options for each record type:

- **Check List Report:** Produces a convenient listing of the Message Key (MKE), NCIC Number (NIC), Originating Agency Case Number (OCA), and Person's Name for completing manual validations. You can mark the action necessary for each record on the document and easily perform the validations.
- **Summary Detail Report:** Produces a detailed PDF document with all data for the records of the category you selected. You can use this report to review all record details.

Figure 5

Step 4: To generate a printout of all records to be validated for the month, click **Compile All Check List Reports**. Use the report as a checklist when manually querying the records in NCIC and reviewing supporting documents to determine if the record should be canceled, validated, or modified. In Figure 6, ten protection order records, two sex offender records, and one violent person record are due for validation.

```
*************COMPILED CHECKLIST REPORT *************
PROTECTION ORDER PERSONS
MKE   NIC          OCA                  Persons Name          Cancel  As Is  Modify
EP0   H123456789   X1-0000              Last, First Middle     [  ]   [  ]   [  ]
EP0   H123456789   X1-0000              Last, First Middle     [  ]   [  ]   [  ]
EP0   H123456789   X1-0000              Last, First Middle     [  ]   [  ]   [  ]
EP0   H123456789   X1-0000              Last, First Middle     [  ]   [  ]   [  ]
EP0   H123456789   X1-0000              Last, First Middle     [  ]   [  ]   [  ]
EP0   H123456789   X1-0000              Last, First Middle     [  ]   [  ]   [  ]
EP0   H123456789   X1-0000              Last, First Middle     [  ]   [  ]   [  ]
EP0   H123456789   X1-0000              Last, First Middle     [  ]   [  ]   [  ]
EP0   H123456789   X1-0000              Last, First Middle     [  ]   [  ]   [  ]
EP0   H123456789   X1-0000              Last, First Middle     [  ]   [  ]   [  ]

SEX OFFENDER PERSONS
MKE   NIC          OCA                  Persons Name          Cancel  As Is  Modify
EXS   X123456789   123456               Last, First Middle     [  ]   [  ]   [  ]
EXS   X123456789   123456               Last, First Middle     [  ]   [  ]   [  ]

VIOLENT PERSON
MKE   NIC          OCA                  Persons Name          Cancel  As Is  Modify
EVPC  L123456789   123456               Last, First Middle     [  ]   [  ]   [  ]
```

Figure 6

Step 4A: To view the complete record, return to the **Available Reports Page** and click **Compile All Summary Detailed Reports.** The report is similar to Figure 7 below. Review the summary detailed report to determine if the record is accurate, complete, and still outstanding or active. Once confirmed, proceed with validating the record.

Figure 7

Validate Records

Step 1: Once all records have been reviewed, access the **Reporting Tools Page**. Select **Summary Reports**.

Figure 8

Step 2: Choose month and select the appropriate agency ORI. If validating records for another agency, select that agency's ORI from the drop-down to continue. Click **Submit**.

Figure 9

Step 2A: A summary of records to be validated will be generated. Select the hyperlink in the numbered square to validate active or pending records. See Figure 10. There are three options:

- **Active records**: Records requiring validation
- **Pending Records**: Records not validated through the Validations Tool
- **Validated Records**: Completed validations

xxDITxxxx	Month Year		Search Results for xxDITxxxx	
Validation Category	Active Records	Pending ACK	Validated Records	Total Records
	(click on the record count to view the records)			
Articles	0	0	0	0
Boat	0	0	0	0
Group Member Persons	0	0	0	0
Guns	0	0	0	0
Identity Theft	0	0	0	0
License Plate	0	0	0	0
Missing Persons	0	0	0	0
Part Validation	0	0	0	0
Protection Order Persons	0	0	10	10
Protective Interest	0	0	0	0
Securities	0	0	0	0
Sex Offender Persons	2	0	0	2
Supervised Release	0	0	0	0
Unidentified Persons	0	0	0	0
Vehicle	0	0	0	0
Violent Person	1	0	0	1
Wanted Persons	0	0	0	0
Total Records	**3**	**0**	**10**	**13**
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Figure 10

Step 2B: A list of records to be validated will be generated. Each record is listed with a MKE, NIC Number (X#########), OCA, Name and Date of Entry. Figure 11 displays two sex offender records requiring validation. There are three options:

- **Cancel**: A cancel transaction will be sent to NCIC, and the record will be removed from NCIC.
- **As Is**: A transaction will be sent to NCIC with a modified Validator Name (**VLN**) field to show the validation has been completed.
- **Modify**: Modifying a record in the NCIC Record Validations Tool will record that you have modified the record in NCIC; this has to be done before selecting **Modify**. The system will also send a transaction to NCIC updating the **VLN**.

Figure 11

Step 3: To complete the validation process, select **As Is** next to each record that is to be validated.

Step 3A: A pop-up will appear. Verify that your name is the **Validator Name**. Select **Submit.**
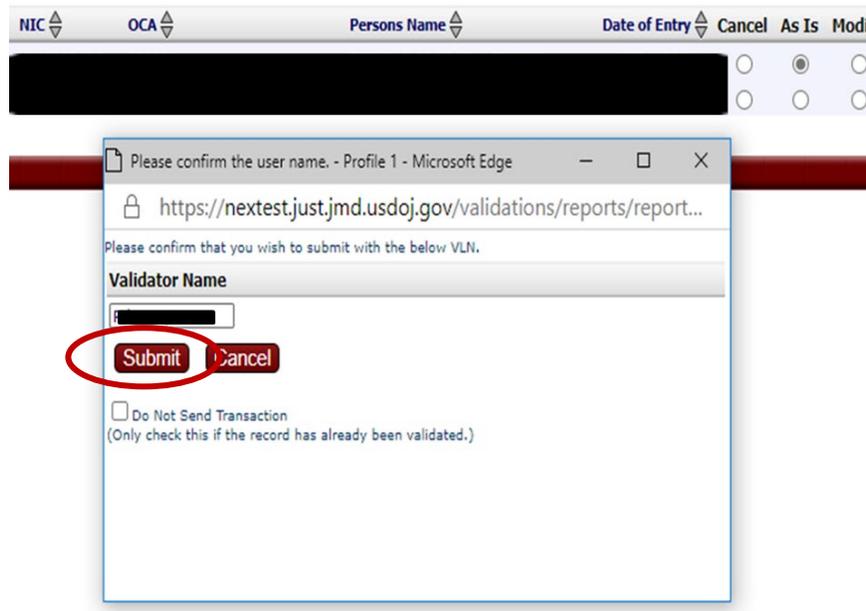

Figure 12

Step 4: A confirmation window will appear to confirm you are ready to validate this record. Click **OK** to validate the record. If the record was previously validated in JWIN, select **Do Not Send Transaction**. This simply updates the record in the validation tool.

Figure 13

Step 5: Query the record in NCIC to ensure that the record still exists and that Validation Date (VLD) has been updated.