



**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 <u>NCIC Validations Procedure</u> 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).





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

		TAC	Admin Section	ı		
Reporting Tools						
	REPORTS		AUDIT LOG		DATA EXPORT	
			Figure 2			

# Print and Review Records to be Validated

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

AC Home       Reports       Audit Log       Manage Users       Data Export       Non-Entering Reports       Logour         XXDITXXX       Reporting Tools       Non-Entering Agency Validations         PRINT VALIDATIONS         Image: This section will allow you to print validation records.	FAC Home       Reports       Audit Log       Manage Users       Data Export       Non-Entering Reports       Logo         XXDITXXX       Reporting Tools       Non-Entering Agency Validations         PRINT VALIDATIONS         Image: Section will allow you to print validation records.         Pick a month       Pick a Validation Category         Month Year       All	DEPT OF JUSTI	CE (DOJ) JUSTICE CRIMINAL INFORMATION S	Services (JCIS)	POWERE PEA PERFORM SOLUTI
XXDITXXX     Reporting Tools     Non-Entering Agency Validations       PRINT VALIDATIONS     Image: Constraint of the section will allow you to print validation records.     Image: Constraint of the section will allow you to print validation records.	XXDITXXX       Reporting Tools       Non-Entering Agency Validations         PRINT VALIDATIONS       Image: CJIS Validations Guide         Vick a month       Pick a Validation Category         Month Year       Image: CJIS Validation Category	AC Home Reports Audit L	og Manage Users Data Export	Non-Entering Reports	Logou
PRINT VALIDATIONS         Image: Section will allow you to print validation records.	PRINT VALIDATIONS         Image: Section will allow you to print validation records.         Pick a month       Pick a Validation Category         Image: Month Year       Image: Alline will will be added by a validation will be added by ad	xxDITxxx	Reporting Tools	Non-Entering Agency Validati	
	Pick a month     Pick a Validation Category       Month Year     Image: All month Year	PRINT VALIDATIONS	print validation records.	CJIS Validations Gui	de

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**.

xxDITxxx	Reporting Tools	Non-Entering Agency Validations
PRINT VALIDATIONS		
This section will     Pick a month     Month Year     Submit	allow you to print validation records. Pick a Validation Category All	CJIS Validations Guide

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.

xxDITxxxx	Month Year	
	Available Reports	
Protection Order Persons Check List Repor	t	
Protection Order Persons Summary Detail	Report	
Protection Order Persons Summary Detail	Report (One Record Per Page)	PDF Printing Tips can be found in the Help Manual
Sex Offender Persons Check List Report		
Sex Offender Persons Check List Report B	y Name	
Sex Offender Persons Summary Detail Rep	port	
Sex Offender Persons Summary Detail Rep	oort (One Record Per Page)	
Violent Person Check List Report		
Violent Person Summary Detail Report		
Violent Person Summary Detail Report (Or	ne Record Per Page)	
Compile All Check List Reports		
Compile All Summary Detail Reports		
Compile All Summary Detail Reports (One	Record Per Page, Persons Only)	
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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.

		************C	COMPILED CHECKLIST REPORT ***********			
PROT	ECTION ORDE	R 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 C	FFENDER PER	SONS				
MKE	NIC	OCA	Persons Name	Cancel	As Is	Modify
EXS	X123456789	123456	Last, First Middle			
EXS	X123456789	123456	Last, First Middle			
VIOLE	NT PERSON	1.000000				
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.

 -	And in case of	-	
		27	

Figure 7

## **Validate Records**

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

xDITxxxx	Reporting Tools	Non-Entering Agency Validations
PRINT VALIDATIONS		
	allow you to print validation records. Pick a Validation Category All	CJIS Validations Guide
ATCH VALIDATIONS This section will Vick a month Month Year	allow you to validate records using a batch method. Pick a Validation Category Pick a Validation	Action
NTERACTIVE VALIDATI	ONS allow you to validate records one record at a time. Pick a Validation Category	
Submit	ws statistical and summary information about validation	records.
Pick a month	Select Agency ORI	PENDING
Month Year V	xxDITxxxx, Entering Agency     xxDITxxxx, Entering Agency     xxDITxxxx, NON-Entering Agency 1	HELP
	xxDITxxxx, NON-Entering Agency 2	JTIONS

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	1	Month Year	Search Resu	Its for xxDITxxxx
		PENDING RECORDS HELP		
Validation Category	Active Records	Pending ACK	Validated Records	Total Records
	(click on the re	cord count to view the reco	ords)	
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

Figure 10

- **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**.

xxDIT	хххх		Month Year	Sex Offender Pe			ersons
МКЕ ♥		OCA <sup>≜</sup>	Persons Name	Date of Entry	Cancel	As Is	Modify
EXS	X123456789	123456	Last, First Middle	YYYYMMDD	0	0	0
EXS	X123456789	123456	Last, First Middle	YYYYMMDD	0	0	0
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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**.

OCA☆	Persons Name 🖉	Date of Ent	ry☆	Cancel	As Is	Modi
				0	۲	0
				$\circ$	0	0
Please confirm th	e user name Profile 1 - Microsoft Edge	- 0	×			
A https://ne	extest.just.jmd.usdoj.gov/validations/	reports/repor	t			
Please confirm that ye	ou wish to submit with the below VLN.					
Validator Name						
Do Not Send Tran (Only check this if the	ncel isaction e record has already been validated.)					
	OCA Please confirm the Please confirm that you Validator Name F Submit Dar Only check this if the	OCA   Persons Name   Persons Name   Persons Name   Persons Name   Persons Name   Persons Name   Persons Name Persons Name Per	OCA        Persons Name        Date of Entropy         □       Please confirm the user name Profile 1 - Microsoft Edge       -       □         △       https://nextest.just.jmd.usdoj.gov/validations/reports/report         Please confirm that you wish to submit with the below VLN.         Validator Name         Image: Submit       Date of Entropy         O Do Not Send Transaction       Only check this if the record has already been validated.)	OCA      Persons Name      Date of Entry        □     Please confirm the user name Profile 1 - Microsoft Edge     -     ×       △     https://nextest.just.jmd.usdoj.gov/validations/reports/report     Please confirm that you wish to submit with the below VLN.       Validator Name       Image: Submit in the image: Submit in the record has already been validated.)	OCA        Persons Name        Date of Entry        Cancel         ○       ○       ○       ○       ○         Please confirm the user name Profile 1 - Microsoft Edge       -       □       ×         △       https://nextest.just.jmd.usdoj.gov/validations/reports/report       Please confirm that you wish to submit with the below VLN.         Validator Name       •       •       •         Submit       •       •       •         O Do Not Send Transaction       (Only check this if the record has already been validated.)       •	OCA        Persons Name        Date of Entry        Cancel       As Is         ○ </td



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.





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