

# CJIS

# Site

# Overview



[cjis@txdps.state.tx.us](mailto:cjis@txdps.state.tx.us)

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**[http://www.txdps.state.tx.us/administration/crime\\_records/pages/cjisJJISInfo.htm](http://www.txdps.state.tx.us/administration/crime_records/pages/cjisJJISInfo.htm)**

- CJIS site user guide
- NICS guide
- Transaction formats for electronic reporting
- Offense codes
- Adult and Juvenile reporting training manuals
- Entity Administrator guide



Select Language ▼

Search DPS

## CJIS and JJIS

[CJIS & JJIS Home](#)

[CJIS & JJIS Reporting](#)

[CJIS Site](#)

[DNA Supported Suspected Offender](#)

[Electronic Arrest Reporting \(EAR\)](#)

[Electronic Disposition Reporting \(EDR\)](#)

[Mobile ID](#)

[NICS](#)

## CJIS and JJIS Information

### Criminal Justice Information System (CJIS)

During the 71st Regular Session in 1989, the Texas Legislature made sweeping changes in the criminal justice system. House Bill 2335 and Senate Bill 41 created Chapter 60 of the Code of Criminal Procedures (CCP). Chapter 60 outlines and defines the Criminal Justice Information System (CJIS). The Texas Department of Public Safety (DPS) and the Texas Department of Criminal Justice (TDCJ) were called upon to create a comprehensive system that includes relevant data for criminal justice agencies responsible for the arrest, prosecution, adjudication and correction of criminal offenders. In addition, this information provides usable data to support the analyses of criminal justice policy makers and planners.

### Juvenile Justice Information System (JJIS)

During the 74th Regular Session in 1995, the Texas Legislature made extensive changes in the Juvenile Justice System. These changes substantially changed Chapter 58 of the Family Code that outlines and defines the Juvenile Justice Information System (JJIS). The Texas Department of Public Safety (DPS), Texas Youth Commission (TYC), Texas Juvenile Probation Commission (TJPC), Criminal Justice Police Council (CJPC), and juvenile courts created a comprehensive tracking system that includes relevant data for agencies

# https://cch.txdps.state.tx.us

## Texas Department of Public Safety

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Criminal Justice Information System

## Login

*Usage Policy: This is a secure web site. Users may only access this site with an authorized User ID and password. No person is permitted to use this site using another person's User ID and password.*

User ID

Login

[Request Access](#)



<https://cch.txdps.state.tx.us>

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Criminal Justice Information System

## Request Access

Do you know who the entity administrator is for the entity to which you are requesting access?

Yes No

What is the entity administrator's email address?

Start Request

Texas Department of Public Safety  
PO Box 4143 Austin, Texas 78765-4143  
cjis@txdps.state.tx.us  
(c) 2014 Texas Department of Public Safety

# Request Access Screen

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Criminal Justice Information System

## Request Access

Email must be work email domain

[Return to Login](#)

*Usage Policy: This request link is for new users. If you are a currently active user and are updating your email address or need assistance please contact CJIS.*

First Name	<input type="text" value="First Name"/>	Law Enforcement
Last Name	<input type="text" value="Last Name"/>	Agencies
Email	<input type="text" value="email@email.com"/>	Prosecutor
Confirm Email	<input type="text" value="email@email.com"/>	
Phone	<input type="text" value="555"/> <input type="text" value="555"/> <input type="text" value="5555"/>	Courts
Office	<input type="text" value="Agency Name"/>	
Reason	<input type="text" value="Please select your reason"/>	
Security Check	<input type="checkbox"/> Add/Modify Arrests <input type="checkbox"/> Law Enforcement Application Notifications <input type="checkbox"/> Report PreAdjudication/Prosecutor/Court Dispositions <input type="checkbox"/> Juvenile Restricted/Unrestricted Reports <input type="checkbox"/> Non-Disclosures <input type="checkbox"/> NICS Reporting <input type="checkbox"/> Other/Multiple Reasons (clarify below)	

Add / Modify Charges;  
and Run Reports; and  
Photo Line Ups

Applicant Rap Backs:  
**PLEASE INCLUDE ORI**

Online EDR and Run  
Reports

Online EDR, NICS  
and Run Reports

# Acknowledgement Email

(Should receive in a few minutes)

From: [cjis@txdps.state.tx.us](mailto:cjis@txdps.state.tx.us)  
To: [EMAIL@EMAIL.COM](mailto:EMAIL@EMAIL.COM);  
Subject: Your CJIS User Application

Your request for access to the CJIS website provided by the Texas Department of Public Safety has been received and is being reviewed. It will be processed within 14 days of receipt.

Thanks,  
Holly Morris  
CJIS Site Administrator

# Security Profile Setup Email

(Should receive in about 1 to 2 weeks)

From: [cjis@txdps.state.tx.us](mailto:cjis@txdps.state.tx.us)  
To: [EMAIL@EMAIL.COM](mailto:EMAIL@EMAIL.COM);  
Subject: Your CJIS Account has been Activated

Your CJIS account for User ID [EMAIL@EMAIL.COM](mailto:EMAIL@EMAIL.COM) has been Activated.

To begin using the site, you must now establish your security profile. Please follow this link: [Security Profile Setup for \[EMAIL@EMAIL.COM\]\(mailto:EMAIL@EMAIL.COM\)](#) to select a security photo, provide a security phrase describing the photo, answer three security questions, enter and confirm your new password. Click "Save Changes" to establish your profile. Once your profile is created, you may begin using the CJIS site.

Please let us know if you have questions or have difficulty signing on.

Have a nice day!



Thanks,  
Holly Morris  
CJIS Site Administrator

# User Agreement



Texas Department of Public Safety

## CJIS User Agreement

You must agree to the following statement in order to access the CJIS website . Please review the document and provide your name and driver's license number as an electronic signature.

### Authorized User Acknowledgement Criminal Justice Information System (CJIS) Website

- Authorized users approved by the Department to use the criminal history record information (CHRI) have regular access to confidential criminal history information as a part of their job duties.
- All authorized users must clearly understand that any unauthorized retrieval, use or dissemination of this confidential information is a violation of state law and can lead to the filing of criminal charges against the authorized user, in addition to cancellation of access to the Department of Public Safety (DPS) database. The following is a copy of Texas Government Code Section 411.085, which describes the criminal penalties related to unauthorized retrieval, use, or dissemination of criminal history record information: § 411.085. Unauthorized Obtaining, Use, or Disclosure of Criminal History Record Information; Penalty
  - a. A person commits an offense if the person knowingly or intentionally:
    1. obtains criminal history record information in an unauthorized manner, uses the information for an unauthorized purpose, or discloses the information to a person who is not entitled to the information;

I acknowledge that I understand above-mentioned law and policy applicable to my access to confidential criminal history record information and I understand their provisions. I further acknowledge that I am required to abide by the provisions of the above-mentioned law and policy.

Full Name   
as it appears on your driver's license

Driver's License #

Driver's License State

Date 09/09/2014



# Security Profile Setup

## Security Image

Site Image:



[Change Image](#)

Click here to choose a picture

Site Phrase\*

Choose a site phrase

phrase

## Security Questions

Question1\*

What was the name of the maid of honor at your wedding



Answer1\*

name

Question2\*

What is the first name of your oldest niece



Answer2\*

name

Question3\*

What was the name of your favorite restaurant in college



Answer3\*

name

These are case sensitive

## Email/Login ID

You will log in with and receive CJIS communications at this email.

Email/Login ID

JAMES.MCELROY@DPS.TEXAS.GOV

Confirm Email/Login ID

JAMES.MCELROY@DPS.TEXAS.GOV

## Password

Password

password#1

Confirm Password

password#1

Must be at least 8 characters long and include a number, letter and special character. i.e. password#1

Save Changes

Cancel

# Security Profile Setup

From: cjis@txdps.state.tx.us  
To: EMAIL@EMAIL.COM;  
Subject: Your CJIS Security Profile has changed

FIRSTNAME LASTNAME,

This email is being sent to notify you that a change has been made to your CJIS Site security profile. If you have not made changes to your security profile or recently setup your security profile, please report it to an administrator by replying to this email.

Thanks,  
Holly Morris  
CJIS Site Administrator

# Let's Login

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Criminal Justice Information System

## Login



*Usage Policy: This is a secure web site. Users may only access this site with an authorized User ID and password. No person is permitted to use this site using another person's User ID and password.*

User ID

email@email.com

Login

[Request Access](#)

# Authentication Code

For your account security

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Criminal Justice Information System\*\* UAT \*\* - Build 0.0.1

## Password

Site Image



site phrase

If you do not see your site image and phrase above, do **NOT** enter your password.

EMAIL@EMAIL.COM

Not your User ID? Click [here](#).

Password

Sign On

[Forgot Password](#)

3. Log in one more time to access the CJIS site.

# Authentication Code

From

**Texas Department of Public Safety**

*Courtesy ~ Service ~ Protection*



To

Subject

Criminal Justice Information System

JAMES I



You rece

Copy an

<https://> This one-time authentication link has already been used. Please [login](#) to have a new one sent to you.

You'll be

is email.

Texas Department of Public Safety  
PO Box 4143 Austin, Texas 78765-4143  
cjis@txdps.state.tx.us  
© 2014 Texas Department of Public Safety

Thanks,  
Holly Morris  
CJIS Site Administrator

# Enter Password



## Password

Site Image



site phrase

Verify that this is your site image

Verify that this is your site phrase

If you do not see your site image and phrase above, do **NOT** enter your password.

EMAIL@EMAIL.COM

Verify that this is your email address

Not your User ID? Click [here](#).

Password

password#1

Sign On

[Forgot Password](#)

# Forgot Password

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Criminal Justice Information System\*\* UAT \*\* - Build 0.0.1



Thank you for your request.

An Administrator has been notified of your request and you will be notified via email when your password has been reset.

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PO Box 4143 Austin, Texas 78765-4143  
cjis@txdps.state.tx.us  
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Reset Password

# Forgot Password

From: [cjis@txdps.state.tx.us](mailto:cjis@txdps.state.tx.us)  
To: [EMAIL@EMAIL.COM](mailto:EMAIL@EMAIL.COM);  
Subject: Your CJIS Website Password has been Reset

Your CJIS account password been reset.

As a result you will need to re-establish your security profile. Please follow this link: [Security Profile Setup for EMAIL@EMAIL.COM](#) to select a security photo, provide a security phrase describing the photo, answer three security questions, enter and confirm your new password. Click "Save Changes" to save your profile and new password.

Please let us know if you have questions or have difficulty signing on.

Have a nice day!

Thanks,  
Holly Morris  
CJIS Site Administrator



# Inbox



## Texas Department of Public Safety

### Inbox All Reports

[View to old Inbox](#)

[Mark All Reports Read](#)  
[Archive All Reports](#)

View: [Read](#) [Unread](#) **All** | [Current](#) [Archived](#) [All](#)

- User Statistics Report by Entity
- Monthly User Statistics Report
- Juvenile Restricted/Unrestricted Report
- View File
- FileRequest
- CJIS Applicant Raps
- INS REPORT - IMMIGRATIONS AND NATURALIZATION SERVICE
- User Statistics Report

1	2	3	4	5	6	7	8	9	10	11	...	14	15
---	---	---	---	---	---	---	---	---	----	----	-----	----	----

Name	Date	Description	View	Format	Archive
Juvenile Restricted/Unrestricted Report	Jul 18, 2016	END_DAT: 2016-07-17 BEG_DAT: 2016-07-17 County: MAVERICK	<a href="#">view</a>	CSV Notice PDF	<a href="#">archive</a>
Juvenile Restricted/Unrestricted Report	Jul 18, 2016	END_DAT: 2016-07-17 BEG_DAT: 2016-07-17 County: MAVERICK	<a href="#">view</a>	CSV Notice PDF	<a href="#">archive</a>
Juvenile Restricted/Unrestricted Report	Jul 17, 2016	END_DAT: 2016-07-16 BEG_DAT: 2016-07-16 County: DALLAS	<a href="#">view</a>	CSV Notice PDF	<a href="#">archive</a>

# Reports

Name 	Description 
CJIS EDR Statistics	CJIS EDR Statistics
County Combined Completeness Percentage 	Five Year County Combined Completeness Percentage
County Completeness Report	Summary of all dispositions reported to DPS that are associated with previously reported charges for a specified period
County ER3/ER4 submissions	County ER3/ER4 submissions
Court Transaction Error Report	Provides transaction details including the error reason for all court transactions in error for the specified period.
Open Offense Report	This report provides the open offenses for the specified date range.
Prosecution Transaction Error Report	Provides transaction details including the error reason for all prosecution transactions in error for the specified period.
Prosecution Transaction Monthly Pass/Fail Report	Monthly statistics for prosecution submissions including the number of pass, fail, and the pass percentage rate
Statewide Combined Completeness Percentage	Five Year Statewide Combined Completeness Percentage
Juvenile Restricted/Unrestricted Report	Juvenile Restricted/Unrestricted Report and Notices
Latent DHS Entry Totals	DHS Latent Entry and Hit totals for a given date range.
Latent Print Summary	Latent Print Summary
List NICS Batches	List NICS Batches
NICS County Compliance	NICS County Compliance
NICS ORI Compliance	NICS ORI Compliance
NICS Transaction Report	NICS Transactions for a Date Range
NICS Zero Activity Transaction Report	NICS Zero Activity Transaction Report
ORI Listing Report	Provides a current list of agencies searchable by text or ORI
Offense Code Listing	Provides a current list of all offense code searchable by code

# County Open Offense Reports

## Open Offense Report

The selected date range is greater than 31 days and this report will run batch. Click Run Report to proceed as is or modify the date range and resubmit.

County\*

KING

Date Range\*

01/01/2015

to

06/01/2015

Keep For

1 Week

1 Week

1 Month

3 Months

1 Year

Forever



Run Report

# County Open Offense Reports

## Open Offense Report

[Back to Inbox](#)

[Mark Unread](#) [Archive](#)

### Report Parameters

County: BEXAR  
 Begin Date: 01/01/15  
 End Date: 06/01/15

Other formats available:

Show:

3,512 records returned

Run Date: 09/16/2016

ORI	DOA	SID	TRN	TRS	LDA	OCA	AON	NAM	SEX	RAC	DOB	JUV
TXI000	2015-04-21	5019	911147	A001	MA	B213182	35620001	THUR	M	W	1970-08-05	
TXI000	2015-01-01	0639	923132	A001	MA	14111	13990031	DEZA	M	W	1971-04-07	
TXI000	2015-01-11	0635	923169	A001	MA	151632	29990019	WILSON, THOMAS	M	W	1971-09-05	
TXI000	2015-02-08	5032	923154	A001	F1	151321	22000001	PEREZ, ANDRE YMONTE	M	B	1971-04-01	J
TXI000	2015-03-26	0536	914190	A003	MA	B111	48990009	HARRIS, TRAVIN	M	W	1971-02-04	
TXI000	2015-03-26	0535	917143	A001	MB	1515	35620008	RODRIGUEZ, M	F	W	1971-06-01	

# Court Transaction Error Reports

## COURT TRANSACTION ERROR REPORT

County Name

Date Range

Keep Report For

[Discontinue](#) email notification for your authorized counties

Texas Department of Public Safety  
PO Box 4143 Austin, Texas 78765-4143  
(512) 424-2407  
© 2011 Texas Department of Public Safety

# Court Transaction Error Reports

DW0	DW1	DW2	DW3	DW4	DW5	DW6	DW7	DW8	DW9	NAM	SEX	RAC	DOB	CID	CNS	DMV	VIC	ERR
00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000		M	L	19850515	00000000	00000000			REJECT - PAF/N DOES NOT ALLOW COURT]
													11071998		00000000			REJECT - PRIOR DOS VALUE GREATER THAN DOS/10102011 REJECT - PRIOR CDD CAN NOT BE GREATER THAN CDD/10
00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000		M	L	19850515	00000000	00000000			REJECT - PAF/N DOES NOT ALLOW COURT]
00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000		M	W	19910728	00000000	00000000			REJECT - CDN CANNOT BE 331 IF PRIOR CDN/312]
00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000		F	W	19671211	00000000	00000000			REJECT - PAF/N DOES NOT ALLOW COURT]
00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000		M	L	19691109	00000000	00000000			REJECT - CDN CANNOT BE 331 IF PRIOR CDN/312]
00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000		M	W	19920510	00000000	00000000			REJECT - CDN CANNOT BE 331 IF PRIOR CDN/312]
00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000		M	W	19831105	00000000	00000000			REJECT - CDN CANNOT BE 331 IF PRIOR CDN/312]
00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000		M	W	19790412	00000000	00000000			REJECT - DUPLICATE COURT/A0028

# Court Transaction Error Reports

## COURT TRANSACTION ERROR REPORT ([VIEW HISTORY](#))

Other formats available: [CSV](#)

**Parameters:**

County: BEXAR

Begin Date: 10/24/11

End Date: 11/01/11

63 records returned

MKE	DOE	ORG	OPR	DPS	TRN	DOA	TRS	CAU	FPO	ORIC	CDD	GOCC	CON	COL	CIT	LDC	CDN	DOS	CSS
ER4	20111024	0	000		911	10072010	A001	20	U	TX015	10072011		35990003		481.112 (D) HSC	F1	397	10072011	
ER4	20111024				91	07112011	A001	20	U	TX015	10102011		13990001	ASSAULT-BODILY INJURY		MA	604	10102011	
ER4	20111025		00		911	10072010	A001	201	U	TX015	10072011		35990003		481.112 (D) HSC	F1	397	10072011	
ER4	20111025		00		91	01202010	A001	3	U	TX015	10242011		35990023		481.117 (B) HSC	MA	331	10242011	
ER4	20111025		00		91	09032010	A001	201	U	TX015	10242011		13990063		22.01 PC	F3	305	10242011	
ER4	20111025	0	00		910	11052005	A001	9	U	TX015	10242011		48010006		38.03 PC	MA	331	10242011	
ER4	20111025	0	00		910	04072010	A001	32	U	TX015	10242011		13990031		22.01 PC	MA	331	10242011	
ER4	20111025	0	00		910	09302005	A001	20	U	TX015	05202011		11990002		15.031 & 22.011	F3	331	05202011	
ER4	20111025	0	00		910	07272010	A002	201	U	TX015	09222011		35990014		481.115 (B) HSC	FS	305	09222011	

# EDR Online



Texas Department of Public Safety

- Upload
- Download
- Online



## Inbox All Reports

View: [Read](#) [Unread](#) **All** | [Current](#) [Archived](#) [All](#)

Show Report Type	Name ↕	Date ↕	Description ↕	Delete Date ↕
All	ORI Listing Report	09/09/2014	Match: MIDLAND%	09/16/2014
Activity Notification	CJIS Applicant Raps	09/09/2014	ori: TX227011Y OLD_APPL_NEW_ER2	10/09/2014
County Completeness Report	Juvenile Restricted/Unrestricted Report	09/09/2014	END_DAT: 2014-09-08 County: EL PASO BEG_DAT: 2014-09-08	10/09/2014
County ER3/ER4 submissions	Offense Code Listing	09/08/2014	Match: %ORGANIZE%	09/15/2014
CJIS Applicant Raps	Offense Code Listing	09/08/2014	Match: ORGANIZED%	09/15/2014
EDR Upload File Text	ORI Listing Report	09/08/2014	Match: KAUFMAN%	09/15/2014
INS REPORT - IMMIGRATIONS AND NATURALIZATION SERVICE	CJIS Applicant Raps	09/08/2014	ori: TX227011Y OLD_APPL_NEW_ER2	10/08/2014
Juvenile Restricted/Unrestricted Report				

# Choose TRN or SID

## Online EDR

<b>SID Number:</b>	<input type="text" value="07777777"/>
<b>TRN Number:</b>	<input type="text" value="123456789X"/>
<b>TRS Code:</b>	<input type="text" value="▼"/>

**Search**

**Reset**

**Add TRS**

If you are having problems click [here](#) to refresh the page.

# Choose TRN or SID

## Online EDR

<b>SID Number:</b> 07777777	<b>Name:</b> DOE,JANE
<b>TRN Number:</b> 3039000039	<b>Sex:</b> F
<b>TRS Code:</b>	<b>Race:</b> B
<b>Search</b>	<b>DOB:</b> 01/01/1950
	<b>JUV:</b>

If you are having problems click [here](#) to refresh the page.

# Adding Charges on CJIS Site

CJIS    Inbox    Reports    Applicant ▾    EDR ▾    NICS ▾    Latent ▾    Services ▾    Admin ▾



*Texas Department of Public Safety*

## Online EDR

<b>SID Number:</b>	07777777	<b>Name:</b>	D JANE
<b>TRN Number:</b>	3039000039	<b>Sex:</b>	F
<b>TRS Code:</b>	<input type="text" value="Select TRS..."/>	<b>Race:</b>	U
	<input type="text" value="Select TRS..."/> A001 A002	<b>DOB:</b>	01/01/1950
		<b>JUV:</b>	

If you are having problems click [here](#) to refresh the page.

**Add New TRS:**

New TRS:

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(Build: 0.0.1)

# Adding Charges on CJIS Site

CJIS    Inbox    Reports    Applicant ▾    EDR ▾    NICS ▾    Latent ▾    Services ▾    Admin ▾



*Texas Department of Public Safety*

## Online EDR

SID Number:	07777777	Name:	DOE,JANE
TRN Number:	3039000039	Sex:	F
TRS Code:	<input type="text" value="Select TRS..."/>	Race:	U
		DOB:	01/01/1950
		JUV:	

If you are having problems click [here](#)

**Confirm new TRS**

TRS code A003 will be created when a charge, prosecution or court record is added. Click OK to continue.

# Adding Charges on CJIS Site

CJIS    Inbox    Reports    Applicant ▾    EDR ▾    NICS ▾    Latent ▾    Services ▾    Admin ▾



*Texas Department of Public Safety*

## Online EDR

SID Number:	07777777	Name:	DOE,JANE
TRN Number:	3039000039	Sex:	F
TRS Code:	<input type="text" value="Select TRS..."/>	Race:	U
		DOB:	01/01/1950
		JUV:	

# Arrest - Adding Charges

<b>Add Charge</b>		<b>Add Prosecution</b>	<b>Add Court</b>	<b>Modify Arrest</b>
-------------------	--	------------------------	------------------	----------------------

Charge	* = Required Field		
	*Tracking Suffix (TRS):	<input type="text" value="A003"/>	
	Arrest Number (AGN):	<input type="text" value="123456"/>	<input type="text" value="00"/>
	*Offense Numeric (AON):	<input type="text" value="1000000"/>	<input type="text"/>
	Offense Literal (AOL):	<input type="text"/>	<input type="text" value="09"/>
	*Disposition Number (ADN):	<input type="text" value="205"/>	<input type="text"/>
	*Referred Prosecutor (REF):	<input type="text" value="TX000000A"/>	<input type="text"/>

**Notification:**

**Please correct the following:**

- OCA - REJECT - OCA/ IS MANDATORY
- TRS - REJECT - TRS/D002 IS INVALID
- ADN - REJECT - ADN/ IS MANDATORY
- GOC - REJECT - GOC/ IS INVALID - MISMATCH WITH PROSECUTION GOC/C
- AON - REJECT - AON/ IS MANDATORY
- LDA - REJECT - LDA/ IS MANDATORY
- REF - REJECT - REF/ IS MANDATORY
- ADA - REJECT - ADA/ IS MANDATORY

<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
---------------------------------------	---------------------------------------

# Arrest - Adding Charges

**Add Charge**    **Add Prosecution**    **Add Court**    **Modify Arrest**

Charge	<b>* = Required Field</b>					
	<b>*Tracking Suffix (TRS):</b>	<input type="text" value="A003"/>				
	<b>Arrest Number (AGN):</b>	<input type="text" value="123456"/>	<b>*Case Number (OCA):</b>	<input type="text" value="5555"/>	<b>*Agency (ORI):</b>	<input type="text" value="TX0000000"/>
	<b>*Offense Numeric (AON):</b>	<input type="text" value="00000001"/>	<b>Domestic Violence (DMV):</b>	<input type="text" value="N"/>	<b>General Offense Code (GOC):</b>	<input type="text" value="A"/>
	<b>Offense Literal (AOL):</b>	<input type="text"/>	<b>*Level and Degree (LDA):</b>	<input type="text"/>	<b>Offense Date (ODA):</b>	<input type="text" value="01/12/2009"/>
	<b>*Disposition Number (ADN):</b>	<input type="text" value="205"/>	<b>*Disposition Date (ADA):</b>	<input type="text"/>	<b>Disposition Literal (ADL):</b>	<input type="text"/>
	<b>*Referred Prosecutor (REF):</b>	<input type="text" value="TX000000A"/>				

**Notification:**  
MR2 submission successful.

# Arrest - Corrections

## For correcting Offense Information Only

(you can't modify if Prosecutor or Court data are present)

Add Prosecution	Add Court	Modify Arrest
-----------------	-----------	---------------

Arrest	DOE:	11/04/2003	DLU:	12/01/2009	
	DOA:	04/21/2001	SEQ:	A	TRN: 5555555555
	STS:	A	JUV:		WPN:
	NAM:	TEST,RECORD	ADS:		CTY:
	STA:		ZIP:		CTN:
	ORI:	TX0430100	HAZ:	Y	CMV: Y
	LIC:		LIS:		LIY:

Charge	Arresting Agency (ORI):	TX0430100	Arrest Number (AGN):		Case Number (OCA):	X
	Tracking Suffix (TRS):	A002	General Offense Code (GOC):		Domestic Violence (DMV):	N
	Offense Numeric (ADN):	54990068	Offense (OFF):	DRIVING W/VIOL FIN RESP ACCIDENT SBI/DEATH	Offense Literal (AOL):	
	Statute Citation (CIT):	TRC 521.457(f-2)	Level and Degree (LDA):	MB	Date of Offense (DOO):	
	Disposition Number (ADN):	207	Disposition Date (ADA):	11/25/2009	Disposition Literal (ADD):	
	Referred Prosecutor (REF):	TX043015A				

# Arrest - Corrections

## For correcting Offense Information Only

(you can't modify if Prosecutor or Court data are present)

<b>* = Required Field</b>				
<b>*Tracking Suffix (TRS):</b>	<input type="text" value="A002"/>			
<b>Arrest Number (AGN):</b>	<input type="text"/>	<b>*Case Number (OCA):</b>	<input type="text" value="X"/>	
<b>*Offense Numeric (AON):</b>	<input type="text" value="94990068"/>	<b>Domestic Violence (DMV):</b>	<input type="text" value="N"/>	
<b>General Offense Code (GOC):</b>	<input type="text"/>	<b>Offense Literal (AOL):</b>	<input type="text"/>	
<b>Date of Offense (DOO):</b>	<input type="text"/>	<b>*Disposition Number (ADN):</b>	<input type="text" value="205"/>	
<b>Disposition Literal (ADD):</b>	<input type="text"/>	<b>*Referred Pros (REF):</b>	<input type="text"/>	
<b>*Agency (ORI):</b>	<input type="text" value="TX0000000"/>		<b>Victim's Age (VIC):</b>	<input type="text"/>
<b>*Level and Degree (LDA):</b>	<input type="text" value="MB"/>			
<b>*Disposition Date (ADA):</b>	<input type="text" value="11/25/2009"/>			

Submit Cancel

**Notification:**  
MR2 submission successful.  
OK

<b>Arresting Agency (ORI):</b>	TX0430100	<b>Arrest Number:</b>		<b>Case Number (OCA):</b>	X
<b>Tracking Suffix (TRS):</b>	A002	<b>General Offense Code (GOC):</b>		<b>Domestic Violence (DMV):</b>	N
<b>Offense Numeric (AON):</b>	54990068	<b>Offense (OFF):</b>	DRIVING W/VIOL FIN RESP ACCIDENT SBI/DEATH	<b>Offense Literal (AOL):</b>	
<b>Statute Citation (CIT):</b>	TRC 521.457(f-2)	<b>Level and Degree (LDA):</b>	MB	<b>Date of Offense (DOO):</b>	
<b>Disposition Number (ADN):</b>	207	<b>Disposition Date (ADA):</b>	11/25/2009	<b>Disposition Literal (ADD):</b>	
<b>Referred Prosecutor (REF):</b>	TX043015A				

# Prosecutor - Accepting a Charge

CJIS    Inbox    Reports    Applicant ▾    EDR ▾    NICS ▾    Latent ▾    Services ▾    Admin ▾



**Texas Department of Public Safety**

## Online EDR

SID Number:	07777777	Name:	DOE,JANE
TRN Number:	3039000039	Sex:	F
TRS Code:	<input type="text" value="Select TRS..."/>	Race:	U
		DOB:	01/01/1950
		JUV:	

# Prosecutor - Accepting a Charge

Prosecution	(* = Required Field)		
	*Prosecutor (ORI):	TX000000	Date: 01/12/2009
	General Offense (GOC):	A	Case: 00000001
	Offense Literal (POL):		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

**Notification:**

**Please correct the following:**

- OCA - REJECT - OCA/ IS MANDATORY
- TRS - REJECT - TRS/D002 IS INVALID
- ADN - REJECT - ADN/ IS MANDATORY
- GOC - REJECT - GOC/ IS INVALID - MISMATCH WITH PROSECUTION GOC/C
- AON - REJECT - AON/ IS MANDATORY
- LDA - REJECT - LDA/ IS MANDATORY
- REF - REJECT - REF/ IS MANDATORY
- ADA - REJECT - ADA/ IS MANDATORY

# Prosecutor - Added Charges, Re-Indictments or Re-Files

CJIS    Inbox    Reports    Applicant ▾    EDR ▾    NICS ▾    Latent ▾    Services ▾    Admin ▾



*Texas Department of Public Safety*

## Online EDR

SID Number:	07777777	Name:	DOE,JANE
TRN Number:	3039000039	Sex:	F
TRS Code:	<input type="text" value="Select TRS..."/>	Race:	U
		DOB:	01/01/1950
		JUV:	

**Add New TRS:**

New TRS:

# Prosecutor - Added Charges, Re-Indictments or Re-Files

CJIS    Inbox    Reports    Applicant ▾    EDR ▾    NICS ▾    Latent ▾    Services ▾    Admin ▾



*Texas Department of Public Safety*

## Online EDR

<b>SID Number:</b>	07777777	<b>Name:</b>	DOE,JANE
<b>TRN Number:</b>	3039000039	<b>Sex:</b>	F
<b>TRS Code:</b>	<input type="text" value="Select TRS..."/>	<b>Race:</b>	U
		<b>DOB:</b>	01/01/1950
		<b>JUV:</b>	



### Confirm new TRS

TRS code C001 will be created when a charge, prosecution or court record is added. Click OK to continue.

# Prosecutor - Added Charges, Re-Indictments or Re-Files

CJIS    Inbox    Reports    Applicant ▾    EDR ▾    NICS ▾    Latent ▾    Services ▾    Admin ▾



*Texas Department of Public Safety*

## Online EDR

<b>SID Number:</b>	07777777	<b>Name:</b>	DOE,JANE
<b>TRN Number:</b>	3039000039	<b>Sex:</b>	F
<b>TRS Code:</b>	<input type="text" value="C001"/>	<b>Race:</b>	U
		<b>DOB:</b>	01/01/1950
		<b>JUV:</b>	



# Prosecutor - Added Charges, Re-Indictments or Re-Files

Prosecution

(\* = Required Field)

\*Prosecutor (ORI): TX000000A

General Offense (GOC): A

Offense Literal (POL):

Submit Cancel

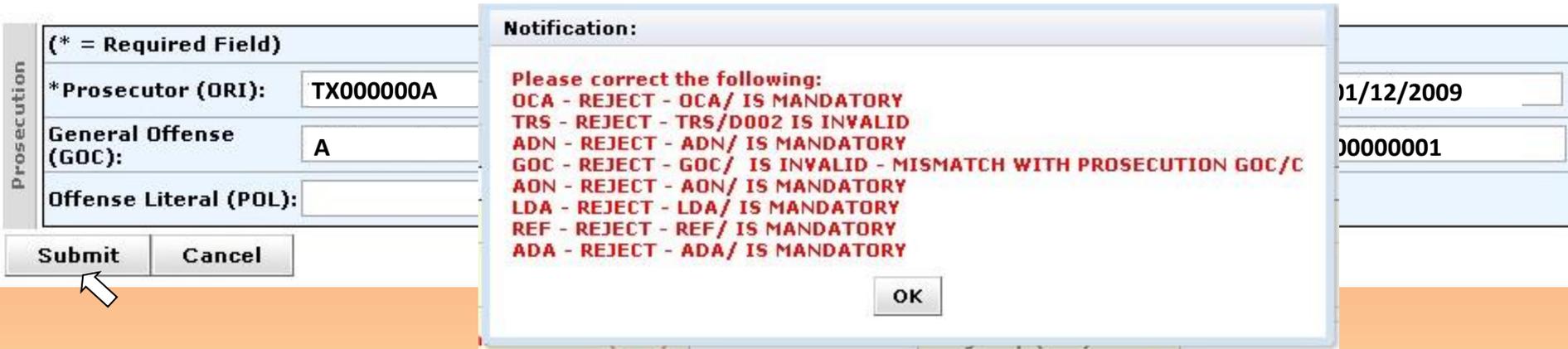
Notification:

Please correct the following:  
OCA - REJECT - OCA/ IS MANDATORY  
TRS - REJECT - TRS/D002 IS INVALID  
ADN - REJECT - ADN/ IS MANDATORY  
GOC - REJECT - GOC/ IS INVALID - MISMATCH WITH PROSECUTION GOC/C  
AON - REJECT - AON/ IS MANDATORY  
LDA - REJECT - LDA/ IS MANDATORY  
REF - REJECT - REF/ IS MANDATORY  
ADA - REJECT - ADA/ IS MANDATORY

OK

01/12/2009

00000001



# Court - Dismissal

(\* = Required Field)

* Court (ORI):	TX000000J	Cause Number (CAU):	M090001	General Offense (GOC):	A
Domestic Violence (DMV):	N	*Offense Code (CON):	00000001		
Offense Literal (COL):		*Level & Degree (LDC):	FS		
*Final Plea (FPO):	N	*Court Disp. Date (CDD):	01/20/2010	Sentence Date (DOS):	

* Court Disposition (CDN):	305	Y	M	D	Life	Death
Sent. Susp. Time (CSS):						
Sentence Suspended Fine (CSF):						
Provision Literal (CPL):						
Status During Appeal (DDA):						

**Notification:**

Please correct the following:

- OCA - REJECT - OCA/ IS MANDATORY
- TRS - REJECT - TRS/D002 IS INVALID
- ADN - REJECT - ADN/ IS MANDATORY
- GOC - REJECT - GOC/ IS INVALID - MISMATCH WITH PROSECUTION GOC/C
- AON - REJECT - AON/ IS MANDATORY
- LDA - REJECT - LDA/ IS MANDATORY
- REF - REJECT - REF/ IS MANDATORY
- ADA - REJECT - ADA/ IS MANDATORY

OK

Beginning Date of Suspension:		Ending Date of Suspension:		Drug Education Completed:	
Education Required:		Education Waived:		DWI Education Completed:	
Repeat Offender Required:		Repeat Offender Completed:			

Court Status

Submit Cancel

# Juvenile Pre-Adjudication/Court - Deferred Prosecution

(\* = Required Field)

\* Court (ORI): TX000000G Cause Number (CAU): General Offense (GOC): A

Domestic Violence (DMV): N Victim's Age (VIC): \*Offense Code (CON): 00000001

Offense Literal (COL): MA

\*Final Plea (FPD): A

\*Pre/Juvenile Provision(PAN/JAN): 619

Sent. Susp. Time (CSS):

Sentence Suspended Fine (CSF):

Provision Literal (CPL): Agency Receiving Custody (ARC): Appeal Date (DCA):

Status During Appeal (DDA): Result of Appeal (FCD):

DIC ONLY

Beginning Date of Suspension: Ending Date of Suspension: Drug Education Completed:

Education Required: Education Waived: DWI Education Completed:

Repeat Offender Required: Repeat Offender Completed:

Submit Cancel

**Notification:**

Please correct the following:  
 OCA - REJECT - OCA/ IS MANDATORY  
 TRS - REJECT - TRS/D002 IS INVALID  
 ADN - REJECT - ADN/ IS MANDATORY  
 GOC - REJECT - GOC/ IS INVALID - MISMATCH WITH PROSECUTION GOC/C  
 AON - REJECT  
 LDA - REJECT  
 REF - REJECT  
 ADA - REJECT

**Notification:**

ER4 Submission Successful

OK

# Juvenile Pre-Adjudication/Court – Dismissed Deferred Prosecution

(\* = Required Field)

* Court (ORI):	TX000000G	Cause Number (CAU):		General Offense (GOC):	A
Domestic Violence (DMV):	N	Victim's Age (VIC):		*Offense Code (CON):	00000001
Offense Literal (COL):		*Level & Degree (LDC):	MA		
*Final Plea (FPO):	A			OS):	06/01/2010
*Pre/Juvenile Provision(PAN/JAN):	635			<input type="checkbox"/> Y <input type="checkbox"/> M <input type="checkbox"/> D	
Sent. Susp. Time (CSS):				<input type="checkbox"/> Life <input type="checkbox"/> Death	
Sentence Suspended Fine (CSF):					619
Provision Literal (CPL):					
Status During Appeal (DDA):		(FLD):			

**Notification:**

Please correct the following:  
 OCA - REJECT - OCA/ IS MANDATORY  
 TRS - REJECT - TRS/DOO  
 ADN - REJECT - ADN/ IS  
 GOC - REJECT - GOC/ IS  
 AON - REJECT - AON/ IS  
 LDA - REJECT - LDA/ IS  
 REF - REJECT - REF/ IS  
 ADA - REJECT - ADA/ IS

**ROSECUTION GOC/C**

ER4 Submission Successful

OK

DIC ONLY

Beginning Date of Suspension:		Ending Date of Suspension:		Drug Education Completed:	
Education Required:		Education Waived:		DWI Education Completed:	
Repeat Offender Required:		Repeat Offender Completed:			

Submit    Cancel

# Juvenile Programs

Court Status

<b>Court Sequence (CSC):</b>	a	<b>Date Entered (DOE):</b>	06/27/2008	<b>Last Updated (DLU):</b>	06/27/2008
<b>Court (ORI):</b>	TX155023G	<b>Cause Number (CAU):</b>		<b>General Offense Code (GOC):</b>	S
<b>Domestic Violence (DMV):</b>		<b>Victim's Age (VIC):</b>		<b>Court Offense (CON):</b>	10080000
<b>Offense (OFF):</b>	ABDUCT-NO RANSOM OR ASSLT	<b>Offense Literal (COL):</b>	TEST	<b>Statute Citation (CIT):</b>	
<b>Level &amp; Degree (LDC):</b>	MA	<b>Final Plea (FPO):</b>	U	<b>Adjudication Date (CDD):</b>	06/29/1997
<b>Sentence Date (DOS):</b>	09/02/1997	<b>Pre/Juvenile Provision(PAN/JAN):</b>	619	<b>Court Cost (CST):</b>	
<b>Court Confinement (CMT):</b>		<b>Sentence Suspended Time (CSS):</b>		<b>Court Probation (CPR):</b>	6M
<b>Court Fine (CFN):</b>		<b>Sentence Suspended Fine (CSF):</b>		<b>Multiple Sentences (MCC):</b>	
<b>Court Disposition Provision (JDN):</b>		<b>Provision Literal (CPL):</b>		<b>Agency Receiving Custody (ARC):</b>	
<b>Appeal Date (DCA):</b>		<b>Status During Appeal (DDA):</b>		<b>Result of Appeal (FCD):</b>	



Add Program

# Juvenile Programs

**Program**

(\* = Required Field)

\*Program Type (COD):

\*Program Description (T):

My County Alcohol Treatment

Submit Cancel

A04 - A04  
A01 - A01  
A02 - A02  
A03 - A03  
A04 - A04  
A05 - A05  
A06 - A06  
A07 - A07  
A08 - A08  
A09 - A09

**Notification:**

ER4J Submission Successful

OK

# Name Base Disposition

CJIS

Inbox

Reports

Applicant

EDR

NICS

Latent

Services

Admin

JAMES MCELROY



Texas Department of Public Safety

Public Safety

- Upload
- Download
- Online
- EDR County Setup
- NBD Online
- EDR User Guide (PDF)
- Online NBD User Guide (DOC)

## Inbox All Reports

Mark All Reports Read

Archive All Reports

View: [Read](#) [Unread](#) **All** | [Current](#) [Archived](#) [All](#)

Show Report Type	Name	Date	Description	Delete Date	View	Format	Archive
	<b>All</b> <a href="#">County Completeness Report</a> <a href="#">County ER3/ER4 submissions</a> <a href="#">CJIS Applicant Raps</a> <a href="#">Full County Open and Closed Offense Report</a> <a href="#">INS REPORT - IMMIGRATIONS AND NATURALIZATION SERVICE</a> <a href="#">Juvenile Restricted/Unrestricted Report</a> <a href="#">List NICS Batch Items</a> <a href="#">List NICS Batches</a> <a href="#">Open Offense Report</a> <a href="#">ORI Listing Report</a> <a href="#">User Statistics Report</a> <a href="#">User Statistics Report by Entity</a>	<b>Juvenile Restricted/Unrestricted Report</b>	02/05/2016	END_DAT: 2016-02-04 County: BEXAR BEG_DAT: 2016-02-04	03/05/2016	<a href="#">view</a>	CSV Notice PDF
	<b>Juvenile Restricted/Unrestricted Report</b>	02/04/2016	END_DAT: 2016-02-03 County: ANGELINA BEG_DAT: 2016-02-03	03/04/2016	<a href="#">view</a>	CSV Notice PDF	<a href="#">archive</a>
	ORI Listing Report	02/03/2016	Match: %RAINS%	02/10/2016	<a href="#">view</a>	CSV PDF	<a href="#">archive</a>
	ORI Listing Report	02/03/2016	Match: JEFFERSON%	02/10/2016	<a href="#">view</a>	CSV PDF	<a href="#">archive</a>
	<b>Juvenile Restricted/Unrestricted Report</b>	02/03/2016	END_DAT: 2016-02-02 County: SMITH BEG_DAT: 2016-02-02	03/03/2016	<a href="#">view</a>	CSV Notice PDF	<a href="#">archive</a>
	<b>Juvenile Restricted/Unrestricted Report</b>	02/02/2016	END_DAT: 2016-02-01 County: TRAVIS BEG_DAT: 2016-	03/02/2016	<a href="#">view</a>	CSV Notice PDF	<a href="#">archive</a>

# Name Base Disposition



### Search Name Based Disposition Worklist

SID Number

Name

Date of Birth

SOUNDEX

2 Year Range

Tracking Number



Tracking Suffix

County

Date From

Date To

- ANDERSON
- ANDREWS
- ANGELINA
- ARANSAS
- ARCHER
- ARMSTRONG
- ATASCOSA
- AUSTIN
- BAILEY
- BANDERA
- BASTROP
- BAYLOR
- BEE
- BELL
- BEXAR**
- BLANCO
- BORDEN
- BOSQUE
- BOWIE
- BRAZORIA
- BRAZOS
- BREWSTER
- BRISCOE
- BROOKS
- BROWN
- BURLESON
- BURNET
- CALDWELL

# Name Base Disposition

## Search Name Based Disposition Worklist

SID Number

Name

Date of Birth

SOUNDEX

2 Year Range

Tracking Number

Tracking Suffix

County

 ▾

Date From

Date To

Search Reset



6016 result(s)

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- ...
- 240
- 241

Status	Edit/View	Mke ▾	Activity Time ▾	County Mnemonic ▾	Sid Number ▾	Name ▾	Date Of Birth ▾	Tracking Number ▾	Tracking Suffix ▾	Transaction ▾
OPEN		ER3	Dec 30, 2004	0F#Z	00589487			9022496651	A001	CCHT0F#Z199707020699400 ER3 02521997070209022496651A12101996A001TX015025A00000000/
OPEN		ER3	Dec 30, 2004	0F#Z	00546545			9022446727	A001	CCHT0F#Z199707020452600 ER3 02521997070209022446727A04221997A001TX015025A00000000/
OPEN		ER3	Dec 30, 2004	0F#Z	00249859			9005298561	A001	CCHT0F#Z199707012477600 ER3 02521997070109005298561A09041994A001TX015025A00000000/
OPEN		ER3	Dec 30, 2004	0F#Z	00250285			9005041544	A001	CCHT0F#Z199706300562600 ER3 02521997063009005041544A02021994A001TX015025A00000000/
CLOSED		ER3	Dec 30, 2004	0F#Z	00250285			9022439844	A001	CCHT0F#Z199707020420300 ER3 02521997070209022439844A10081996A001TX015025A00000000/

# Name Base Disposition



*Texas Department of Public Safety*

## Edit NBD Transaction

Skip    Close

<b>MKE</b>	<b>NAME</b>	<b>DPS</b>	<b>TRN</b>	<b>TRS</b>
ER3	<input type="text"/>	00589488	9022496651	A001
<input type="button" value="Re-Submit"/>				

### PROSECUTION

<b>DOE:</b> 2004-12-30	<b>DLU:</b> 2004-12-30	<b>ORI:</b> TX015025A	<b>ACT:</b>	<b>PAF:</b> A
<b>PON:</b> 54040009	<b>VIC:</b>	<b>DMV:</b>	<b>GOC:</b>	
<b>LDP:</b> MB	<b>POL:</b>			
<b>CIT:</b> PC 49.04				

# Name Base Disposition



*Texas Department of Public Safety*

Transaction was resubmitted.



## Search Name Based Disposition Worklist

SID Number

Name

Date of Birth

SOUNDEX

2 Year Range

Tracking Number

Tracking Suffix

CDC

Date From

Date To

Search

Reset

# Name Base Disposition



## Texas Department of Public Safety

The transaction was resubmitted but failed for the following reason(s):

- REJECT - INDV AND TRN NOT FOUND

Skip    Close

MKE	NAME	DPS	TRN	TRS
ER3		00589488	9022496651	A001

Re-Submit

### PROSECUTION

<b>DOE:</b> 2004-12-30	<b>DLU:</b> 2004-12-30	<b>ORI:</b> TX015025A	<b>ACT:</b>	<b>PAF:</b> A
<b>PON:</b> 54040009	<b>VIC:</b>	<b>DMV:</b>	<b>GOC:</b>	
<b>LDP:</b> MB	<b>POL:</b>			
<b>CIT:</b> PC 49.04				

# Name Base Disposition



## Texas Department of Public Safety

Manually Close NBD Worklist Item

### Edit NBD Transactio

Reason for Closing\*

Cancel

Close Item

Close Item and Continue

Skip

Close

MKE

NAME

TRN

TRS

ER3

00589487

9022496651

A001

Re-Submit

### PROSECUTION

<b>DOE:</b> 2004-12-30	<b>DLU:</b> 2004-12-30	<b>ORI:</b> TX015025A	<b>ACT:</b>	<b>PAF:</b> A
<b>PON:</b> 54040009	<b>VIC:</b>	<b>DMV:</b>	<b>GOC:</b>	
<b>LDP:</b> MB	<b>POL:</b>			
<b>CIT:</b> PC 49.04				

# Name Base Disposition

CJIS UAT

Inbox ▾

Reports

Applicant ▾

EDR ▾

NICS ▾

Latent ▾

Services ▾

Admin ▾

JAMES MCELROY ▾



*Texas Department of Public Safety*

## Edit NBD Transaction

This CJIS NBD Work Item has been closed.

Closed by: JAMES.MCELROY@DPS.TEXAS.GOV

Closed time: 02/05/2016 at 03:08:46 PM

Reason: Reason Example

[Return to Search](#)

© 2012 Texas Department of Public Safety - CJIS (Build: 0.0.1)

# Name Base Disposition



## Texas Department of Public Safety

### Edit NBD Transaction

Skip    Close

<b>MKE</b> ER3	<b>NAME</b> 	<b>DPS</b> 00589487	<b>TRN</b> 9022496651	<b>TRS</b> A001
-------------------	-----------------	------------------------	--------------------------	--------------------

Re-Submit

#### PROSECUTION

<b>DOE:</b> 2004-12-30	<b>DLU:</b> 2004-12-30	<b>ORI:</b> TX015025A	<b>ACT:</b>	<b>PAF:</b> A
<b>PON:</b> 54040009	<b>VIC:</b>	<b>DMV:</b>	<b>GOC:</b>	
<b>LDP:</b> MB	<b>POL:</b>			
<b>CIT:</b> PC 49.04				

# National Instant Criminal Background Check System



Texas Department of Public Safety

Safety

- Enter Individual Report
- Enter Zero Report
- Search
- Upload
- Worklist
- NCIS Reporting Compliance

## Inbox All Reports

View: [Read](#) [Unread](#) **All** | [Current](#) [Archived](#) [All](#)

Show Report Type	Name ↕	Date ↕	Description ↕	Delete
<p><b>All</b></p> <ul style="list-style-type: none"> <li><a href="#">Activity Notification</a></li> <li><a href="#">County Completeness Report</a></li> <li><a href="#">County ER3/ER4 submissions</a></li> <li><a href="#">CJIS Applicant Raps</a></li> <li><a href="#">EDR Upload File Text</a></li> <li><a href="#">INS REPORT - IMMIGRATIONS AND NATURALIZATION SERVICE</a></li> <li><a href="#">Juvenile Restricted/Unrestricted Report</a></li> <li><a href="#">List NICS Batch Items</a></li> <li><a href="#">NICS ORI Compliance</a></li> <li><a href="#">NICS Zero Activity Transaction Report</a></li> <li><a href="#">Offense Code Listing</a></li> <li><a href="#">Open Offense Report</a></li> <li><a href="#">ORI Listing Report</a></li> </ul>	ORI Listing Report	09/09/2014	Match: MIDLAND%	09/16/2
	CJIS Applicant Raps	09/09/2014	ori: TX227011Y OLD_APPL_NEW_ER2	10/09/2
	Juvenile Restricted/Unrestricted Report	09/09/2014	END_DAT: 2014-09-08 County: EL PASO BEG_DAT: 2014-09-08	10/09/2
	Offense Code Listing	09/08/2014	Match: %ORGANIZE%	09/15/2
	Offense Code Listing	09/08/2014	Match: ORGANIZED%	09/15/2
	ORI Listing Report	09/08/2014	Match: KAUFMAN%	09/15/2
	CJIS Applicant Raps	09/08/2014	ori: TX227011Y OLD_APPL_NEW_ER2	10/08/2
	Juvenile Restricted/Unrestricted Report	09/08/2014	END_DAT: 2014-09-07 County: HARRIS BEG_DAT: 2014-09-07	10/08/2
	CJIS Applicant Raps	09/07/2014	ori: TX227011Y OLD_APPL_NEW_ER2	10/07/2
	Juvenile Restricted/Unrestricted Report	09/07/2014	END_DAT: 2014-09-06 County: MATAGORDA BEG_DAT: 2014-09-06	10/07/2

# Individual Report



## Texas Department of Public Safety

### CJIS NICS: Mental Health/Guardianship Cases

Agency (ORI)

TX2270000

Required

Case Number (OCA)

OCA1234

Required

Case Type

1 - Involuntary inpatient mental commitment (HSC, Ch. 574)

- 1 - Involuntary inpatient mental commitment (HSC, Ch. 574)
- 2 - NGRI (CCP, Ch. 46C and the former Art. 46.03)
- 3 - Mental retardation commitment (HSC, Sec. 593.052)
- 4 - Guardianship (Probate Code, Ch. XIII)
- 5 - Incompetent to stand trial (CCP, Ch. 46B and the former Art. 46.02)

Required

Court Date

01/01/2011

Required

First Name

Test

Required

Suffix

Date of Birth (DOB)

09/24/1974

Required

Sex

M

Required

Race

B

Required

SID

Social Security (SOC)

XXX-XX-XXXX

Driver's License (OPR)

ex. TX0000000

Enter

Reset

# Zero Report



## Texas Department of Public Safety

### CJIS NICS: Enter Zero Report for Month

ORI

Required

#### Report Period

Month (MM)

Year (YYYY)



# NICS Search



## Texas Department of Public Safety

### CJIS NICS: Search

First Name:

Middle Name:

Last Name:

Suffix:

Agency (ORI):

Case Number (OCA):

Begin Court Date:

End Court Date:

Search

Reset

Any pending status will be handled by DPS

There is no data to display.

# NICS Modify/Cancel

## CJIS NICS: ACTIVE

<b>Texas ID (ARI):</b> <input type="text" value="TX1250781"/>	<b>National ID (NRI):</b> <input type="text" value="1705296561"/>	<b>Court Date:</b> <input type="text" value="08/05/2014"/>
<b>Agency (ORI):</b> <input type="text" value="TX923542Z"/>	<b>Case Number (OCA):</b> <input type="text" value="2014MH2608"/>	<b>Case Type:</b> <input type="text" value="1"/>
<b>First Name:</b> <input type="text" value="HELEN"/>	<b>Middle Name:</b> <input type="text"/>	<b>Last Name:</b> <input type="text" value="TEST"/>
<b>Date of Birth:</b> <input type="text" value="07/28/1947"/>	<b>Sex:</b> <input type="text" value="F"/>	<b>Race:</b> <input type="text" value="W"/>
<b>SID:</b> <input type="text"/>	<b>Social Security (SOC):</b> <input type="text" value="123456789"/>	<b>Driver's License (OPR):</b> <input type="text"/>
<b>Entry Date:</b> <input type="text" value="08/06/2014"/>	<b>Cancel Date:</b> <input type="text"/>	

- [Cancel Record](#)
- [Modify Record](#)
- [Return to Search Results](#)
- [Enter Individual Record](#)
- [View/Hide Transactions](#)

Entry Date	Court Date	ARI	OCA	Name	DOB	Sex	Race	Cancel Date	Nics Status	Last Transaction Pending	Details
04/24/2013	04/23/2013	TX1230877	2013MH1045	TEST,HELEN	07/28/1947	F	W		ACTIVE		<a href="#">Details</a>
08/06/2014	08/05/2014	TX1250781	2014MH2608	TEST,HELEN	07/28/1947	F	W	11/16/2015	CANCEL		<a href="#">Details</a>
12/08/2011	11/30/0002	TX1181479	256	TEST,TEST TEST	01/01/1989	F	U		ACTIVE		<a href="#">Details</a>

# Mugshots



Texas Department of Public Safety

- Mugbook Search
- Facial Search
- Lineup
- Activity Notifications

## Inbox All Reports

[View new Inbox](#)

[Mark All Reports Read](#)  
[Archive All Reports](#)

View: [Read](#) [Unread](#) **All** | [Current](#) [Archived](#) All

### Show Report Type

- All
- Open Offense Report
- ORI Listing Report
- Court Transaction Error Report
- Full County Open and Closed Offense Report
- County Completeness Report
- EDR Upload History
- Juvenile Restricted/Unrestricted Report
- County ER3/ER4 submissions
- EDR Upload File Text
- List NICS Batch Items
- INS REPORT - IMMIGRATIONS AND NATURALIZATION SERVICE
- View File
- FileRequest
- CJIS Applicant Raps
- User Statistics Report by Entity
- Monthly User Statistics Report
- User Statistics Report by Entity
- User Statistics Report
- County Dispositions over 30 Days Old - Detail

Name ⌵	Date ⌵	Description ⌵	Delete Date ⌵	View	Format	Archive
<b>Juvenile Restricted/Unrestricted Report</b>	09/19/2016	END_DAT: 2016-09-18 BEG_DAT: 2016-09-18 County: BURNET	10/19/2016	<a href="#">view</a>	CSV Notice PDF	<a href="#">archive</a>
<b>Juvenile Restricted/Unrestricted Report</b>	09/18/2016	END_DAT: 2016-09-17 BEG_DAT: 2016-09-17 County: BASTROP	10/18/2016	<a href="#">view</a>	CSV Notice PDF	<a href="#">archive</a>
<b>Juvenile Restricted/Unrestricted Report</b>	09/17/2016	END_DAT: 2016-09-16 BEG_DAT: 2016-09-16 County: BEXAR	10/17/2016	<a href="#">view</a>	CSV Notice PDF	<a href="#">archive</a>
Open Offense Report	09/16/2016	County: BEXAR	09/23/2016	<a href="#">view</a>	CSV	<a href="#">archive</a>

# Mug Book Search

CJIS    Inbox    Reports    Applicant▼    EDR▼    NICS▼    Services▼    Admin▼    Logout (MCELROY,JAMES)



**Texas Department of Public Safety**

## Mugbook

Gender: ▼    Race: ▼    Eye Color: ▼    Hair Color: ▼

Height: ▼    Weight:     Age:

SID:     Name:

# Facial Search



*Texas Department of Public Safety*

## Facial Search

Step 1: Select Base Image

**Upload a JPG/JPEG Image to Begin\***

**ADD PARAMETERS >**

# Lineup



## Texas Department of Public Safety

### Lineup

Please Select a SID or Upload a Suspect Image



Suspect Characteristics:

Potential Matches:

Search by SID:

Search

Reset

Upload Image:

Portrait images work better than landscape.

Select JPG File to Upload:

Browse...

\*Height:  ▾

\*Weight:

\*Age:

\*Sex:  ▾

\*Race:  ▾

Eye Color:  ▾

Hair Color:  ▾

Lineup Candidates:

# Entity Administrator



## Texas Department of Public Safety

### TEST ENTITY - OTHER - TESTCODE001 Entity Agreement

You must agree to the following statement in order to receive administration rights for TEST ENTITY - OTHER - TESTCODE001 . Please review the document and provide your name and driver's license number as an electronic signature.

**DPS Criminal Justice Information System (CJIS) Website User Entity Agreement (Criminal Justice/Law Enforcement)**

1. This document constitutes an agreement between the Texas Department of Public Safety, State Administrator of the Criminal History Record Information, and  
  
**User Entity:** TEST ENTITY  
**User Contact Name:** TEST9 TEST9  
**User Contact Address:**  
**User Contact Email:** TEST@TEST9.COM  
**Phone:**  
  
a criminal justice agency legislatively authorized to retrieve criminal history record information (CHRI) contained in the criminal history database, hereinafter referred to as the User Entity.
2. This Agreement sets forth the duties and responsibilities of the Department of Public Safety and the User Entity.

I acknowledge that I understand above-mentioned law and policy applicable to my access to confidential criminal history record information and I understand their provisions. I further acknowledge that I am required to abide by the provisions of the above-mentioned law and policy.

**Full Name**  **Driver's License #**   
as it appears on your driver's license

**Driver's License State**  **Date** 09/30/2014



# Entity Administrator



Texas Department of Public Safety

- Security Profile
- Subscriber Administration
- Entity Administration**
- Authentication Code Report
- User Agreement Report
- Activity Log
- Access Search
- Report Filters
- CJIS Entities
- Sudo
- Messages
- Search Email History
- Send Email
- Send Files
- Request Files
- DSP Worklist
- Online Help
- Report an Issue
- Deactivate Account
- Entity Administration User Guide (PDF)

## Inbox All Reports

[Mark All Reports Read](#)  
[Archive All Reports](#)

### Show Report Type

- All**
- Activity Notification
  - CURL Background check process
  - EDR ER4 Monthly Pass/Fail
  - FileRequest
  - Forward
  - Full County Open and Closed Offense Report
  - List NICS Batch Items
  - Offense Code Listing
  - Open Offense Report
  - ORI Listing Report
  - Upload History
  - Upload Test

View: Read Unread All

Name	Delete Date	View	Format	Archive
Activity Notification	10/29/2014	<a href="#">view</a>		<a href="#">archive</a>
Activity Notification	10/29/2014	<a href="#">view</a>		<a href="#">archive</a>
Activity Notification	10/29/2014	<a href="#">view</a>		<a href="#">archive</a>
Activity Notification	10/29/2014	<a href="#">view</a>		<a href="#">archive</a>
Activity Notification	10/29/2014	<a href="#">view</a>		<a href="#">archive</a>
Activity Notification	10/29/2014	<a href="#">view</a>		<a href="#">archive</a>
Activity Notification	10/26/2014	<a href="#">view</a>		<a href="#">archive</a>
Activity Notification	10/26/2014	<a href="#">view</a>		<a href="#">archive</a>
Activity Notification	10/26/2014	<a href="#">view</a>		<a href="#">archive</a>
Activity Notification	09/26/2014	<a href="#">view</a>		<a href="#">archive</a>
Activity Notification	09/26/2014	<a href="#">view</a>		<a href="#">archive</a>

# Entity Administrator



*Texas Department of Public Safety*

## CJIS Entity Administration

Your Entities ? [New Entity](#)

Select an Entity to view

[Select](#) [Reset](#)

© 2012 Texas Department of Public Safety - CJIS (Build: 415be464d5c6cb8e)

# Entity Administrator



### CJIS Entity Administration

TESTCODE001 - TEST ENTITY

#### Your Entities ?

Select an Entity to view

Select

Reset

#### TEST ENTITY

ACTIVE

##### Entity Details

Type OTHER	Code TESTCODE001
Start Date 2014-06-08	End Date
Street 111 ONE AVENUE	
City AUSTIN	State TX                      Zipcode 78700

##### Add Users to TEST ENTITY

Existing User

[New User](#)

To add an existing CJIS user to this entity, enter their email below and click "Add User".

User ID

test.test@test.com

Add User

##### Active Users ?

No active users for this entity.

##### Pending Users ?





# Deactivation

TO ALL CJIS SITE USERS:

As part of the Entity Agreement that is required for access to the CJIS Site, it is the responsibility of the Entity's contact person to notify us when your employee has separated from your agency/department and no longer requires access.

Please email us the following information:

Agency/Entity:

User Name:

User Email Address:

Reason: Deactivate the account

You may send this to [cjis@txdps.state.tx.us](mailto:cjis@txdps.state.tx.us)



# Texas Department of Public Safety

CJIS

ES MCELROY ▾

## Deactivate Account

Name

E-mail:

Phone Number:

User ID being deactivated:

Date for deactivating:

Reason for deactivating this account:

Person is leaving, no longer needing access  
[If they are transferring agencies, let them inform us.](#)

Submit

urity Profile

ctivate Account

ut

In

# Questions?

## What if my password doesn't work?

- Verify that your complete User ID is displayed after “You are logging in as...” and the picture and site phrase was what you selected. If it isn't click “Not your name/email” and you will be sent back to the login page.
  - Click on Forgot Password and answer the security question and reset password. If you forgot the answer, click on Forgot Answer and a reset request will be sent.
  - Contact myself or [cjis@txdps.state.tx.us](mailto:cjis@txdps.state.tx.us) and we will reset your password.
- “I can't log in” is going to need more information. Include more detail and what steps was done, this is helpful for us and can help solve the issue if it happens again.
- If you fail to login successfully after the third time you will get locked out. The lock out is temporary and will be locked out for about 10 - 20 minutes. The lockout is for security purposes.

# Questions?

I had an email address change, should I request access for the new address?

**No.** Do not make a new request. Instead, inform us of the change needed and we will update your account. If this is a multi-user address update, add others in your agency and CC them on the email to [cjis@txdps.state.tx.us](mailto:cjis@txdps.state.tx.us)

# Questions?

Why when I login does it display a different image?

A different image is displayed because the complete User ID was not entered. Your first and last name is not your User ID. You must use your complete email address.

# Questions?

Can I make an online correction to the court segment via the CJIS Site?

**No.** All corrections must be faxed to:  
Attention Corrections at 512-424-2476  
and please include your name, and  
contact phone number.

# Questions?

Can I modify the arrest segment via the CJIS Site?

The arresting agency are the only entities allowed to modify (certain fields) the arrest segment. Also, the arrest segment cannot be modified if the prosecutor and/or court segment has been applied to the record.

# Questions?

Why isn't the Add Charge/Prosecution/Court button able to be clicked?

The arresting agency determines what county can report. If your county did not report the arrest, you will not be able to report online. You must report manually.

# Questions?

If there are more technical problems please contact us with the following answers:

What date and about what time did the problem occurred?

Has this worked before?

Does this work with other data?

What OS are you running?

What browser and version are you using.

Send it to [cjis@txdps.state.tx.us](mailto:cjis@txdps.state.tx.us)

# Report an Issue

Your name:

TEST,TEST

Please provide either your e-mail address or a telephone number so that we may respond.

E-mail:

EMAIL@EMAIL.COM

Phone Number:

What is the user code that was used to sign in?:

What date and time did the problem occur?:

Is this the first time you used this functionality or were you able to perform this in the past?:

If the problem encountered involves entering data, does the process you are having a problem with work with other data?:

What operating system are you running? (ex. Windows XP):

What browser and version are you using? (ex. Internet Explorer 8.0):

Has anything changed on your computer recently, software upgrade or installation including antivirus, security patches installed, etc?:

Describe the issue with as much detail as possible, including the steps to reproduce it:

Attach a screenshot or file showing the issue:

Browse...

Submit

Tech

CJIS In



Inf

Sh

All

safety

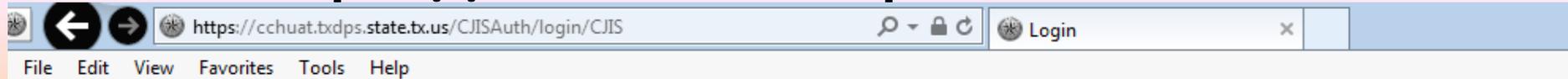
Archived All  
current view.

Public Safety - C

Any new counties who want to participate in the Electronic Disposition Reporting (EDR) must provide at least two weeks' notice for scheduling. Agencies that are adding, changing or multiple vendors need to contact Holly Morris or [GRP\\_CJIS\\_SITE@dps.texas.gov](mailto:GRP_CJIS_SITE@dps.texas.gov) . We need to setup a schedule for testing, get contact information, CJIS Site account information, and update our records. Agencies will need to successfully upload and download 10 prosecutor (ER3) and 10 court (ER4) transactions in test before a production key can be released. Please allow plenty of time for testing.

# CJIS Test Site

# https://cchuat.txdps.state.tx.us



**Texas Department of Public Safety**  
Courtesy ~ Service ~ Protection



Criminal Justice Information System\*\* UAT \*\* - Build  
0.0.1 /cjis/applications/current/tomcat0

## Login

*Usage Policy: This is a secure web site. Users may only access this site with an authorized User ID and password. No person is permitted to use this site using another person's User ID and password.*

User ID

Login

[Request Access](#)

Texas Department of Public Safety  
PO Box 4143 Austin, Texas 78765-4143  
cjis@txdps.state.tx.us  
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**Texas Department of Public Safety**  
Courtesy ~ Service ~ Protection



DPS HOME SERVICES EMPLOYMENT ABOUT US

Select Language

Search DPS

**CJIS and JJIS**

- CJIS & JJIS Home
- CJIS & JJIS Reporting
- CJIS Site**
- DNA Supported Suspected Offender
- Electronic Arrest Reporting (EAR)
- Electronic Disposition Reporting (EDR)
- Mobile ID
- NICS

## CJIS and JJIS Information

### Criminal Justice Information System (CJIS)

During the 71st Regular Session in 1989, the Texas Legislature made sweeping changes in the criminal justice system. House Bill 2335 and Senate Bill 41 created Chapter 60 of the Code of Criminal Procedures (CCP). Chapter 60 outlines and defines the Criminal Justice Information System (CJIS). The Texas Department of Public Safety (DPS) and the Texas Department of Criminal Justice (TDCJ) were called upon to create a comprehensive system that includes relevant data for criminal justice agencies responsible for the arrest, prosecution, adjudication and correction of criminal offenders. In addition, this information provides usable data to support the analyses of criminal justice policy makers and planners.

### Juvenile Justice Information System (JJIS)

During the 74th Regular Session in 1995, the Texas Legislature made extensive changes in the Juvenile Justice System. These changes substantially changed Chapter 58 of the Family Code that outlines and defines the Juvenile Justice Information System (JJIS). The Texas Department of Public Safety (DPS), Texas Youth Commission (TYC), Texas Juvenile Probation Commission (TJPC), Criminal Justice Police Council (CJPC), and juvenile courts created a comprehensive tracking system that includes relevant data for agencies

The **Services** section executes services such as a Lineup creation and Mug Book search. Authorized entities can request criminal history data for research studies. This data will be requested and sent through the CJIS Site to secure the exchange of data. This section also allows users to subscribe to services provided via the CJIS site such as activity notification for a State Identification Number (SID) of interest. Users can request to deactivate account. This portion allows for a mass email notification to be sent to all CJIS Site users to help keep agencies informed of updates, changes, or issues. Under the Report and Issues, agencies can report any issue that is reported directly to the CJIS Site administrator users to research.

The **Admin** section allows users to manage their security profiles. Users can change their password, update their security questions and responses, select a security photo and corresponding phrase.

- ▶ [CCH CJIS Electronic Disposition Reporting Guide \(DOC\) 02-09-2010 version](#)
- ▶ [CCH Transaction Formats \(DOC\) 12-06-2011](#)
- ▶ [CJIS NICS User Guide \(PDF\)](#)
- ▶ [CCH Data Dictionary](#)
- ▶ [CJIS Latent Print Reporting User Guide \(DOC\)](#)
- ▶ [CJIS Name Based Disposition User Guide \(DOC\)](#)



**Note:** links to [PDF] files require [Adobe Reader](#) or another PDF viewer.