CJIS Website Overview

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Electronic Disposition Reporting Coordinator

GRP_CJIS_SITE@dps.texas.gov

WE WILL COVER

- What is Electronic Disposition Reporting (EDR)
- What is the Criminal Justice Information Systems (CJIS) Website Portal
- Access – Apply and Logon
- Functions available on the CJIS Web Portal
- Online Disposition Reporting
- NICS Indices Entry Reporting
- Juvenile Sealing Worklist

WHAT IS EDR?

Electronic Disposition Reporting (EDR) is the means for case disposition information to be reported to the Texas Department of Public Safety (TXDPS) Computerized Criminal History (CCH) repository by Electronic Transmission.

WHAT IS THE CJIS WEBSITE PORTAL?

The Criminal Justice Information System (CJIS) web portal is provided by TXDPS to assist counties in reporting their CCH information and their Federal Firearms cases.

Vendors use this portal for uploading batch files from their software systems.

INTERESTED IN BATCH UPLOADING?

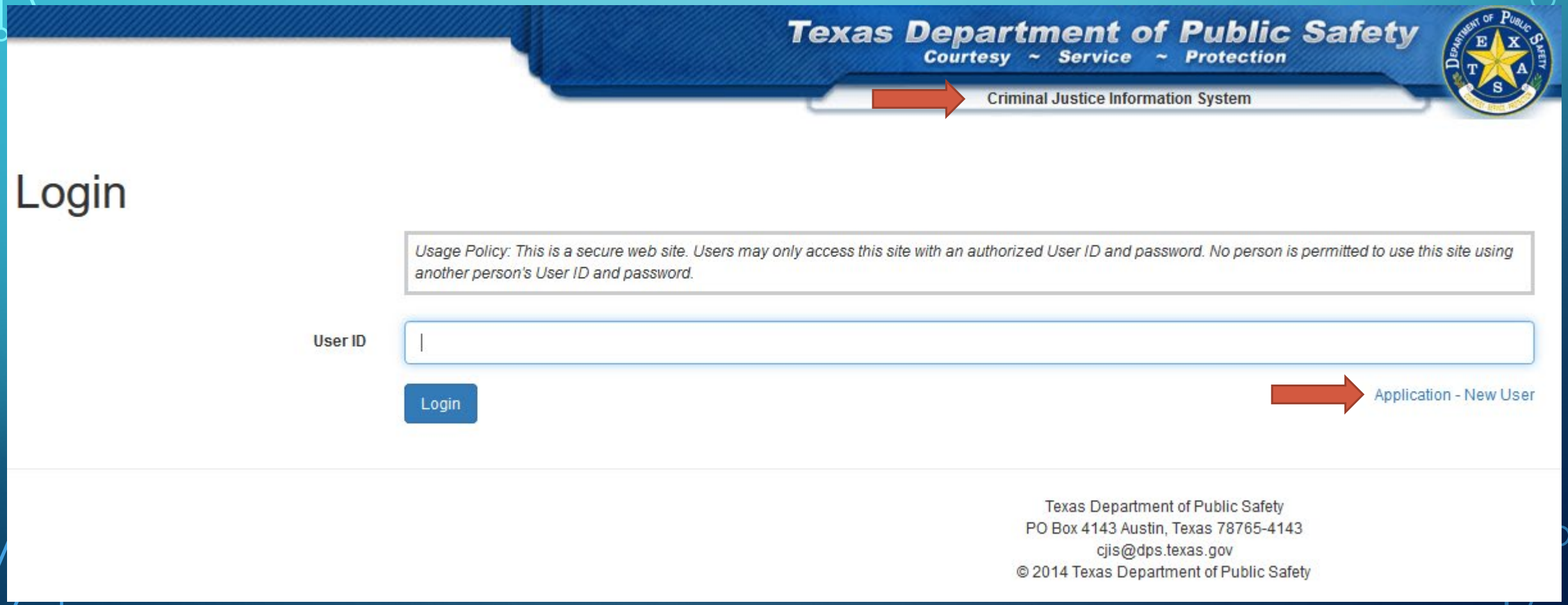
The vendor will contact the EDR Coordinator to initiate the testing and set up for the agency.

A minimum of two weeks is required to complete all testing before a batch uploading system can 'go live'. If any issues occur, the process may take longer.

Vendors will need to successfully upload and download 10 prosecutor (ER3) and 10 court (ER4) transactions in the test environment before approval to 'go live' in the production environment.

Agencies that are adding, changing or have multiple vendors should contact GRP_CJIS_SITE@dps.texas.gov to provide new or changed vendor information. Please send an email if you are changing to report directly online through the portal and will no longer use vendor software.

HTTPS://CCH.DPS.TEXAS.GOV



HTTPS://CCH.DPS.TEXAS.GOV

REQUEST ACCESS SCREEN

Texas Department of Public Safety
Courtesy ~ Service ~ Protection
Criminal Justice Information System

Request Access

Email must be government/office email domain

Return to Login

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

First Name: First Name

Last Name: Last Name

Email: email@email.com

Confirm Email: email@email.com

Phone: 555 555 5555

Office: Agency Name (Include County)

Reason:

Security Check:

- I need access to...
- Add/Modify Arrests
- Report PreAdjudication/Prosecutor/Court Dispositions
- Juvenile Sealings
- Non-Disclosures
- NICS Reporting
- Latent Prints Entry
- Name Based Disposition
- Other/Multiple Reasons (Please clarify)

Law Enforcement Agencies
- Add / Modify Charges; and Run Reports; and Photo Line Ups

Prosecutor
- Online EDR and Run Reports

Courts
- Online EDR, NICS and Run Reports

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

[X] 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 Test,Test
as it appears on your driver's license

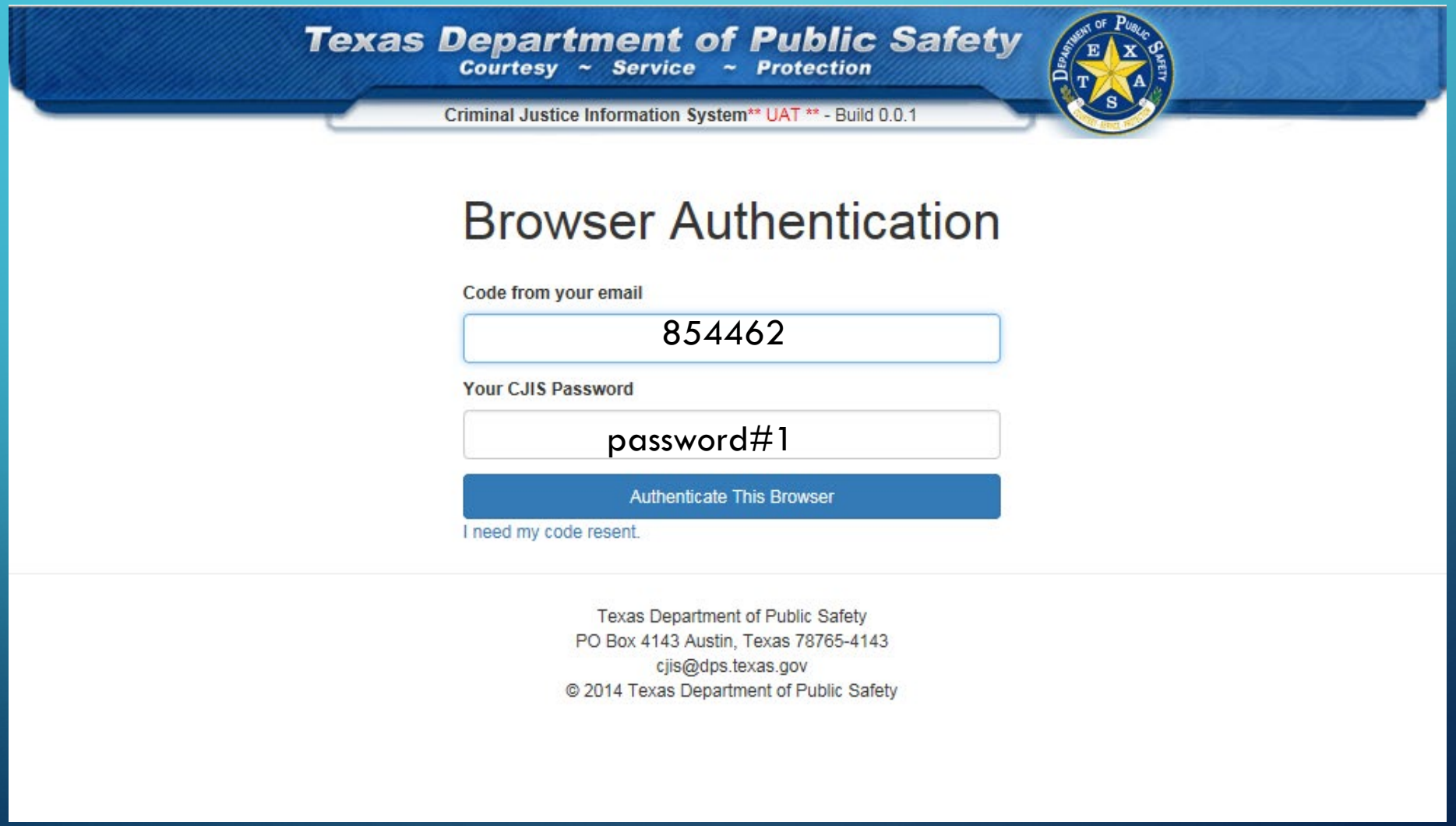
Driver's License # 12345678

Driver's License State TX

Date 09/09/2014

Sign

AUTHENTICATION CODE



FORGOT PASSWORD ACCOUNT INACTIVE

From cjis@dps.texas.gov

From cjis@dps.texas.gov
To EMAIL@EMAIL.COM;
Subject Your CJIS Account has been Activated

Your CJIS account for User ID EMAIL@EMAIL.COM has been re-activated.

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 re-establish your profile.

Please let us know if you have questions or have difficulty signing on. This link will expire tomorrow morning.

Have a nice day!

Thanks,
Cassandra Richey
CJIS Site Administrator

ENTITY ADMIN - 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 GRP_CJIS_SITE@dps.texas.gov

CJIS Inbox Reports Admin Logout (TEST,TEST)

Texas Department of Public Safety

Deactivate Account

Name

TEST,TEST

E-mail:

EMAIL@EMAIL.COM

Phone Number:

User ID being deactivated:

Date for deactivating:

09/10/2014

Reason for deactivating this account:

Person is leaving, no longer needing access

If they are transferring agencies, let them inform us.

Submit

CJIS UAT Inbox Reports Applicant Help CASSANDRA RICHEY

Security Profile
Deactivate Account
Logout

Texas Depar

Inbox All Reports

View: Read Unread **All** | **Current** Archive

Offense Code Listing

Mark All Reports Read
Archive All Reports

CJIS PORTAL FUNCTIONS

CJIS | Inbox | Reports | Applicant | EDR | Mental Health Reporting | Latent | Services | Admin

Inbox All Reports

View: Read Unread **All** | **Current** Archived All

Mark All Reports Read
Archive All Reports

Mental Health/Guardianship Zero Activity Transaction Report
County ER3/ER4 submissions
Offense Code Listing
Latent Print Summary
Court Transaction Monthly Pass/Fail Report
County Combined Completeness Percentage
Mental Health/Guardianship Transaction Report
EDR Return File History
Mental Health/Guardianship County Compliance
Prosecution Transaction Error Report
County Completeness Report
Court Transaction Error Report
Full County Open and Closed Offense Report
List Mental Health/Guardianship Batches
Mental Health/Guardianship ORI Compliance
Statewide Combined Completeness Percentage
Prosecution Transaction Monthly Pass/Fail Report
Open Offense Report
CJIS EDR Statistics

1 2 3

Name	Date	Description	View	Format	Archive
Full County Open and Closed Offense Report	Feb 18, 2020	County: GREGG Begin Date: 2013-01-01 End Date: 2013-12-31	view	CSV PDF	archive
Full County Open and Closed Offense Report	Feb 18, 2020	County: GREGG Begin Date: 2012-01-01 End Date: 2012-12-31	view	CSV PDF	archive
Full County Open and Closed Offense Report	Feb 18, 2020	County: GREGG Begin Date: 2011-01-01 End Date: 2011-12-31	view	CSV PDF	archive
Full County Open and Closed Offense Report	Feb 18, 2020	County: GREGG	view	CSV PDF	archive

EDR ONLINE

CJIS | Inbox | Reports | Applicant | EDR | Mental Health Reporting | Latent | Services | Admin

Texas Dep… Safety

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

Inbox All Repor

View: Read Unread **All** | **Current** Arc…

- Mental Health/Guardianship Zero Activity Transaction Report
- County ER3/ER4 submissions
- Mental Health/Guardianship Statewide Time Period Statistics
- Offense Code Listing
- Latent Print Summary
- User Statistics Report by Entity
- Court Transaction Monthly Pass/Fail Report
- Name Based Disposition Admin Report
- County Combined Completeness Percentage
- Mental Health/Guardianship Transaction Report
- EDR Return File History
- Mental Health/Guardianship County Compliance
- Mental Health/Guardianship Statewide Snapshot
- Prosecution Transaction Error Report
- County Completeness Report
- Court Transaction Error Report

1 2 3 4 5 6 7 8 9 10 11 … 29 30

Name	Date	Description	View
List NICS Batch Items	Mar 3, 2020	Batch ID: [redacted]	view
List Mental Health/Guardianship Batches	Mar 3, 2020	County: [redacted]	view
Mental Health/Guardianship Transaction Report	Mar 3, 2020	County: [redacted] Begin Date: 2020-02-23 End Date: 2020-03-03	view
County Dispositions over 37 Days Old - Detail	Mar 1, 2020		view

FIND THE RECORD/CASE

Online EDR

SID Number: 07777777

TRN Number: 3039000039

TRS Code:

SELECT A TRN
5555555555 - 2001-04-21 - TX0430100
0000000000 - 2003-07-06 - TX003021J
0000000027 - 2004-04-04 - TX1250000 - J
3039000020 - 2004-05-05 - TX2270100
3039000039 - 2004-05-05 - TX2270100
9071653668 - 2004-05-05 - TX1260000
0000000019 - 2007-07-12 - TX2270000
1234567776 - 2007-07-17 - TX1550000
0000000000 - 2007-12-10 - TX2270000

Search

Name: DOE,JANE

Sex: F

Race: B

DOB: 01/01/1950

JUV:

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

SID Number:	07777777	Name:	DOE,JANE
TRN Number:	3039000039	Sex:	F
TRS Code:	Select TRS...	Race:	U
		DOB:	01/01/1950
		JUV:	

Search | Reset | Add TRS

If you are having problems click here to re

Confirm new TRS

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

OK

Add Charge | Add Prosecution | Add Court | Modify Arrest

ARREST - ADDING CHARGES

Online EDR

SID Number: 07777777
TRN Number: 9165764560
TRS Code: Select TRS...

Name: DOE,JANE
Sex: F
Race: B
DOB: 01/01/1950
JUV:

Charge successfully added.

OK

Search | Reset | Add TRS

Add Charge | Add Prosecution | Add Court | Modify Arrest

TRS code A015 will be created when a charge, prosecution or court record is added.

Charge

* = required field

*Tracking Suffix (TRS):	A015				
Arrest Number (AGN):	123456	*Case Number (OCA):	55555	*Arresting Agency (ORI):	TX0000000
*Offense Numeric (AON):	10000000	Domestic Violence (DMV):	Click to select...	Victim's Age (VIC):	
General Offense Code (GOC):	A	Offense Literal (AOL):		*Level and Degree (LDA):	MA
Date of Offense (DOO):	01/12/2009	*Disposition Number (ADN):	215	*Disposition Date (ADA):	01/12/2009
Disposition Literal (ADD):		*Referred Prosecutor (REF):	TX000000A		

Save | Cancel

If you are having problems click here to refresh the page.

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ARREST - CORRECTIONS

For correcting Offense Information Only

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

Add Charge | Add Prosecution | Add Court | Modify Arrest

Arrest successfully modified.

OK

Arrest

Date of Entry:	09/21/2016		
Date of Arrest:	11/16/2015	Tracking Number:	9228106514
Status:	A	Weapon:	
Name:	TEST,TEST	City:	AUSTIN
State:	TX	County:	
ORI:	TX1060000	Comm. Veh. Code:	
License Plate:	License State:	License Year:	

TRS

TRS:	A004

Charge

AGN:	1234	OCA:	56789	AGO:	TXDPS0000
AON:	73990659	DMV:	Click to select...	VIC:	
GOC:	A	AOL:		CIT:	6573a (8a)
LDA:	MB	DOO:		ADN:	207
ADA:	05/08/2018	ADD:		REF:	TX227013A

Save | Cancel

Charge

Arresting Agency (ORI):	TXDPS0000	Arrest Number (AGN):	1234	Case Number (OCA):	56789
Tracking Suffix (TRS):	A004	General Offense Code (GOC):	A	Victim's Age (VIC):	
Domestic Violence (DMV):		Offense Numeric (AON):	73990568	Offense (OFF):	REAL ESTATE LICENSE ACT
Offense Literal (AOL):		Statute Citation (CIT):	VCS 6573a (8a)	Level and Degree (LDA):	MB
Date of Offense (DOO):		Disposition Number (ADN):	207	Disposition Date (ADA):	05/08/2018
Disposition Literal (ADD):		Referred Prosecutor (REF):	TX227013A		

If you are having problems click here to refresh the page.

PROSECUTOR - ACCEPTING A CHARGE

PROSECUTOR - ACCEPTING A CHARGE

Prosecution

(* = Required Field)

*Prosecutor (ORI):	TX000000A	*Prosecutor Action (PAF):	A	Action Date (ACT):	01/12/2009
General Offense (GOC):	A	Domestic Violence (DMV):		*Prosecutor Offense (PON):	00000001
Offense Literal (POL):		*Level & Degree (LDP):	MA		

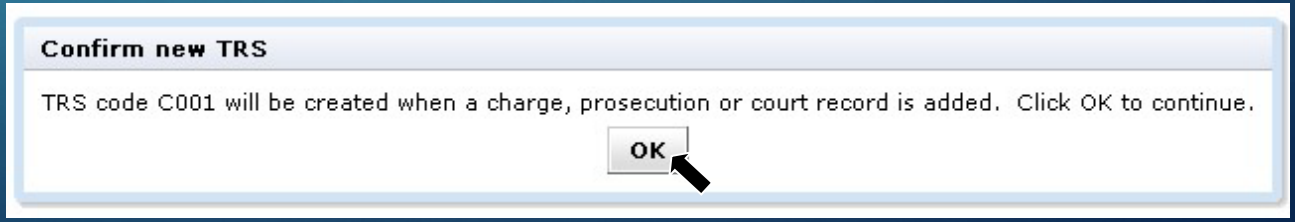
Submit Cancel

Notification:

ER3 submission successful.

OK

PROSECUTOR - ADDED CHARGES, RE-INDICTMENTS OR RE-FILES



PROSECUTOR - ADDED CHARGES, RE-INDICTMENTS OR RE-FILES

PROSECUTOR - ADDED CHARGES, RE-INDICTMENTS OR RE-FILES

Prosecution

(* = Required Field)

*Prosecutor (ORI):	TX000000A	*Prosecutor Action (PAF):	A	Action Date (ACT):	01/12/2009
General Offense (GOC):	A	Domestic Violence (DMV):		*Prosecutor Offense (PON):	00000001
Offense Literal (POL):		*Level & Degree (LDP):	MA		

Submit Cancel

Notification:

ER3 submission successful.

OK

PROSECUTOR - CHANGING AN ACTION

SID Number:	07777777	Name:	XTEST,UT D
TRN Number:	0000000027	Sex:	M
TRS Code:	Select TRS...	Race:	B
		DOB:	02/14/1956
		JUV:	

Search | Reset | Add TRS

Add Charge | Add Prosecution | Add Court | Modify Arrest

Arrest

Date of Entry:	09/21/2016	Last Updated:	12/05/2017		
Date of Arrest:	05/05/2004	Sequence:	A	Tracking Number:	0000000027
Status:	A	Juvenile:		Weapon:	P
Name:		Address:		City:	AUSTIN
State:	TX	Zip:	78745	County:	
ORI:	TX2270100	HAZ Code:		Comm. Veh. Code:	
License Plate:	3WJM01	License State:	TX	License Year:	2004

Charge

Arresting Agency (ORI):	TX2270100	Arrest Number (AGN):	4444	Case Number (OCA):	12341234444
Tracking Suffix (TRS):	A004	General Offense Code (GOC):	A	Victim's Age (VIC):	
Domestic Violence (DMV):		Offense Numeric (AON):	23990003	Offense (OFF):	THEFT PROP>=$500 < $1500
Offense Literal (AOL):		Statute Citation (CIT):	PC 31.03(E)(3)	Level and Degree (LDA):	MA
Date of Offense (DOO):	05/05/2004	Disposition Number (ADN):	206	Disposition Date (ADA):	05/06/2004
Disposition Literal (ADD):		Referred Prosecutor (REF):	TX227013A		

Prosecution

* = required field

*Prosecutor (ORI):	TX220015A	*Prosecutor Action (PAF):	N	Action Date (ACT):	09/04/2017
General Offense (GOC):	Click to select...	Domestic Violence (DMV):	Click to select...	Victim's Age (VIC):	
*Prosecutor Offense (PON):	23990003	Offense Literal (POL):		*Level & Degree (LDP):	MA

Save | Cancel

Prosecution

Prosecutor (ORI):	TX220015A	Date Entered (DOE):	08/16/2017	Last Updated (DLU):	08/16/2017
Prosecutor Action (PAF):	A	Action Date (ACT):	06/05/2004	General Offense (GOC):	A
Domestic Violence (DMV):		Victim's Age (VIC):		Prosecutor Offense (PON):	23990003
Offense (OFF):	THEFT PROP>=$500 < $1500	Offense Literal (POL):		Statute Citation (CIT):	PC 31.03(E)(3)
Level and Degree (LDP):	MA				

COURT - DISMISSAL

Court Status

(* = Required Field)

* Court (ORI):	TX000000J	Cause Number (CAU):	M090001	General Offense (GOC):	A
Domestic Violence (DMV):	Click to select...	*Offense Code (CON):	00000001		
Offense Literal (COL):				*Level & Degree (LDC):	FS
*Final Plea (FPO):	N	*Court Disp. Date (CDD):		Sentence Date (DOS):	
*Court Disposition (CDN):	305	Court Cost (CST):		Court Confinement (CMT):	Y M D ☐ Life ☐ Death
Sent. Susp. Time (CSS):	Y M D	Court Probation (CPR):	Y M D	Court Fine (CFN):	
Sentence Suspended Fine (CSF):		Multiple Sentences (MCC):	Click to select...	Court Provision (CPN):	
Provision Literal (CPL):		Agency Receiving Custody (ARC):		Appeal Date (DCA):	
Status During Appeal (DDA):		Result of Appeal (FCD):			
Beginning Date of Suspension:		Ending Date of Suspension:		Drug Education Completed:	
Education Required:		Education Waive		DWI Education Completed:	
Repeat Offender Required:		Repeat Offender Completed:			

Notification:

ER4 Submission Successful

OK

Submit Cancel

JUVENILE PRE-ADJUDICATION/COURT - DEFERRED PROSECUTION

Court Status

(* = Required Field)

* Court (ORI):	TX000000G	Cause Number (CAU):		General Offense (GOC):	A
Domestic Violence (DMV):	Click to select...	Victim's Age (VIC):		*Offense Code (CON):	00000001
Offense Literal (COL):				*Level & Degree (LDC):	MA
*Final Plea (FPO):	A	*Adjudication Date (CDD):	01/01/2010	Sentence Date (DOS):	01/01/2010
*Pre/Juvenile Provision(PAN/JAN):	619	Court Cost (CST):		Court Confinement (CMT):	Y M D ☐ Life ☐ Death
Sent. Susp. Time (CSS):	Y M D	Court Probation (CPR):	Y 6 M D	Court Fine (CFN):	
Sentence Suspended Fine (CSF):		Multiple Sentences (MCC):	Click to select...	Court Disposition Provision(JDN):	
Provision Literal (CPL):		Agency Receiving Custody (ARC):		Appeal Date (DCA):	
Status During Appeal (DDA):		Result of Appeal (FCD):			
Beginning Date of Suspension:		Ending Date of Suspension:		Drug Education Completed:	
Education Required:		Education Waived:		DWI Education Completed:	
Repeat Offender Required:		Repeat Offender Completed:			

Notification:

ER4 Submission Successful

OK

Submit Cancel

JUVENILE PRE-ADJUDICATION/COURT – DISMISSED DEFERRED PROSECUTION

Court Status

(* = Required Field)

* Court (ORI):	TX000000G	Cause Number (CAU):		General Offense (GOC):	A
Domestic Violence (DMV):	Click to select...	Victim's Age (VIC):		*Offense Code (CON):	00000001
Offense Literal (COL):				*Level & Degree (LDC):	MA
*Final Plea (FPO):	A	*Adjudication Date (CDD):	06/01/2010	Sentence Date (DOS):	06/01/2010
*Pre/Juvenile Provision(PAN/JAN):	635	Court Cost (CST):		Court Confinement (CMT):	Y M D ☐ Life ☐ Death
Sent. Susp. Time (CSS):	Y M D	Court Probation (CPR):	Y M D	Court Fine (CFN):	
Sentence Suspended Fine (CSF):		Multiple Sentences (MCC):	Click to select...	Court Disposition Provision(JDN):	619
Provision Literal (CPL):		Agency Receiving Custody (ARC):		Appeal Date (DCA):	
Status During Appeal (DDA):		Result of Appeal (FCD):			
DIC OM					
Beginning Date of Suspension:		Ending Date of Suspension:		ducation ted:	
Education Required:		Education Waived:		ucation ted:	
Repeat Offender Required:		Repeat Offender Completed:			

Notification:

ER4 Submission Successful

OK

Submit Cancel

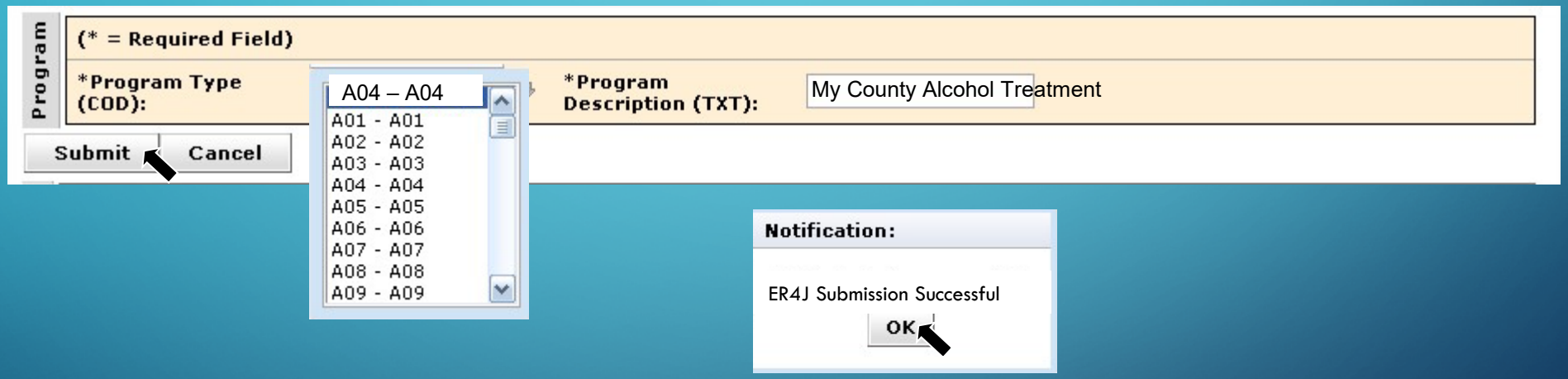
JUVENILE PROGRAMS

Court Status

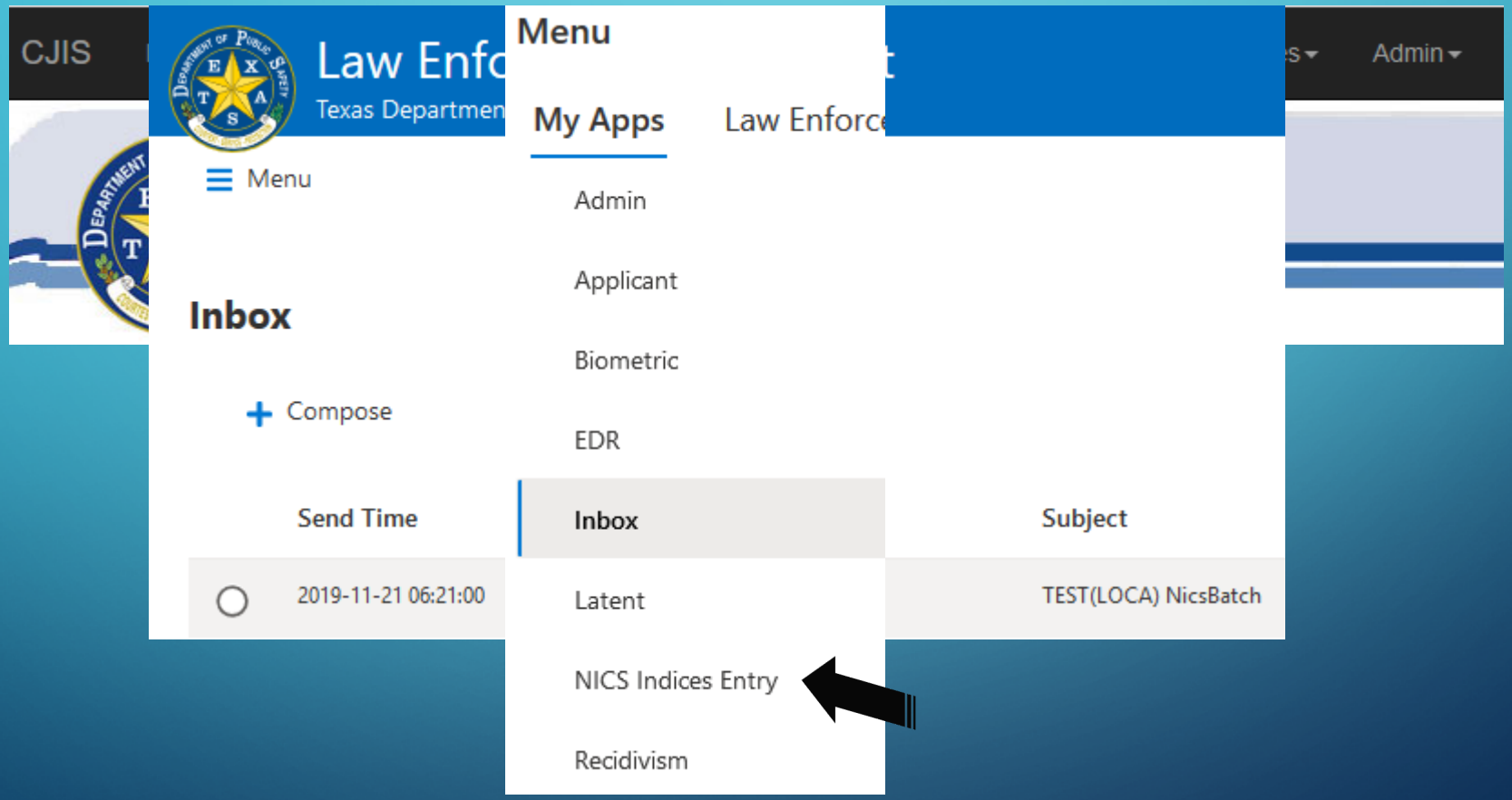
Court Sequence (CSC):	a	Date Entered (DOE):	06/27/2008	Last Updated (DLU):	06/27/2008
Court (ORI):	TX155023G	Cause Number (CAU):		General Offense Code (GOC):	S
Domestic Violence (DMV):		Victim's Age (VIC):		Court Offense (CON):	10080000
Offense (OFF):	ABDUCT-NO RANSOM OR ASSLT	Offense Literal (COL):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

Add Program

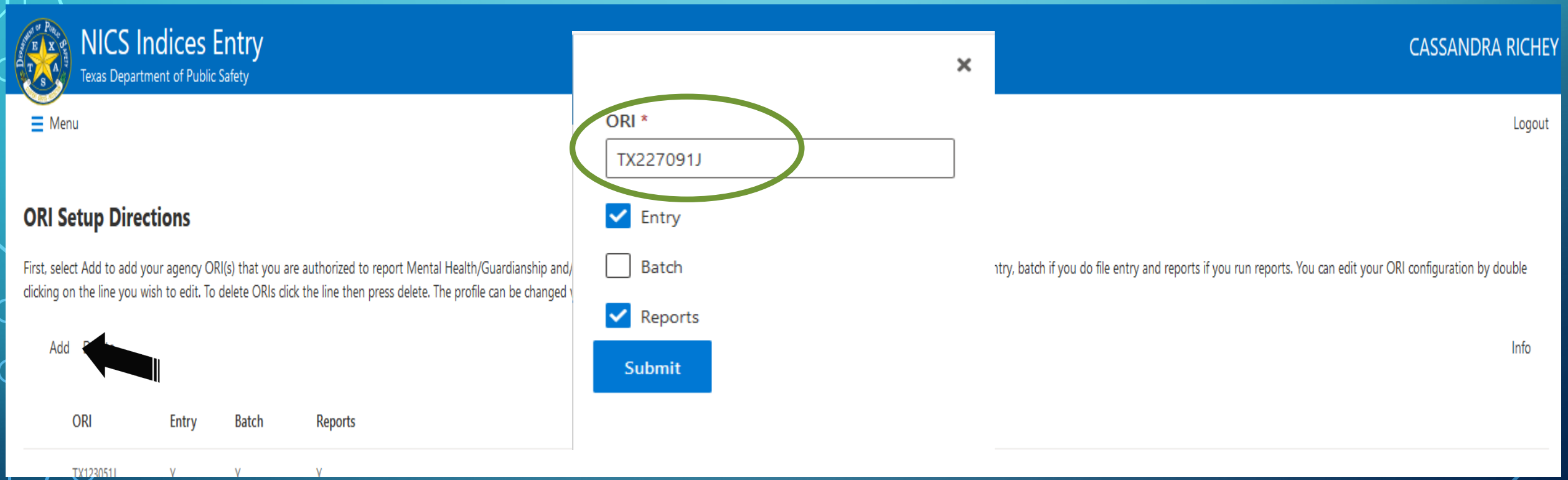
JUVENILE PROGRAMS



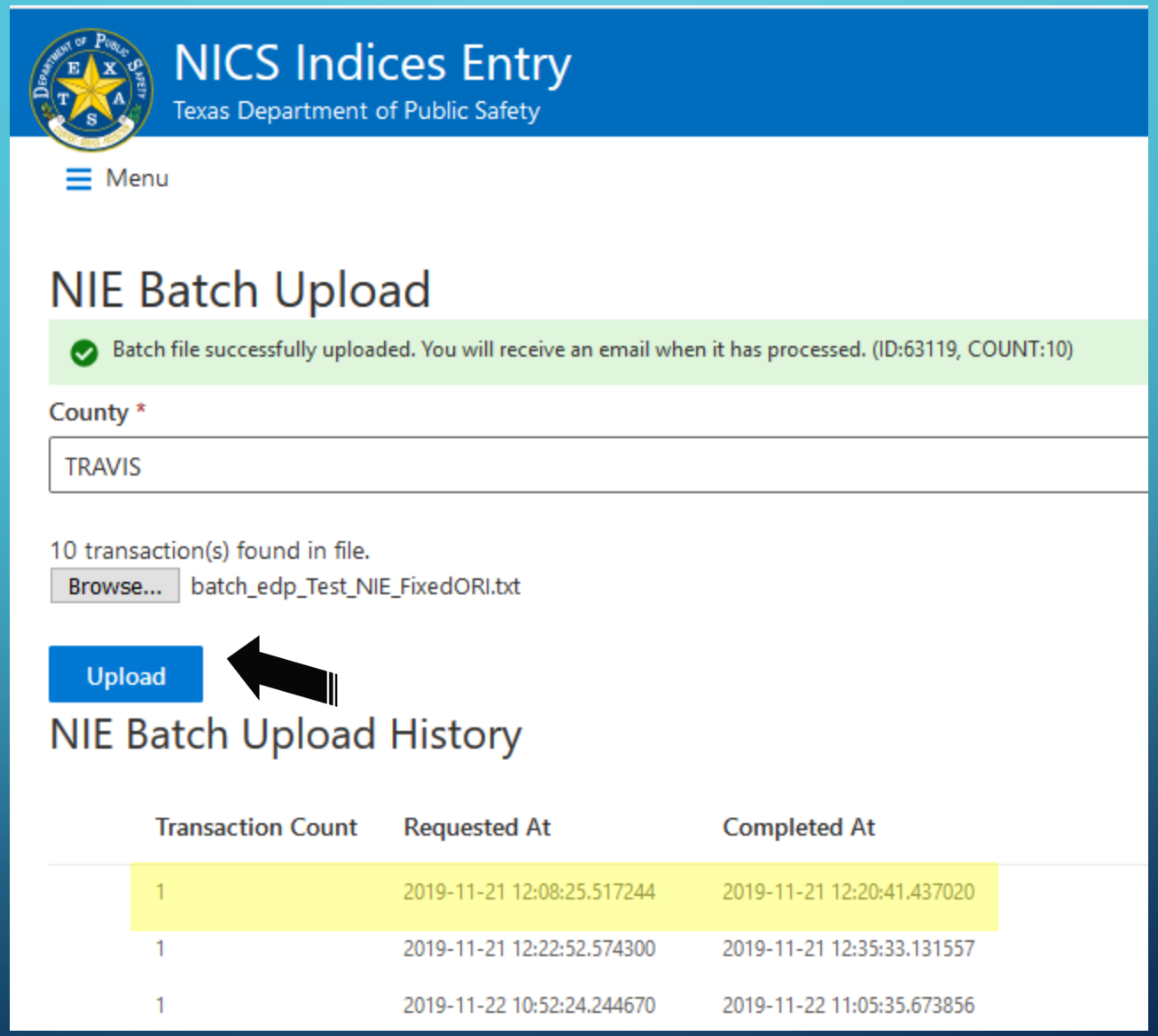
NICS INDICES ENTRY (NIE)



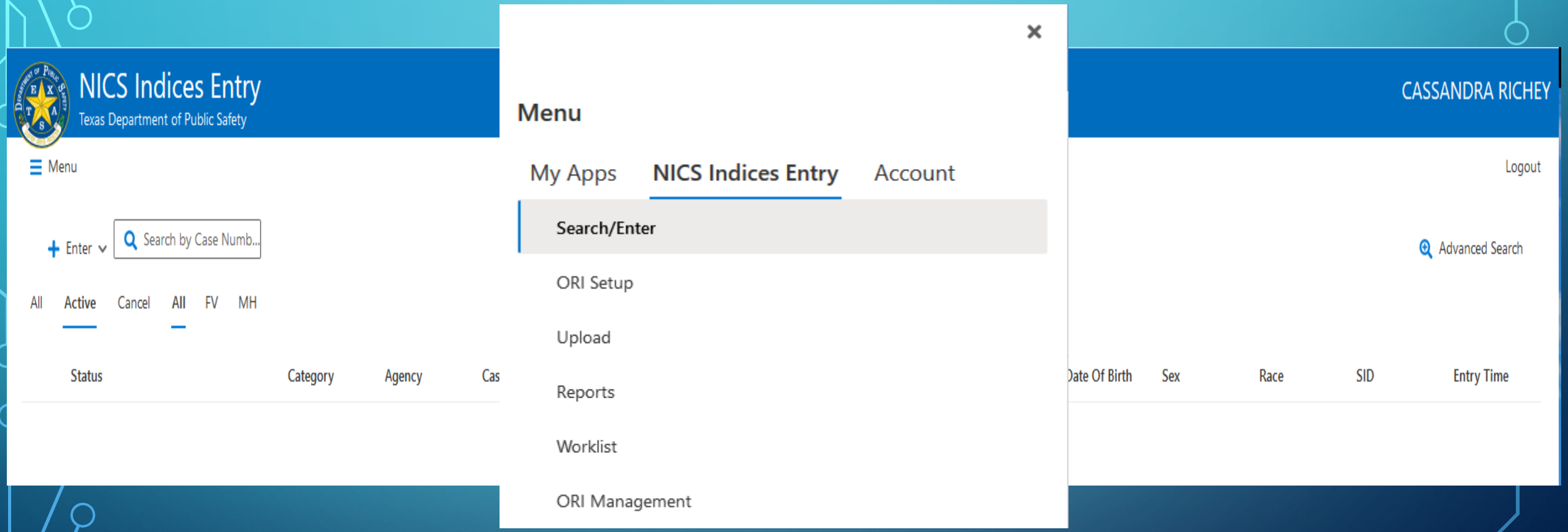
NICS INDICES ENTRY
ORI SETUP



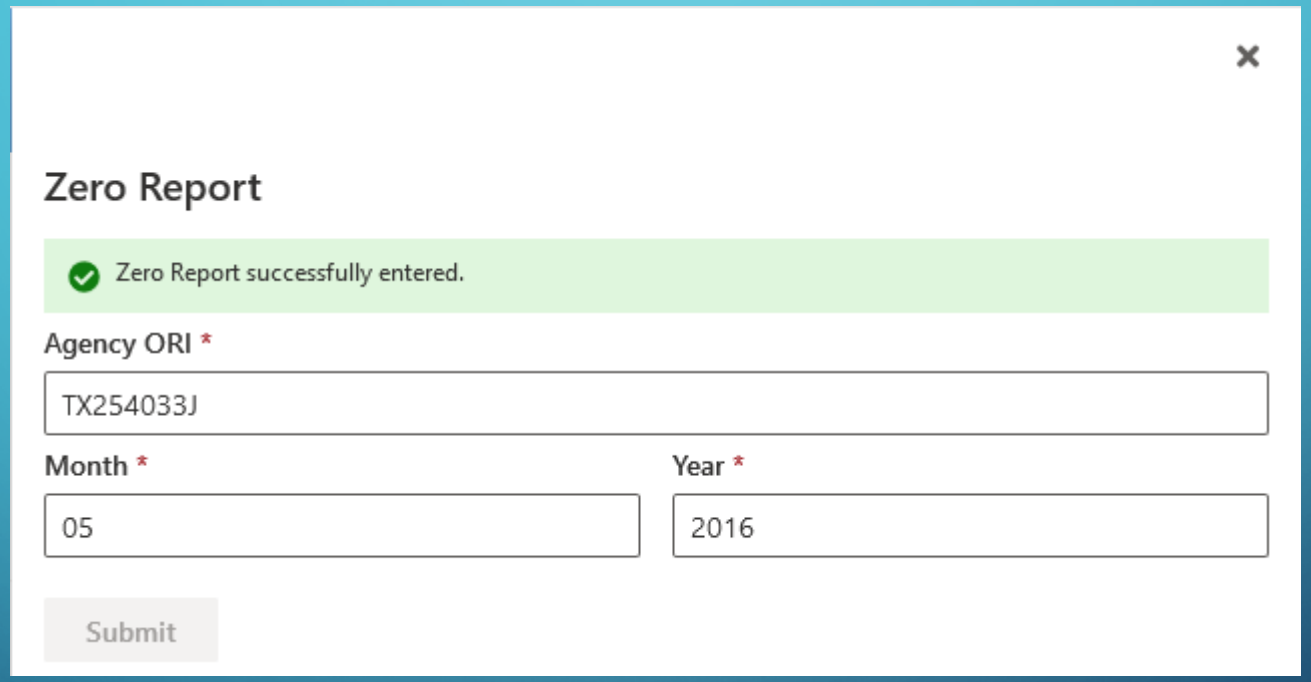
NICS INDICES ENTRY UPLOAD



NICS INDICES ENTRY REPORTING



NICS INDICES ENTRY REPORTING
ZERO REPORT



NICS INDICES ENTRY REPORTING MENTAL HEALTH/GUARDIANSHIP

Mental Health/Guardianship Record

Agency *
TX175013J

Case Number *
12-34-56

Case Type *
Involuntary i

Court Date
01/01/2020

First Name *
Jesse

Middle Name

Last Name *
James

Suffix

Case Type *
Choose Case Type

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

Date Of Birth
01/01/1955

Sex *
Male

Race *
Unknown

Sid
TX

Social Security

Drivers License
TX25896748

Submit

NICS INDICES ENTRY REPORTING
MISD. CLASS C FAMILY VIOLENCE CONVICTION

Family Violence Record

Agency *
TX123051J

Case Number *
12-34-56

Court Date
01/01/2020

First Name *
Jesse

Middle Name
M

Last Name *
James

Suffix
Jr

Date Of Birth
01/01/1955

Relationship To Victim *
Choose the Relationship To Victim

- Choose the Relationship To Victim
- Current or former spouse of victim (can be same sex)
- Parent/step-parent of victim
- Guardian of victim
- Child in common (child must be born)
- Person is cohabiting or has cohabited as spouse of victim (can be same sex)
- Person is cohabiting or has cohabited as parent of victim
- Person is cohabiting or has cohabited as guardian of victim
- Person similarly situated to spouse (can be same sex)
- Person similarly situated to parent of victim
- Person similarly situated to guardian of victim

Relationship To Victim *
Person is cohabiting or has cohabited as guardian of victim

Date Of Arrest
01/01/2019

Offense *
13999999

State Statute *
X - Class C

Sex *
Male

Race *
Unknown

SID
TX

Social Security
125845879

Drivers License

Submit

NICS INDICES ENTRY SEARCH

+ Enter ⌄ 123 x

Advanced Search

All Active Cancel All FV MH

Status	Category	Race	SID	Entry Time
ACTIVE	Mental Health/G..	B		2009-09-01 09:09:
ACTIVE	Mental Health/G..	A		2009-11-09 09:56:
ACTIVE	Mental Health/G..	B		2009-11-11 10:03:
✓ ACTIVE	Mental Health/G..	U		2009-11-11 15:32:
ACTIVE	Mental Health/G..	U	07777777	2009-12-04 13:17:
ACTIVE	Mental Health/G..	U		2009-12-09 07:49:
ACTIVE	Mental Health/G..	B		2009-12-11 15:33:
ACTIVE	Mental Health/G..	A		2009-12-11 15:36:
ACTIVE	Mental Health/G..	U		2010-01-06 16:14:
ACTIVE	Mental Health/G..	U		2010-01-06 17:20:

Agency

First Name

Middle Name

Last Name

Suffix

Case Number

SID

ARI

NRI

Court Date Begin

Court Date End

Submit

NICS INDICES ENTRY REPORTING
MODIFY

Modify NIE

Agency *
TX123051J

Case Number *
12-34-56

Court Date
11/05/2019

First Name *
JANE

Middle Name

Last Name
DOE

Suffix

Date Of Birth
01/01/1985

Sex
Female

Modify NIE Record

Agency *
TX123051J

Case Number *
12-89-76

Court Date
11/05/2019

First Name *
JANE

Social Security

Drivers License

Submit

Cancel Mental Health/Guardianship | Modify Existing Data | Add Supplemental

Sex
Female

Race
Asian

Sid

Social Security

Drivers License

Submit

NICS INDICES ENTRY REPORTING
ADD SUPPLEMENTAL DATA

Cancel Family Violence | Modify Existing Data | Add Supplemental

TT

TEST TEST
Case: ABC2343 | NRI: 1010100834 | ARI: TX1040533
DOB: 1987-02-03

ARI	TX1040533
NRI	
Agency	
Status	
Category	
Case Number	
Court Date	
First Name	
Middle Name	
Last Name	
Suffix	
Date Of Birth	
Sex	
Race	
SID	
Social Security	
Drivers License	
Relationship To Victim	
State Statute	
Date Of Arrest	
Offense	54999999
Entry Time	2020-01-20 13:42:12.052650

Supplementals

Add Supplemental

- Name
- Scars/Mark/Tattoo
- Date of Birth
- Social Security
- Drivers License

AKA *
Last, First

SMT *
SMT

DOB *
MM/DD/YYYY

Social Security Number *
123456789

Drivers Licence *
TX12345678
Submit

Social Security Number *
897
value must be exactly 9 characters
Submit

NICS INDICES ENTRY REPORTING CANCELLING A RECORD

Cancel Mental Health/Guardianship | Modify Existing Data | Add Supplemental

TT

TEST TEST
Case: ABC465 | NRI: 1010100845 | ARI: TX1040534
DOB: 1900-08-30

ARI	TX1040534
NRI	1010100845
Agency	TX2540231
Status	ACTIVE
Category	Mental Health/Guardian
Case Number	ABC465

Agency	TX0571500
Status	CANCEL
Category	Mental Health/Guardianship
Case Number	OCA1

Cancel Mental Health/Guardianship

Is the deletion due to an ATF-approved State Relief from Disabilities Program? *

No

Cancel Record

Cancel Family Violence | Modify Existing Data | Add Supplemental

TT

TESTING TESTOPOLIS
Case: ABC 444 | NRI: 1010096209 | ARI: TX1040542
DOB: 1953-05-20

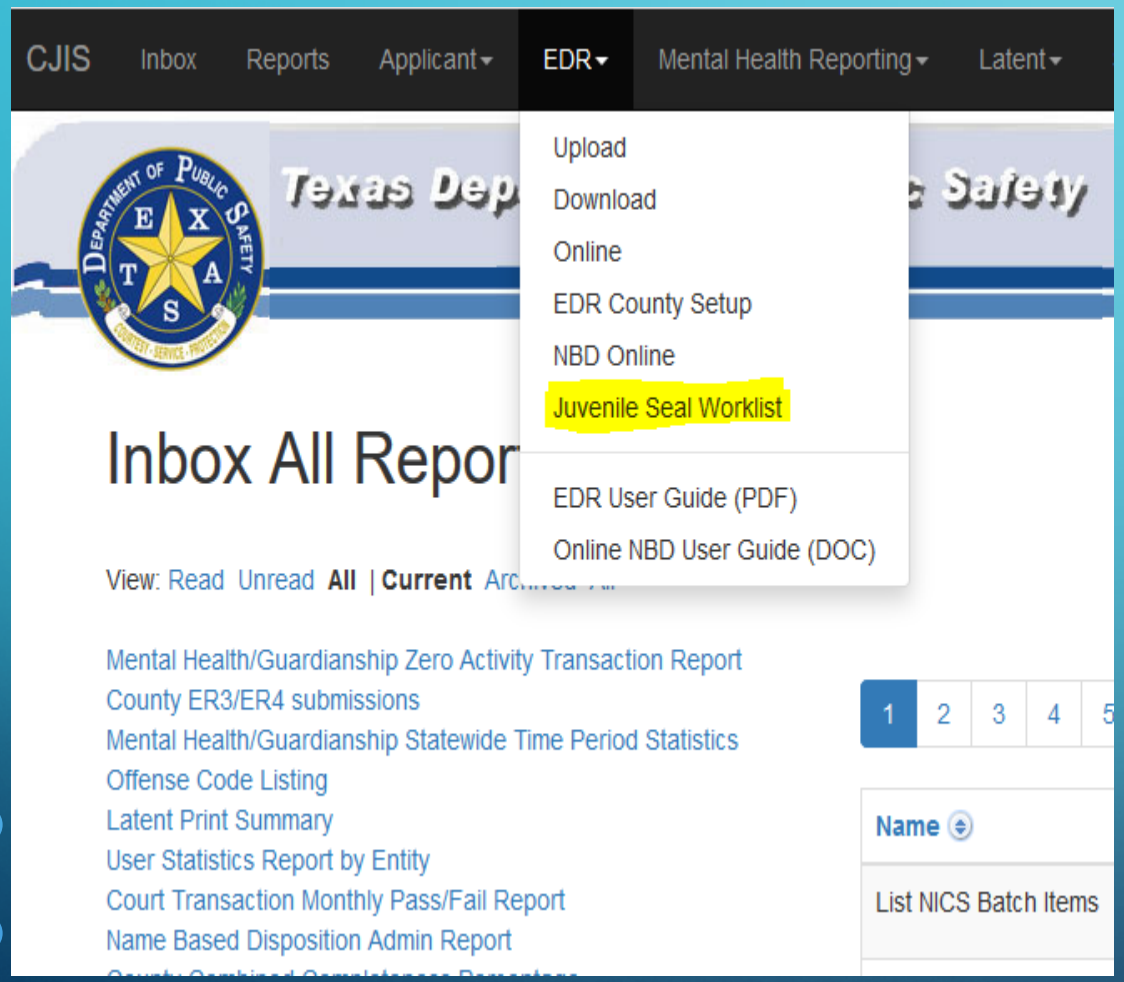
ARI	TX1040542
NRI	1010096209
Agency	TX015011J
Status	ACTIVE
Category	Family Violence
Case Number	ABC 444

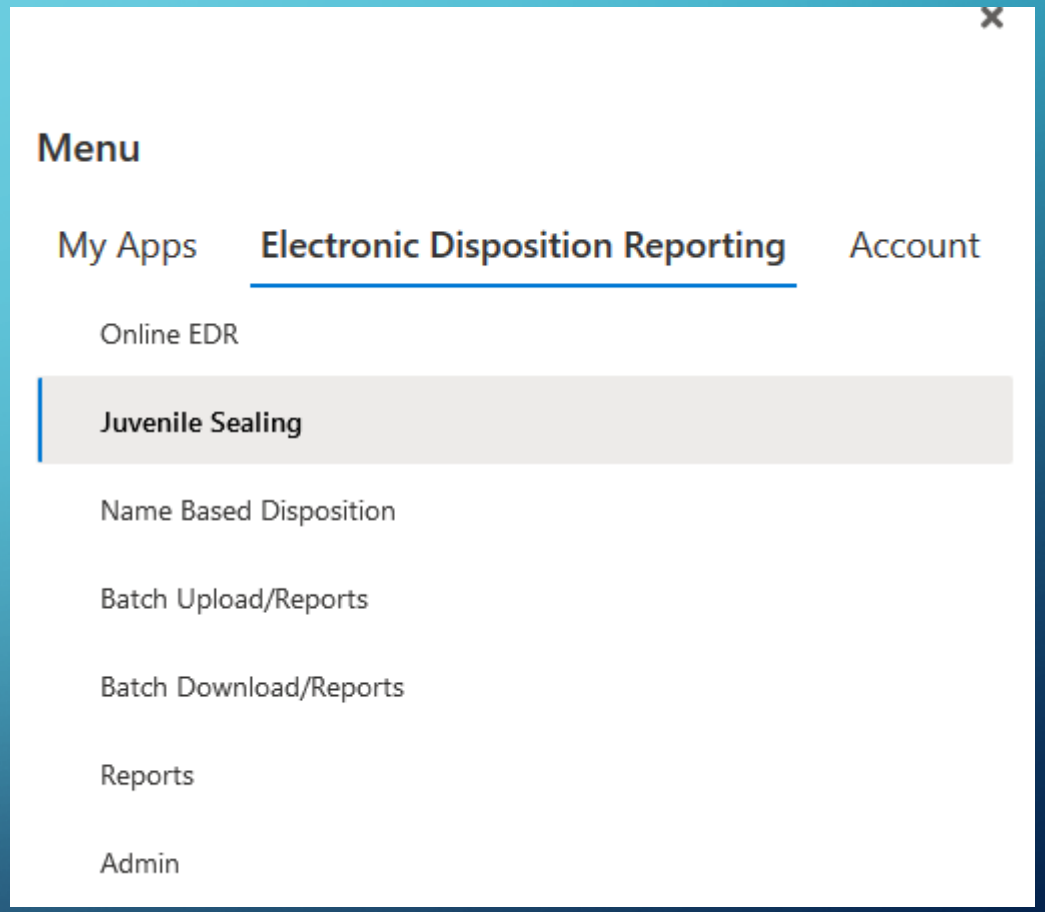
Agency	TX123051J
Status	CANCEL
Category	Family Violence
Case Number	TESTER234

Cancel Family Violence

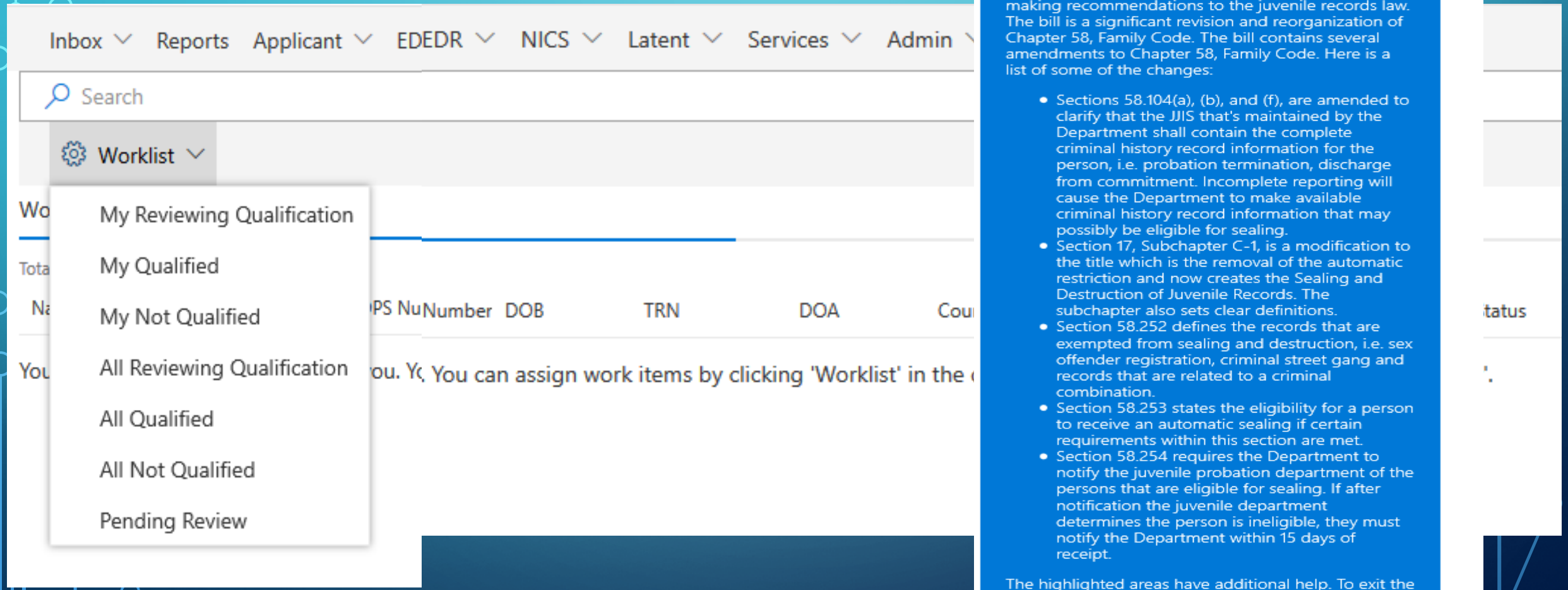
Cancel Record

JUVENILE SEALING WORKLIST





JUVENILE SEALING WORKLIST



Sealing Notification Impacts

Senate Bill No. 1304 passed during the 85th Legislature Session. This act is relating to confidentiality, sharing, sealing, and destruction of juvenile records. SB 1304 is a result of the work of the Juvenile Records Advisory Committee created by the 84th Legislature for the purpose of reviewing and making recommendations to the juvenile records law. The bill is a significant revision and reorganization of Chapter 58, Family Code. The bill contains several amendments to Chapter 58, Family Code. Here is a list of some of the changes:

- Sections 58.104(a), (b), and (f), are amended to clarify that the JJIS that's maintained by the Department shall contain the complete criminal history record information for the person, i.e. probation termination, discharge from commitment. Incomplete reporting will cause the Department to make available criminal history record information that may possibly be eligible for sealing.
- Section 17, Subchapter C-1, is a modification to the title which is the removal of the automatic restriction and now creates the Sealing and Destruction of Juvenile Records. The subchapter also sets clear definitions.
- Section 58.252 defines the records that are exempted from sealing and destruction, i.e. sex offender registration, criminal street gang and records that are related to a criminal combination.
- Section 58.253 states the eligibility for a person to receive an automatic sealing if certain requirements within this section are met.
- Section 58.254 requires the Department to notify the juvenile probation department of the persons that are eligible for sealing. If after notification the juvenile department determines the person is ineligible, they must notify the Department within 15 days of receipt.

The highlighted areas have additional help. To exit the help system click the X in the upper left corner.

JUVENILE SEALING WORKLIST

- Family Code Chapter 58.253 describes conditions the juvenile record/case must meet to be considered for automatic sealing
- Family Code Chapter 58.254 describes the notifications that are required
  - DPS will add records/cases to the County's Juvenile Sealing Worklist based on the data in CCH for the specific record/case
  - If a record/case is on your county's sealing worklist that should not be there or if a record/case is not on the worklist and it should be there – contact your CJIS Field Auditor
  - The CJIS Field Auditor will assist in researching if information is missing from CCH or if everything is correct

JUVENILE SEALING WORKLIST

Inbox | Reports | Applicant | EDR | NICS | Latent | Services | Admin | Devel

Search

View

Work Items Loaded: 118

Total work items: 118

Name	DPS Number	TRN	DOA	County	Assigned
AN[illegible]TT	057[illegible]070	0[illegible]	[illegible].730	1996-10-09	ANDERSON
LC[illegible]O	055[illegible]075	00[illegible]	[illegible]3088	1996-02-28	ANDERSON
WI[illegible]NE	058[illegible]9146	0[illegible]	[illegible]5617	1997-05-19	ANDERSON
CLA[illegible]ON	05[illegible]52085	003[illegible]5		1996-02-23	ANDERSON
KRUM[illegible]ISE	0587[illegible]541	003[illegible]		1996-12-26	ANDERSON
HUD[illegible]E	055[illegible]486	0030[illegible]47		1996-04-10	ANDERSON
NI[illegible]E	[illegible]47	00[illegible]4847		1998-04-26	ANDERSON
GAR[illegible]ES	06[illegible]0	00[illegible]34952		1998-05-28	ANDERSON
W[illegible]GE	00[illegible]54	00[illegible]392X		1998-09-11	ANDERSON
TA[illegible]NY	05[illegible].81	0030[illegible]584		1996-06-20	ANDERSON
M[illegible]CY	06[illegible]013	00341[illegible]207		1999-01-30	ANDERSON
DEA[illegible]DA	00[illegible]83	00341[illegible]515		1998-12-04	ANDERSON
STA[illegible]	059[illegible]375	00[illegible]36001		1997-07-29	ANDERSON

..JDE[illegible]ON, J[illegible]ON [illegible]LE

SID	0[illegible]5486
TRN	0030[illegible]47
DOA	1996-04-10
County	ANDERSON
Status	PENDING REVIEW
Court A001	
Sequence	b
Cause	
Entry Date	
Agency	TX001015A
Dispositon	621
Level & Degree	F3
Provision	
Court A002	
Sequence	b
Cause	

Assign to me | Not Qualified | Qualified | Cancel

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 are 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 GRP_CJIS_SITE@dps.texas.gov and we will assist if there are further password issues.
  - Please provide more information than "I can't log in" or "My password isn't working". Include detailed information, what steps were completed, and a screenshot of any error message.
- If you fail to login successfully after a third attempt the account will lock. The lock out is temporary and will last 10 - 20 minutes. The lockout is for security purposes.

QUESTIONS?

I tried signing on but it says my account is inactive, how can I get reactivated?

Your account cannot be reactivated through your Entity Administrator. Contact GRP_CJIS_SITE@dps.texas.gov to get it reactivated.

30 days of inactivity will deactivate your account. This is automatic to stay in compliance with FBI CJIS Security Policy. To remain active log in and off every other week to reset the countdown.

QUESTIONS?

My email address and/or name changed, do I need to complete an application for a new account?

No. Do not fill out a new account application. You can change the email address on your existing account on the Security Profile page.

If your name has changed, inform us of the change and we will update your account.

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. Include your name, contact phone number, and date of the correction.

QUESTIONS?

Can I modify the arrest/prosecutor segment via the CJIS Site?

The arresting/prosecuting agencies are the only entities allowed to modify (certain fields) in the arrest or prosecutor segment. The segment cannot be modified if the next agency's segment has been reported.

QUESTIONS?

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

The ORI entered in the Referral ORI field in the arrest section determines what county can report online. If your county ORI is not in that field, you will not be able to report online. You must report manually.

QUESTIONS?

If there are more technical problems please answer the following questions:

What date and about what time did the problem occur?
Has this worked before?
Does this work with other data?
What operating system are you running?
What browser and version are you using.
Send it to GRP_CJIS_SITE@dps.texas.gov

USER GUIDES AND MANUALS

- https://www.dps.texas.gov/administration/crime_records/pages/cjisSite.htm
  - All CJIS Website User Guides
- https://www.dps.texas.gov/administration/crime_records/pages/nics.htm
  - NICS Indices Entry User Guides
- https://www.dps.texas.gov/administration/crime_records/pages/cjisJJISReporting.htm
  - CJIS & JJIS Reporting Guides