CIVIL AND CRIMINAL JUSTICE
FBI RAP BACK

CJIS Conference
March 2020
Civil FBI Rap Back (Civil FRB)
• What is Civil FBI Rap Back (Civil FRB)?
• What is needed for a Civil FRB subscription?
• What can trigger a Rap Back notification (RBN)?
• What should agencies think about with Civil FRB?
• What are the FBI requirements for Civil FRB?
• What does the subscription process look like?
• How is this incorporated with the Clearinghouse?
• Offline Applicant Management

Criminal Justice FBI Rap Back (CJRB)
• What is Criminal Justice FBI Rap Back (CJRB)?
• What are the requirements for CJRB?
• What can trigger a Rap Back notification (RBN)?
• How are searches for CJRB are done?
• How are subscriptions created?
• How are subscriptions modified and cancelled?
CIVIL FBI RAP BACK OVERVIEW

• What is Civil FBI Rap Back?
  • FBI Rap Back is a program that allows for subscriptions on eligible applicants’ national criminal history

• What are the requirements for a Civil FBI Rap Back subscription request?
  • DPS has a non-rejected fingerprint submission for an applicant after June 1, 2015
  • The applicant signed the FBI’s Authorization form

• How much does it cost?
  • The Civil FBI Rap Back fee is included in the fingerprinting fee
  • If the Rap Back request is denied by the FBI, the applicant may need to be reprinted at the cost of the agency
  • Viewing fees still apply

• What events can trigger a Civil Rap Back Notification (RBN)?
  • Arrests
  • Record updates (dispositions and expungements)
  • Sex Offender Registry additions, modifications, and deletions
  • Fingerprint-based death notices

• Special considerations
  • Agency policies requiring FBI Rap Back
  • Hard card submissions
  • FBI Rap Back rejections
  • Authorization Form storage
  • Viewing fees
  • Reprinting when FBI Rap Back is active
  • Existing FRB subscriptions (“piggybacking”)
  • Legacy-Eligible applicants (June 1, 2015 to January 14, 2018)

Contact the Fingerprint Services Unit if you have questions!
FBI REQUIREMENTS

• Must unsubscribe from individuals no longer associated with your agency within 72 hours

• Subscriptions must be confirmed (verified they are still needed) prior to accessing any Rap Back Notification (RBN)

• Any hard card submitted to the DPS must have an Authorization Form signed and kept on file at the submitting agency

• Nearly all agencies using the FACT Clearinghouse are configured for FBI Rap Back – know that these requirements are audited both by the DPS and the FBI
BASIC SUBSCRIPTION PROCESS*
*Assumes no rejections or errors, new FRB

New Fingerprint Submission or Manual Subscription Creation
- Subscription after January 15, 2018
- If manual subscription, [RBC: I or J] was selected
- If new submission, no rejections in process

Texas-Only Subscription
- Live Texas subscription, static FBI response
- Can be notified of new Texas arrests and charges, not national criminal history

FBI Rap Back-Enabled Subscription
- FBI Rap Back request sent to FBI
- If FBI accepts, send updated response
- Generally takes 24-48 hours after initial subscription
- Will enter worklists for FBI Rap Back
- Access to FBI Rap Back response turned on, hides initial responses
MANUAL SUBSCRIPTIONS
MANUAL SUBSCRIPTIONS
MANUAL SUBSCRIPTIONS

### Clearinghouse Subscription Created

*Your Agency's FACT Clearinghouse Subscription was created for SID 02949402.*

### Agency Subscription

This section displays information about your agency’s subscription to this applicant’s record. If there is a new Texas Criminal History Event or a new Applicant Submission for your Agency, this will be updated.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
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<tbody>
<tr>
<td>NAME</td>
<td>RECORD, WILLIAM TEST</td>
</tr>
<tr>
<td>DATE OF BIRTH</td>
<td>01/01/1965</td>
</tr>
<tr>
<td>SEX</td>
<td>MALE</td>
</tr>
<tr>
<td>EVENT DATE</td>
<td>03/27/2019</td>
</tr>
<tr>
<td>EVENT CODE</td>
<td>SUBSCRIPTION_NEW</td>
</tr>
<tr>
<td>ORI</td>
<td>TX923603Z</td>
</tr>
<tr>
<td>HAS ACTIVE FBI RAP BACK</td>
<td>FALSE</td>
</tr>
<tr>
<td>FRB SUBSCRIPTION CONFIRMED</td>
<td>FALSE</td>
</tr>
<tr>
<td>SUBSCRIPTION ID</td>
<td>10434154</td>
</tr>
<tr>
<td>LAST VALIDATED</td>
<td>03/27/2019 15:53:51</td>
</tr>
</tbody>
</table>
WORKLISTS

- New FBI Rap Back Subscription Worklists
  - NEW_HIT_FRB
  - NEW_NOHIT_FRB
- Event Worklists
  - EVENT_ALL
  - EVENT_FRB
- Not Currently Implemented
  - SUBSCRIPTION_VAL90
  - SUBSCRIPTION_VAL30
  - SUBSCRIPTION_EXPIRED
• How do I know where a subscription is in the process?
  • Applicant Details page
  • Offline Applicant Management list
• What do I do if I think someone should have FBI Rap Back but it isn’t active/confirmed?
  • Wait 48 hours, call Fingerprint Services
• What response types will I see for FBI Rap Back?
  • RBSR (Rap Back Subscription Response)
  • RBMNTR (Rap Back Maintenance Response)
  • RBN (Rap Back Notification)
• What is the RB TED field?
  • Rap Back Triggering Event Details – explains what a RBN was generated for
  • If the response is not an RBN but is for FBI Rap Back, this area will show RBSR or RBMNTR.
• Additional Information
  • Manual subscriptions [RBC:I/J]
  • Re-entering worklists
  • Subscription expiration/validation
OFFLINE APPLICANT MANAGEMENT
OFFLINE APPLICANT MANAGEMENT OVERVIEW

• What is Offline Applicant Management (OAM)?
  • Tool for managing subscriptions in bulk
  • List of all subscriptions your agency has
  • Contains individuals’ identifiers and useful subscription information
  • Downloadable as an Excel spreadsheet (ensure it is encrypted when saving or sending)

• What can I do with this?
  • Ensure agency subscriptions are up to date/accurate
  • See who is eligible for FBI Rap Back
  • See who needs to be reprinted
  • Bulk subscription management
    • Cancellation
    • Validation (not currently required)
    • Creation
DOWNLOADING THE OAM LIST: REQUESTING
DOWNLOADING THE OAM LIST: MESSAGE CENTER
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12345678</td>
<td>TEXAMPLE</td>
<td>HOLDER, BRYCE</td>
<td>1972-12-04</td>
<td>2019-03-25</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>FP Date</td>
<td>SSN</td>
<td>Validate/Cancel</td>
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<tr>
<td>4</td>
<td>456789012</td>
<td>TEXAMPLE</td>
<td>WALTERS, MACKENZIE</td>
<td>1999-06-08</td>
<td>2016-01-25</td>
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<td>Y</td>
<td>N</td>
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<td>7/C</td>
</tr>
<tr>
<td>5</td>
<td>56789012</td>
<td>TEXAMPLE</td>
<td>ROMAN, MALIK H</td>
<td>2000-01-04</td>
<td>2019-03-25</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>2/7/2017 5:15:21 PM</td>
<td>1234567890</td>
<td>7/C</td>
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</table>
BULK VALIDATION AND CANCELLATION
### FBI Rap Back Resources

**FACT Clearinghouse Support**

- **Email Support**
- **(512) 424-2365**

**Civil Rap Back Resources**

- FACT Clearinghouse User Guide
- FBI Civil Rap Back User Guide
- Offline Applicant Management User Guide
- FBI Authorization Language

**Contact Information for Rap Back Unit**

- **Email Support**
- **(512) 424-2365**

### Worklist Statuses

<table>
<thead>
<tr>
<th>Worklist Status</th>
<th>Name</th>
<th>Description</th>
<th>New Applicant Submission</th>
<th>Existing Applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCH_EVENT</td>
<td>Applicants that have a non-qualifying event in the Texas Criminal History.</td>
<td>-</td>
<td>Subscribed Only</td>
<td></td>
</tr>
<tr>
<td>CONSOLIDATED</td>
<td>Applicants that have been assigned a new SID.</td>
<td>-</td>
<td>Subscribed Only</td>
<td></td>
</tr>
<tr>
<td>NEW_HIT</td>
<td>Applicants that have a Texas, FBI or Sex Offender Criminal History.</td>
<td>Yes</td>
<td>Subscribed Only</td>
<td></td>
</tr>
<tr>
<td>NEW_NON_HIT</td>
<td>Applicants that do not have a Texas, FBI or Sex Offender Criminal History.</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>NEW_SOR_HIT</td>
<td>Applicants found in the Texas Public Sex Offender Registry.</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>REJECT_CCH</td>
<td>Applicants whose fingerprints were rejected by TX MLE.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REJECT_FBI</td>
<td>Applicants whose fingerprints were rejected by FBI.</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**CRIMINAL JUSTICE FBI RAP BACK OVERVIEW**

- **What is Criminal Justice FBI Rap Back (CJRB)?**
  - FBI Rap Back is a program that allows for subscriptions on an individual’s national criminal history
  - Only for criminal justice agencies

- **What are the requirements for a CJRB subscription request?**
  - Individual must be under statutory or court-ordered supervision, or;
  - Individual must be under investigation and the case was given an official agency case number and there is a charge within the statute of limitations, and that the agency can legally run a III criminal history transaction for
  - Agency must have complete confidence in subject’s identity before setting a subscription

- **How much does it cost?**
  - The Criminal Justice FBI Rap Back Program is free

- **What events can trigger a Civil Rap Back Notification (RBN)?**
  - Arrests
  - Dispositions
  - Expungements
  - Warrant (Want) additions, modifications, and deletions
  - Sex Offender Registry additions, modifications, and deletions
  - Fingerprint-based death notices

- **Additional considerations**
  - Requirement to protect data
  - Accounts will be audited – both by DPS and FBI
  - Letter of Intent
  - Agency account creation – one or multiple
  - Subscription term – one year, cancel subscription if no longer needed

Contact the Fingerprint Services Unit if you have questions!
FBI REQUIREMENTS

• Must unsubscribe from individuals no longer associated with your agency within 72 hours
• Subscriptions must be confirmed (verified they are still needed) prior to accessing any Rap Back Notification (RBN)
• Subscriptions must meet requirements listed previously
LETTER OF INTENT

• Required to create a CJRB account – must be uploaded in application
• Must be on agency letterhead
• Must include the agency’s active criminal justice ORI number
• Must include the main purpose for the account (Criminal Investigation or Criminal Supervision)
• Must state whether the account will be used for the entire agency or a specific unit in the agency
• Must be signed by a top official, such as the Chief, Sheriff, or District Attorney
SEARCHING THE CJRB SITE

[Image of the CJRB site's search interface]
<table>
<thead>
<tr>
<th>SID</th>
<th>NAME</th>
<th>DOB</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>CJRB Eligible</td>
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**RECORD DETAIL**

### Identification Information

<table>
<thead>
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<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>SID</td>
<td></td>
</tr>
<tr>
<td>NAME(s)</td>
<td></td>
</tr>
<tr>
<td>BIRTH DATE</td>
<td></td>
</tr>
<tr>
<td>SEX</td>
<td>MALE</td>
</tr>
<tr>
<td>RACE</td>
<td>WHITE</td>
</tr>
<tr>
<td>ETHNICITY</td>
<td>NON-HISPANIC</td>
</tr>
<tr>
<td>DL NUMBER</td>
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<tr>
<td>FBI #</td>
<td></td>
</tr>
<tr>
<td>SOCIAL SECURITY NUMBER</td>
<td></td>
</tr>
<tr>
<td>SCARS, MARKS &amp; TATTOOS</td>
<td>SC R HND</td>
</tr>
</tbody>
</table>

### Subscription Information

Currently there is no subscription. If you would like to create a new subscription, click below

*Manage Subscription*

### FBI Response

No FBI Response
## Creating a Subscription

### Manage Subscription (SID: [Enter])

Your agency is not currently subscribed and will not receive notification of qualifying events.

### CI Rap Back Subscription

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
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<tbody>
<tr>
<td>Originating Case Number *</td>
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</tr>
<tr>
<td>Attention Indicator (ATIN)</td>
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</tr>
<tr>
<td>Rap Back Category (RBC) *</td>
<td>None</td>
</tr>
<tr>
<td>Rap Back Trigger (RBT) *</td>
<td></td>
</tr>
<tr>
<td>Rap Back Disclosure Indicator (RBDI) *</td>
<td>Yes</td>
</tr>
<tr>
<td>Rap Back Attention Indicator (RBATIN)</td>
<td></td>
</tr>
</tbody>
</table>

- **Rap Back Trigger (RBT) Options:**
  - 1: Criminal File Submission
  - 2: Dispositions
  - 4: Expungement/Partial Expungement
  - 5: Writ Addition
  - 6: Writ Deletion
  - 7: Writ Modification
  - 8: Sexual Offender Registry Addition
  - 9: Sexual Offender Registry Deletion
  - 10: Sexual Offender Registry Modification
  - 11: Death Notice

- **Rap Back Disclosure Indicator (RBDI) Options:**
  - 1: Yes
  - 0: No
RBDI = Y, RBATN DIFFERENCES

RBATN Included

RBATN Not Included
Your agency is currently subscribed and will receive notification of qualifying events.
### MODIFYING/CANCELLING A SUBSCRIPTION

**CJ Rap Back Subscription**

<table>
<thead>
<tr>
<th>SID</th>
<th>NAME</th>
<th>BIRTH DATE</th>
<th>MOST RECENT UPDATE</th>
<th>SEX</th>
<th>ORIGINATING CASE NUMBER</th>
<th>EXPIRATION DATE</th>
<th>FRA SUBSCRIPTION STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>02/03/2020</td>
<td>M</td>
<td>12345</td>
<td>02/03/2021</td>
<td></td>
</tr>
</tbody>
</table>

- (2) Dispositions
- (4) Expungement/Partial Expungement
- (5) Want Addition
- (6) Want Deletion
- (7) Want Modification
- (8) Sexual Offender Registry Addition
- (9) Sexual Offender Registry Deletion
- (10) Sexual Offender Registry Modification
- (12) Death Notices

**Rap Back Disclosure Indicator (RBID) **

- Yes

**Rap Back Attenbon Indicator (RBATN)**

- DPS-LES-ADB-FSU Test Subscription
VIEWING WORKLISTS
What is the Criminal Justice (CJ) Rap Back Program of Texas?

The CJ Rap Back Program of Texas allows an authorized entity access to FBI criminal history results, including an electronic subscription and notification service for new arrest activity on subscribed persons.

Criminal Justice Agencies and the CJ Rap Back Program of Texas

The core function of the Texas’ Criminal Justice Rap Back Program is to notify criminal justice agencies when a person who has fingerprints on file with the FBI is arrested or has criminal activity associated with those fingerprints. This program will provide a significant benefit to law enforcement agencies, probation and parole offices, and other criminal justice agencies, by receiving notifications regarding relevant triggering events reported to the FBI on individuals under authorized law enforcement investigation or under the supervision of criminal justice agencies.

Subscription Service

Criminal Justice Rap Back subscriptions can be created for probationers, parolees, sex offenders, persons under direct court supervision, and other officially supervised persons. In addition, law enforcement agencies can create Rap Back subscriptions on suspects and other persons involved in their investigations.

Additional Resources

- CJ Rap Back User Guide
- CJ Rap Back Participation Guide
## ACCESS & DISSEMINATION

### BUREAU CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Unit</th>
<th>Responsibilities</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADB Support Unit</td>
<td>Non-technical Idemia/Identogo concerns (e.g. location closures), DPS Public Site</td>
<td><a href="mailto:ADBSupport@dps.texas.gov">ADBSupport@dps.texas.gov</a></td>
</tr>
<tr>
<td>Audit &amp; Training Unit (ATU)</td>
<td>Auditing and compliance, managing online training modules</td>
<td><a href="mailto:CJIS.Audit@dps.texas.gov">CJIS.Audit@dps.texas.gov</a> 512-424-7364</td>
</tr>
<tr>
<td>Billing Unit</td>
<td>Agency invoicing, fees for services, interagency contracts</td>
<td><a href="mailto:CRS.Billing@dps.texas.gov">CRS.Billing@dps.texas.gov</a></td>
</tr>
<tr>
<td>Criminal History Inquiry Unit (CHIU)</td>
<td>DPS Secure site account set up, assistance with login issues, adding or removing users, name-based searches, legal name changes, personal/immigration/adoption reviews, ORI requests</td>
<td><a href="mailto:NCJU@dps.texas.gov">NCJU@dps.texas.gov</a> 512-424-5079</td>
</tr>
<tr>
<td>Fingerprint Services Unit (FSU)</td>
<td>Technical Idemia/Identogo concerns, assistance with Clearinghouse use, Civil and Criminal Justice FBI Rap Back, configuring Clearinghouse accounts, assistance with CJRB login issues</td>
<td><a href="mailto:Fingerprint.Service@dps.texas.gov">Fingerprint.Service@dps.texas.gov</a> 512-424-2365 x6</td>
</tr>
</tbody>
</table>