

**Name Based Disposition Transaction  
Re-submission  
User Guide**

Version 1.2.0  
June 05, 2019

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## **Name Based Disposition Transactions Via CJIS**

When a Prosecution or Court transaction passes edits but cannot be matched to an arrest, the CCH application places the transaction into the Name Based Disposition (NBD) file. When a new arrest is processed, the transactions in the NBD file are searched for matches. Any matching prosecution or court transactions are automatically submitted for processing.

NBD via CJIS allows agencies to review their NBD transactions and either make a correction and resubmit it or retire the transaction. Notifications will be sent weekly of any new NBD transactions posted during the week.

We're here to help Texas agencies comply with the Texas and Federal statutes involved in record keeping. Please let us know what we can do to further assist you and your agency towards that goal.

If you have any questions, please contact us at [cjis@dps.texas.gov](mailto:cjis@dps.texas.gov).

## NBD Online

To begin review of your NBD transactions, click the *NBD Online* menu option from the EDR menu.

The screenshot shows the CJIS UAT interface. The 'EDR' menu is open, and 'NBD Online' is highlighted. The main content area displays a table of 'CJIS Applicant Raps'.

Name	Date	Description	View	Format	Archive
CJIS Applicant Raps	Mar 13, 2018	ORI: TX227035Y OLD_APPL_NEW_ER2	view	CSV PDF	archive
CJIS Applicant Raps	Mar 13, 2018	ORI: TX227035Y NEW_APPL_OLD_ER2	view	CSV PDF	archive
CJIS Applicant Raps	Mar 13, 2018	ORI: TX227035Y NEW_APPL_NO_ER2	view	CSV PDF	archive
CJIS Applicant Raps	Mar 12, 2018	ORI: TX227035Y OLD_APPL_NEW_ER2	view	CSV PDF	archive
CJIS Applicant Raps	Mar 12, 2018	ORI: TX227035Y NEW_APPL_OLD_ER2	view	CSV PDF	archive
CJIS Applicant Raps	Mar 12, 2018	ORI: TX227035Y NEW_APPL_NO_ER2	view	CSV PDF	archive
CJIS Applicant Raps	Mar 11, 2018	ORI: TX227035Y OLD_APPL_NEW_ER2	view	CSV PDF	archive
CJIS Applicant Raps	Mar 11, 2018	ORI: TX227035Y NEW_APPL_OLD_ER2	view	CSV PDF	archive
CJIS Applicant Raps	Mar 11, 2018	ORI: TX227035Y NEW_APPL_NO_ER2	view	CSV PDF	archive
CJIS Applicant Raps	Mar 10, 2018	ORI: TX227035Y OLD_APPL_NEW_ER2	view	CSV PDF	archive

The search form below will display. Enter your desired search parameter and click *Search*

The screenshot shows the 'Search Name Based Disposition Worklist' form. The form includes fields for SID Number, Name, Date of Birth, Tracking Number, County, Date From, and Date To. A 'Search' button is visible.

There is no data to display.

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Any matching name based records will be listed.

[illegible]

Select one and click the *Edit/View* and details for that transaction will be displayed:

## Edit and NBD Transaction

If the transaction should match an existing arrest, change the DPS#, TRN, and/or TRS to match that arrest and click *Re-Submit*.

**Edit NBD Transaction**

Transaction: CCHTAA#Z20150414000130000ER4 053320150414AA#Z 23 07777777 436993429X 04012015A004A15-04-01164 NTX170015J 04092015 13150005 22.02(a)(2) PC F231004092015 5YOMOD 00000500 TX227025C

Close

MKE	NAME	DPS	TRN	TRS
ER4		07777777	436993429X	A004

Re-Submit


**COURT**

<b>CSC:</b> a	<b>ORI:</b> TX170015J	<b>CIT:</b> PC 22.02(a) (2)		
<b>DOE:</b> 2015-08-17	<b>DLU:</b> 2015-08-17			
<b>CON:</b> 13150005	<b>VIC:</b>	<b>DMV:</b>	<b>GOC:</b>	<b>COL:</b> AGG ASSLT W/DEADLY WEAPON
<b>LDC:</b> F2	<b>CAU:</b> 15-04- 01164	<b>FPO:</b> N	<b>CDD:</b> Apr 9, 2015	<b>DOS:</b> Apr 9, 2015
<b>CDN:</b> 310	<b>CMT:</b> 5YOMOD	<b>CSS:</b>	<b>CPR:</b>	
<b>CEN:</b> 500	<b>CSE:</b>	<b>CST:</b>		

100%

If the transaction is *successfully re-submitted*, the following page will display:

CJIS UAT Inbox Reports Applicant EPR NICS Latent Services Admin Sites Developers JEFFREY TRAN

 **Texas Department of Public Safety**

Transaction was resubmitted. ×

**Search Name Based Disposition Worklist**

<b>SID Number</b> <input type="text"/>	<b>Name</b> <input type="text"/>	<b>Date of Birth</b> <input type="text" value="mm/dd/yyyy"/>
	<input type="checkbox"/> SOUNDEX	<input type="checkbox"/> 2 Year Range
<b>Tracking Number</b> <input type="text"/>	<b>Tracking Suffix</b> <input type="text"/>	
<b>CDC</b> <input type="text"/>	<b>Date From</b> <input type="text" value="mm/dd/yyyy"/>	<b>Date To</b> <input type="text" value="mm/dd/yyyy"/>
<span>Search</span> <span>Reset</span>		

If the transaction fails, a *reject* message will display:

The screenshot shows a web browser window with the URL <https://cchust.dps.texas.gov/CJIS/mbd/editTrnbd=2986>. The page header includes the Texas Department of Public Safety logo and the text "Texas Department of Public Safety". A red message box states: "The transaction was resubmitted but failed for the following reason(s): REJECT - INDV AND TRN NOT FOUND". Below this, the "Edit NBD Transaction" form is displayed. The form includes a transaction ID: "Transaction: CCHTAA#Z2002021401626 ER3 025220020214AA#Z000000 00434434 9004368302A09282000A002TX170013A000000000A 54010004 MB N". The form fields are: MKE (ER3), NAME (N), DPS (00434434), TRN (9004368302), and TRS (A002). A "Re-Submit" button is present. Below the form, a "PROSECUTION" section displays various codes and dates: DOE: 2004-12-30, PON: 54010004, LDP: MB, CIT: , DLU: 2004-12-30, VIC: , POL: , ORI: TX170013A, DMV: , ACT: , GOC: , PAF: A. A "Close" button is located in the top right corner of the form area.

Transaction: CCHTAA#Z2002021401626 ER3 025220020214AA#Z000000 00434434 9004368302A09282000A002TX170013A000000000A 54010004 MB N

MKE	NAME	DPS	TRN	TRS
ER3	N	00434434	9004368302	A002

Re-Submit

PROSECUTION

DOE:	2004-12-30	DLU:	2004-12-30	ORI:	TX170013A	ACT:		PAF:	A
PON:	54010004	VIC:		DMV:		GOC:			
LDP:	MB	POL:							
CIT:									

Close

## Closing and NBD transaction

Closing an NBD transaction indicates that the transaction is no longer needed. In many cases another transaction has been processed to correct the issue.

To close an NBD transaction without resubmission, click *Close*, then add the “Reason for Closing” and click *Close Item*;

The screenshot shows the 'Edit NBD Transaction' page in the CJIS UAT interface. A modal dialog titled 'Manually Close NBD Worklist Item' is open, prompting the user to enter a 'Reason for Closing\*'. The dialog has three buttons: 'Cancel', 'Close Item', and 'Close Item and Continue'. The background page shows transaction details for 'MIKE' (ER3) and 'NAME' ( ), with fields for 'DPS' (05582522), 'TRN' (917997869X), and 'TRS' (A001). Below this is a 'PROSECUTION' section with various codes and dates. The page footer indicates '© 2012 Texas Department of Public Safety - CJIS (Build: 0.0.1)'.

And the “Closed” message will display.

The screenshot shows the 'Edit NBD Transaction' page after the transaction has been closed. The page displays the message: 'This CJIS NBD Work Item has been closed.' Below this, it lists the closure details: 'Closed by: Unknown', 'Closed time: Unknown', and 'Reason: Unknown'. A 'Return to Search' link is provided at the bottom. The page footer indicates '© 2012 Texas Department of Public Safety - CJIS (Build: 0.0.1)'.



## **Document Revision History**

### **Change 0. August 31, 2015**

Version 1.0.0, first document to be released. *Editor Holly Morris*

### **Change 1. March 13, 2018**

Version 1.2.0, updated screenshots to show updated URL domain. *Editor Jeffrey Tran*

### **Reviewed June 05, 2019**

No changes needed. *Cassandra Richey*