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.

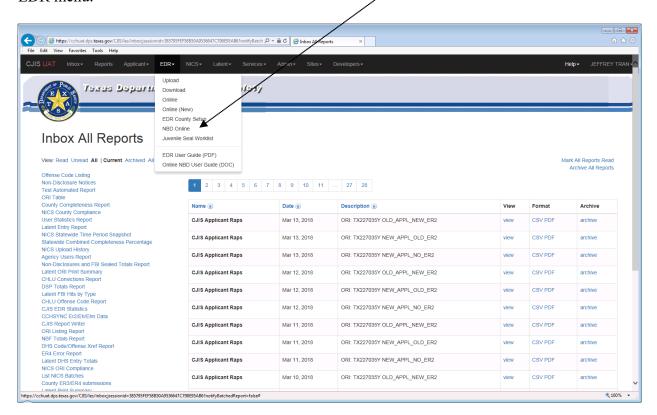
NBD via CJIS allows agencies to review their NBD transactions and either make a correction and resubmit it or retire the transaction. Notifications will be sent weekly of any new NBD transactions posted during the week.

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.

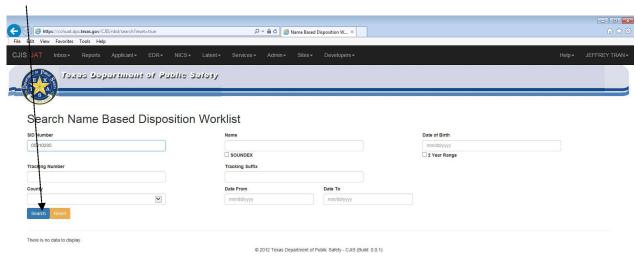
If you have any questions, please contact us at cjis@dps.texas.gov.

NBD Online

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

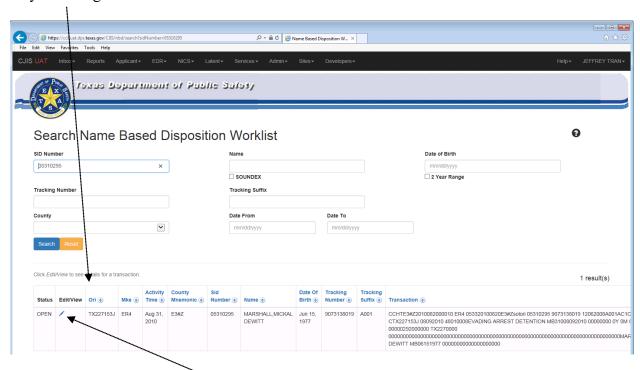


The search form below will display. Enter your desired search parameter and click *Search*



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Any matching name based records will be listed.



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

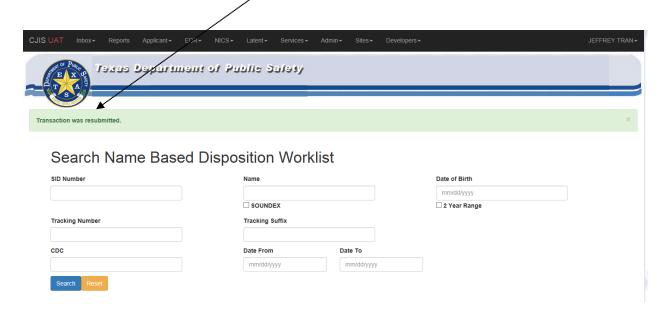
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Edit and NBD Transaction

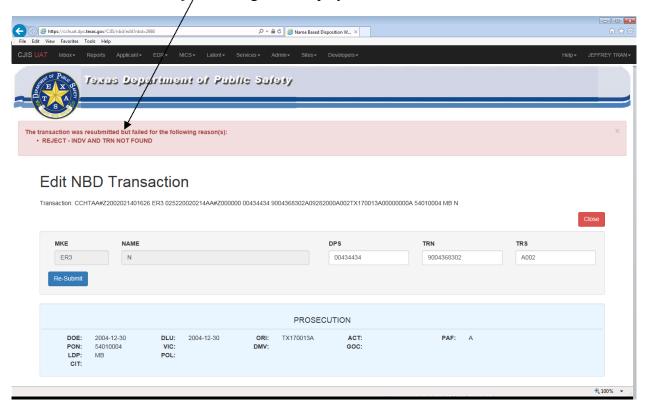
If the transaction should match an existing arrest, change the DPS#, TRN, and/or TRS to match that arrest and click *Re-Submit*.



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



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

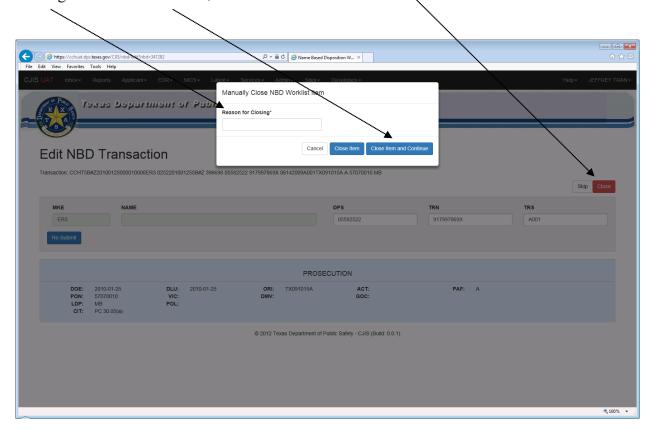


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Closing and NBD transaction

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*;



And the "Closed" message will display.



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