

CJIS NICS User Guide

Version 4.0.0
April 11, 2013

Authored by: Charles Golson
Edited by: Ursula Cook

Table of Contents

If you are viewing this document on-line, CTRL+click the target page number in the Table of Contents. Then to return to the Table of Contents, click the left arrow icon on Word's Web toolbar. Alternately, CTRL+HOME takes you to the top of the document.

INTRODUCTION	3
CONTACTS	3
LOGIN TO CJIS	4
ENTER USER ID	4
ENTER PASSWORD	5
INBOX.....	6
FEDERAL FIREARM REPORTING.....	7
ONLINE ENTRY OF NICS TRANSACTIONS.....	7
ONLINE ENTRY OF NICS ZERO ACTIVITY REPORTS	10
ONLINE SEARCH AND CANCEL OF NICS TRANSACTIONS	11
MODIFICATION OF NICS TRANSACTIONS	14
FILE UPLOAD.....	16
REPORTS	18
REPORT EXAMPLE – NICS TRANSACTION REPORT	19
REPORT HISTORY	22
TRANSACTION FORMATS.....	23
TRANSACTION HEADER	23
NICS ENTRY SEGMENT (MKE = 'EDP')	24
NICS MODIFY SEGMENT (MKE = 'MDP').....	26
NICS CANCEL SEGMENT (MKE = 'XDP')	28
ADMIN.....	29
SECURITY PROFILE	29
<i>Security Image and Site Phrase</i>	29
<i>Security Questions</i>	30
<i>Passwords</i>	31
<i>Authentication Code</i>	33
AUTHORIZED USER ACKNOWLEDGEMENT.....	35
DOCUMENT REVISION HISTORY	37

Introduction

The Criminal Justice Information System (CJIS) site is provided by the Texas Department of Public Safety to assist counties in managing their Computerized Criminal History (CCH) information and their Federal Firearms Reporting transactions.

The major areas of the site are:

The **Inbox** section lists all previously requested reports and any automatically generated reports and notices from TxDPS.

The **Reports** section allows authorized users to request reports for their county. Most reports are available in HTML, PDF, and CSV formats and can be downloaded if desired.

The **NICS** section allows submission of individual Federal Firearm reporting transactions to TxDPS, who forwards them to the National Instant Criminal History Background Check system (NICS).

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.

Contacts

HQ DPS	CHRIP Manager	Ursula Cook	(512) 424-2407
HQ DPS	EDR Coordinator	Holly Morris	(512) 424-2686

Login to CJIS

Connect to the Internet and CCH/CJIS (CJIS) by typing the following URL:
<https://cch.txdps.state.tx.us>

Enter USER ID

Login by typing your work e-mail and click **Login**.

Texas Department of Public Safety
Computerized Criminal History

Login

User ID

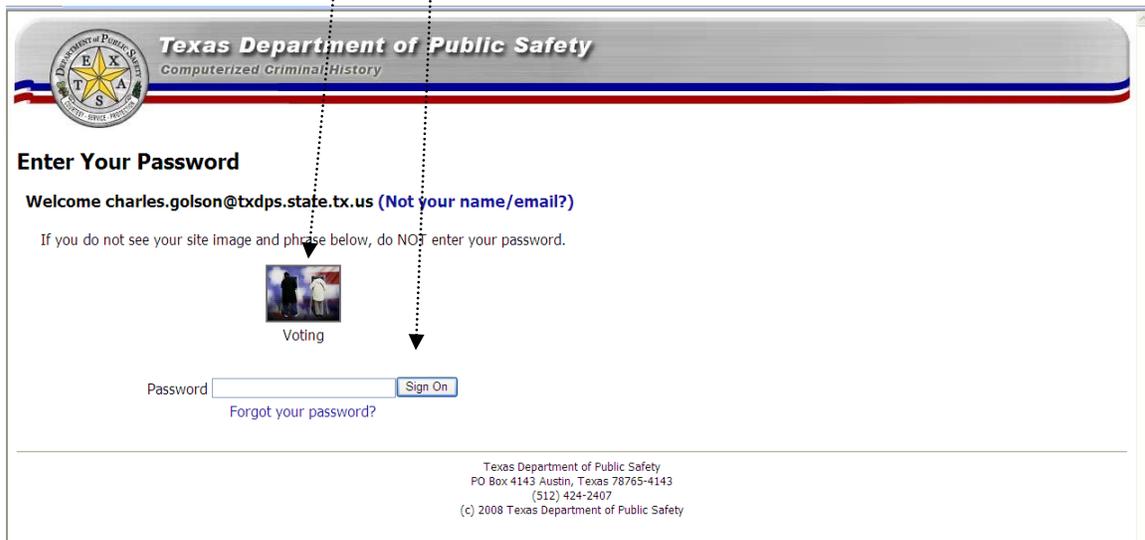
[Request Access](#)

Texas Department of Public Safety
PO Box 4143 Austin, Texas 78765-4143
(512) 424-2407
(c) 2008 Texas Department of Public Safety

Note: You must be registered as a CJIS user to logon. If you are not currently an authorized user, you may click **Request Access** and complete the application form which will be sent to TxDPS for consideration. A confirmation of your request and instructions will be emailed to you.

Enter Password

Verify that your *security image and phrase* are accurate.
Enter your password and click **Sign On**.



 **Texas Department of Public Safety**
Computerized Criminal History

Enter Your Password

Welcome charles.golson@txdps.state.tx.us (Not your name/email?)

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



Voting

Password

[Forgot your password?](#)

Texas Department of Public Safety
PO Box 4143 Austin, Texas 78765-4143
(512) 424-2407
(c) 2008 Texas Department of Public Safety

Inbox

The CJIS home page defaults to your **Inbox** page.

The information displayed in your **Inbox** lists your most recently delivered reports or notifications. Click the desired *Report* or *Notification* to view the report.

Texas Department of Public Safety
Computerized Criminal History

Inbox Reports EDR Services Admin

Welcome: Golson, Charles [Logout](#)

INBOX

Report Date	Report or Notification	County	Begin Date	End Date	Record Count	Parameters
	Activity Notification				1	
12/27/08	County Arrest Data	TRAVIS	10/01/08	10/31/08	3606	
08/12/08	County Compliance	TRAVIS	01/01/03	12/31/03	1	
06/29/09 (Available until 07/28/09)	EDR ER3 Monthly Pass/Fail	TRAVIS			9	Year: 2008
06/29/09 (Available until 07/28/09)	ER3 Error Report	HARRIS	11/01/08	11/30/08	186	
03/26/09	Juvenile Restricted/Unrestricted Report	TRAVIS	10/20/08	10/20/08	5	
06/29/09	Mug Book Search				715	Sex: F, Wgt: 150, Age: 35, Fetchfirst: 5000, Race: W, Hgt: 509
06/25/09	Non-Disclosure Notices		01/01/08	01/31/08	1	Or: TX2270000
02/10/09	Offense Code Listing				283	Search: %5000%
06/28/09 (Available until 07/28/09)	Open Arrest Report	TRAVIS	01/01/08	12/31/08	31609	
07/01/09 (Available until 07/31/09)	ORI Listing Report				76	Search: %2000%
06/29/09 (Available until 07/28/09)	Return File History	TARRANT	10/01/08	10/30/08	12	
06/29/09 (Available until 07/28/09)	Upload History	TRAVIS			79	

Texas Department of Public Safety
P.O. Box 4143 Austin, Texas 78765-4143
(512) 424-2407
© 2008 Texas Department of Public Safety

Reports and notifications remain in your **Inbox** until the “Available until” date. The default retention period is 30 days. An example *ORI Listing Report*:

Texas Department of Public Safety
Computerized Criminal History

Inbox Reports NICS Admin

Welcome: golson, charles [Logout](#)

ORI LISTING REPORT (VIEW HISTORY)

Other formats available: [PDF](#) [CSV](#)

Parameters:
Search: %houston%
215 records returned

ORI	COU	ATR
TXASC0800	FEDERAL AGENCY	SOUTHWEST HOUSTON APPLICATION SERVICE CENTER
TXASC1200	FEDERAL AGENCY	NORTHWEST HOUSTON APPLICATION SERVICE CENTER
TXATF0200		BUREAU OF ATF DIST OFF HOUSTON
TXATF1300	HARRIS	BUREAU OF ATF FIELD OFFICE HOUSTON
TXCG00700		COMMANDING OFFICER USCG AIR STATION HOUSTON
TXCG01500	FEDERAL AGENCY	USCG MARINE SAFETY OFF HOUSTON GALVESTON
TXCID1200	FEDERAL AGENCY	USA CID FORT SAM HOUSTON
TXDEA1000		DRUG ENFOR ADMIN HOUSTON
TXDOD0300	FEDERAL AGENCY	DOD OIG HOUSTON RA HOUSTON
TXDOL0300	FEDERAL AGENCY	DOL OIG OLRFI HOUSTON FIELD OFFICE

Federal Firearm Reporting

Agencies are required to report federal prohibited person information to the Department under 411.052 of the Government Code. If there are no court determinations for a month, then agencies must enter a zero activity report for that month to be considered in reporting compliance.

Online Entry of NICS Transactions

Individual NICS transactions may be entered via the CJIS site by selecting **NICS > Online Entry > Individual Record**.

Texas Department of Public Safety
Computerized Criminal History

Welcome: golson, charles [logout](#)

REPORTS

NAME	DESCRIPTION
CJIS EDR Statistics	CJIS EDR Statistics
County Arrest Data	This report provides the open and closed arrest(ER2) for the specified date range.
County Compliance	This report summarizes all the dispositions reported to the CCH file that are associated with previously reported charges. You must enter your specified date range.
County ER3/ER4 submissions	County ER3/ER4 submissions
EDR ER3 Monthly Pass/Fail	This report summarizes the monthly prosecution submissions which will include the number of pass, fail, the total of both and the pass percentage rate.
EDR ER4 Monthly Pass/Fail	This report summarizes the monthly court submissions which will include the number of pass, fail, the total of both and the pass percentage rate.
ER3 Error Report	This report provides the prosecution submission(s) that errored. The error listed will need to be corrected and resubmitted. You must enter your specified date range.
ER4 Error Report	This report provides the court submission(s) that errored. The error listed will need to be corrected and resubmitted. You must enter your specified date range.
ER4J Error Report	ER4J Error Report
Juvenile Restricted/Unrestricted Report	Juvenile Restricted/Unrestricted Report and Notices
NICS County Statistics	NICS County Statistics
Non-Disclosure Notices	Non-Disclosure Report and Notices
List NICS Batches	List NICS Batches
NICS Transaction Report	NICS Transactions for a Date Range

A blank entry form will be displayed.

Texas Department of Public Safety
Computerized Criminal History

TEST Welcome: GOLSON, CHARLES [logout](#)

CJIS NICS: Mental Health/Guardianship Cases

Agency (ORI): Required

Case Number (OCA): Required

Case Type: Required

Court Date: Required (MM/DD/YYYY)

First Name: Required

Middle Name: Required

Last Name: Required

Suffix:

Date of Birth (DOB): Required (MM/DD/YYYY)

Sex: Required

Race: Required

SID:

Social Security (SOC): (0000-XX-XXXX)

Driver's License (OPR): (ex. TX00000000)

Enter your NICS transaction data, and click **Enter**.

If the transaction is successful, a “*CJIS NICS:*” message will display. You may enter your next NICS individual.

CJIS NICS is the status of the record in the federal database. Status can be *Active*, *Pending*, or *Cancelled*. A “*Pending*” status indicates there was an issue between the Texas database and the federal database. All “*Pending*” statuses are handled by TxDPS analysts.

Any error messages will appear at the top of the entry form or as a pop up next to the required fields.

Texas Department of Public Safety
Computerized Criminal History

Inbox Reports Applicant EDR NICS Latent Services Admin

TEST Welcome: GOLSON CHARLES [logout](#)

CJIS NICS: Mental Health/Guardianship Cases

You must correct the following errors before continuing.

Please enter a valid ORI

Agency (ORI): TX227ABCD Required

Case Number (OCA): TESTCASE2 Required

First Name: FNAME Required

Middle Name: MNAME

Date of Birth (DOB): 01/00/1990 (MM/DD/YYYY) - Required

Sex: Female Required

Race: White Required

SID: 07777777

Social Security (SOC): 123-45-6789 (XXX-XX-XXXX)

Driver's License (OPR): TX1234567 (ex. TX0000000)

Court Date: 01/14/2013 Required (MM/DD/YYYY)

Suffix:

You must provide a value for Case Type.

- 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)

Enter Reset

© 2012 Texas Department of Public Safety - CJIS

Correct the error and click **Enter**.

Online Entry of NICS Zero Activity Reports

NICS zero activity reports are required for those months where no court activity resulted in a NICS individual entry. NICS zero activity reports may be entered via the CJIS site by selecting **NICS > Online Entry > Zero Report**.



The screenshot shows the Texas Department of Public Safety Computerized Criminal History website. The navigation menu includes 'Inbox', 'Reports', 'EDR', 'NICS', 'Services', and 'Admin'. The 'NICS' dropdown menu is open, showing options: 'Enter Individual Record', 'Search', and 'Zero Report'. Below the menu is a table titled 'REPORTS' with columns 'NAME' and 'DESCRIPTION'.

NAME	DESCRIPTION
CJIS EDR Statistics	CJIS EDR Statistics
County Arrest Data	This report provides the open and closed arrest(ER2) for the specified date range.
County Compliance	This report summarizes all the dispositions reported to the CCH file that are associated with previously reported charges. You must enter your specified date range.
County ER3/ER4 submissions	County ER3/ER4 submissions
EDR ER3 Monthly Pass/Fail	This report summarizes the monthly prosecution submissions which will include the number of pass, fail, the total of both and the pass percentage rate.
EDR ER4 Monthly Pass/Fail	This report summarizes the monthly court submissions which will include the number of pass, fail, the total of both and the pass percentage rate.
ER3 Error Report	This report provides the prosecution submission(s) that errored. The error listed will need to be corrected and resubmitted. You must enter your specified date range.
ER4 Error Report	This report provides the court submission(s) that errored. The error listed will need to be corrected and resubmitted. You must enter your specified date range.
ER4J Error Report	ER4J Error Report
Juvenile Restricted/Unrestricted Report	Juvenile Restricted/Unrestricted Report and Notices
NICS County Statistics	NICS County Statistics
Non-Disclosure Notices	Non-Disclosure Report and Notices
List NICS Batches	List NICS Batches
NICS Transaction Report	NICS Transactions for a Date Range
NICS Reporting Summary	NICS Reporting Summary

A blank entry form will be displayed. Enter the reporting ORI and the month for the NICS zero report.



The screenshot shows the 'Enter Zero Report for Month' form. The navigation menu includes 'Inbox', 'Reports', 'Applicant', 'EDR', 'NICS', 'Latent', 'Services', and 'Admin'. The 'NICS' dropdown menu is open, showing options: 'Enter Individual Record', 'Search', and 'Zero Report'. The form is titled 'CJIS NICS: Enter Zero Report for Month' and includes a 'Report Period' section with fields for 'ORI', 'Month (mm)', and 'Year (yyyy)'. The 'ORI' field contains 'TX2270000', the 'Month (mm)' field contains '11', and the 'Year (yyyy)' field contains '2012'. There is an 'Enter' button below the fields.

Report Period

ORI: Month (mm): Year (yyyy):

© 2012 Texas Department of Public Safety - CJIS

If the transaction is successful, a "NICS Successfully Updated" message will display at the top of the page.

Online Search and Cancel of NICS Transactions

To remove a NICS transaction from the database, select **NICS > Search**.

The screenshot shows the Texas Department of Public Safety Computerized Criminal History interface. The header includes the department logo and the text "Texas Department of Public Safety Computerized Criminal History". A navigation bar contains "Inbox", "Reports", "EDR", "NICS", "Services", and "Admin". A user greeting "Welcome: GOLSON, CHARLES" and a "logout" link are visible. The "NICS" menu is open, showing options "Enter", "Search", and "Upload". The "Search" option is highlighted. Below the menu is the "CJIS NICS: Search" form with fields for First Name, Middle Name, Last Name, Suffix, Agency (ORI), Case Number (OCA), Begin Court Date, and End Court Date. "Search" and "Reset" buttons are at the bottom.

Enter your desired parameters and click **Search**.

The screenshot shows the same Texas Department of Public Safety Computerized Criminal History interface. The "NICS" menu is now closed. The "CJIS NICS: Search" form is filled with example data: First Name: FNAME, Middle Name: (empty), Last Name: (empty), Suffix: (empty), Agency (ORI): TX22700000, Case Number (OCA): (empty), Begin Court Date: 01/01/2000, and End Court Date: (empty). The "Search" and "Reset" buttons are at the bottom.

Any of your county's entries that match your search criteria will be displayed:

Texas Department of Public Safety
Computerized Criminal History

Inbox Reports Applicant EDR NICS Latent Services Admin

TEST Welcome: GOLSON, CHARLES [logout](#)

CJIS NICS: Search

First Name: FNAME
 Middle Name:
 Last Name:
 Suffix:
 Agency (ORI): TX2270000
 Case Number (OCA):
 Begin Court Date:
 End Court Date:

Any pending status will be handled by DPS

Entry Date	Court Date	ARI	OCA	Name	DOB	Sex	Race	Cancel Date	Nics Status	Status Pending	Details
12/15/2009		TX1000024	TESTOCA	LNAME, FNAME	01/01/1980	M	A		ACTIVE	CANCEL	Details
12/15/2009		TX1000025	OCATEST	LNAME, FNAME	01/01/1981	M	A	07/18/2012	CANCEL		Details
12/10/2009		TX1000173	TESTCASE1	LNAME, FNAME MNAME JR	02/10/1980	M	A		ACTIVE	CANCEL	Details
12/11/2009		TX1000177	OCA123	LNAME, FNAME MNAME SR	01/02/1930	F	A	12/11/2009	CANCEL		Details
01/29/2010		TX1000225	TESTCASE2	LNAME, FNAME MNAME JR	02/10/1980	M	A	02/01/2011	CANCEL		Details
01/30/2011	01/30/2011	TX1001444	TESTCASE2	LNAME, FNAME MNAME	12/31/1989	F	W	02/01/2011	CANCEL		Details
01/14/2013	01/14/2013	TX1005990	TESTCASE2	LNAME, FNAME MNAME	01/00/1990	F	W		ACTIVE		Details

© 2012 Texas Department of Public Safety - CJIS

To view a record, select **Details** and its details will be displayed. To Cancel, click **Cancel Record**. Note that the Cancel Record link will not display if the record has already been cancelled.

Texas Department of Public Safety
Computerized Criminal History

Inbox Reports Applicant EDR NICS Latent Services Admin

TEST Welcome: GOLSON, CHARLES [logout](#)

CJIS NICS: ACTIVE

Texas ID (ARI): TX1005990 National ID (NRI): 1505935165 Court Date: 01/14/2013
 Agency (ORI): TX2270000 Case Number (OCA): TESTCASE2 Case Type: 1
 First Name: FNAME Middle Name: MNAME Last Name: LNAME Suffix:
 Date of Birth: 01/00/1990 Sex: F Race: W
 SID: 07777777 Social Security (SOC): 123456789 Driver's License (OPR): TX1234567
 Entry Date: 01/14/2013 Cancel Date:

[Cancel Record](#) | [Modify Record](#) | [Return to Search Results](#) | [Enter Individual Record](#) |

© 2012 Texas Department of Public Safety - CJIS

To complete cancellation of NICS entry you must first respond to the “Relief from Disabilities” question and then click on the **Cancel Record** button.


Texas Department of Public Safety
 Computerized Criminal History

[Inbox](#) | [Reports](#) | [Applicant](#) | [EDR](#) | [NICS](#) | [Services](#) | [Admin](#)

TEST Welcome: FULGHAM,ROGER [logout](#)

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

[Return to Search Results](#)

Y
 N

© 2012 Texas Department of Public Safety - CJIS

If the cancellation was successful, the record will be displayed with the “*Cancel*” status and date.


Texas Department of Public Safety
 Computerized Criminal History

[Inbox](#) | [Reports](#) | [Applicant](#) | [EDR](#) | [NICS](#) | [Latent](#) | [Services](#) | [Admin](#)

TEST Welcome: GOLSON,CHARLES [logout](#)

CJIS NICS: CANCEL

Texas ID (ARI):	TX1005990	National ID (NRI):	1505935165	Court Date:	01/14/2013	
Agency (ORI):	TX2270000	Case Number (OCA):	TESTCASE2	Case Type:	1	
First Name:	FNAME	Middle Name:	MNAME	Last Name:	LNAME	Suffix:
Date of Birth:	01/00/1990	Sex:	F	Race:	W	
SID:	07777777	Social Security (SOC):	123456789	Driver's License (OPR):	TX1234567	
Entry Date:	01/14/2013	Cancel Date:	01/18/2013	RDG:	N	

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

© 2012 Texas Department of Public Safety - CJIS

Modification of NICS Transactions

To modify a NICS entry, **Search** for the desired record.

Texas Department of Public Safety
Computerized Criminal History

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

TEST Welcome: GOLSON, CHARLES [logout](#)

CJIS NICS: Search

First Name: Middle Name: Last Name: Suffix:

Agency (ORI): Case Number (OCA): Begin Court Date: End Court Date:

Any pending status will be handled by DPS

There is no data to display.

© 2012 Texas Department of Public Safety - CJIS

Select the NICS entry to be modified from the search results.

Texas Department of Public Safety
Computerized Criminal History

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

TEST Welcome: GOLSON, CHARLES [logout](#)

CJIS NICS: Search

First Name: Middle Name: Last Name: Suffix:

Agency (ORI): Case Number (OCA): Begin Court Date: End Court Date:

Any pending status will be handled by DPS

Entry Date	Court Date	ARI	OCA	Name	DOB	Sex	Race	Cancel Date	Nics Status	Status Pending	Details
01/30/2011	01/01/2011	TX1001445	12345	TESTING, TEST T	01/01/1970	M	W	01/30/2011	CANCEL		Details
	04/12/2012	TX1005605	TESTCASE	RECORD, TEST	04/12/1980	F	A		PENDING	CANCEL	Details
12/05/2012	08/01/2012	TX1005972	CASES4321	CASETYPE, TEST ADD	01/01/1980	M	I		ACTIVE		Details
11/29/2011	11/08/2011	TX1005545	CASESTESTLOG	CCHLOG, TEST	11/09/1987	M	U	11/29/2011	CANCEL		Details
11/29/2011	11/22/2011	TX1005546	TESTCCHLOG	CCHLOG, TEST	11/02/1986	F	B		ACTIVE		Details
12/02/2011	11/08/2011	TX1005549	TESTCCHLOG	CCHLOG, TEST	12/13/1976	M	U	12/02/2011	CANCEL		Details
12/02/2011	12/14/2010	TX1005550	TESTCCHLOG	CCHLOG, TEST	12/13/1966	F	U	12/02/2011	CANCEL		Details
11/28/2011	10/11/2011	TX1005544	TESTIVL	IVL, TEST	11/08/1990	M	U	11/28/2011	CANCEL		Details
12/08/2011	11/07/2011	TX1005565	CASEMNU	MNU, TEST	12/06/1966	M	W	12/08/2011	CANCEL		Details

Modify the desired fields and click **Save**.

Texas Department of Public Safety
Computerized Criminal History

Inbox Reports Applicant EDR NICS Latent Services Admin

TEST Welcome: GOLSON, CHARLES [logout](#)

CJIS NICS: Mental Health/Guardianship Cases - Modify

Agency (ORI): TX0150000	Case Number (OCA): CASE54321 <small>Required</small>	Case Type: 1 - Involuntary inpatient mental commitment (HSC, Ch. 574) <small>Required</small>	Court Date: 08/01/2012 <small>Required (MM/DD/YYYY)</small>
First Name: TEST <small>Required</small>	Middle Name: ADD <small>Required</small>	Last Name: CASETYPE <small>Required</small>	Suffix: <input type="text"/>
Date of Birth (DOB): 01/01/1980 <small>Required (MM/DD/YYYY)</small>	Sex: Male <small>Required</small>	Race: American Indian or Alaskan Native <small>Required</small>	
SID: <input type="text"/>	Social Security (SOC): <input type="text"/>	Driver's License (OPR): <input type="text"/>	

© 2012 Texas Department of Public Safety - CJIS

The updated NICS record will be displayed.

Texas Department of Public Safety
Computerized Criminal History

Inbox Reports Applicant EDR NICS Latent Services Admin

TEST Welcome: GOLSON, CHARLES [logout](#)

CJIS NICS: ACTIVE

Texas ID (ARI):	TX1005972	National ID (NRI):	1505731192	Court Date:	08/01/2012		
Agency (ORI):	TX0150000	Case Number (OCA):	CASE54321	Case Type:	1		
First Name:	TEST	Middle Name:	ADD	Last Name:	CASETYPE	Suffix:	
Date of Birth:	01/01/1980	Sex:	M	Race:	I		
SID:		Social Security (SOC):		Driver's License (OPR):			
Entry Date:	12/05/2012	Cancel Date:					

[Cancel Record](#) | [Modify Record](#) | [Return to Search Results](#) | [Enter Individual Record](#)

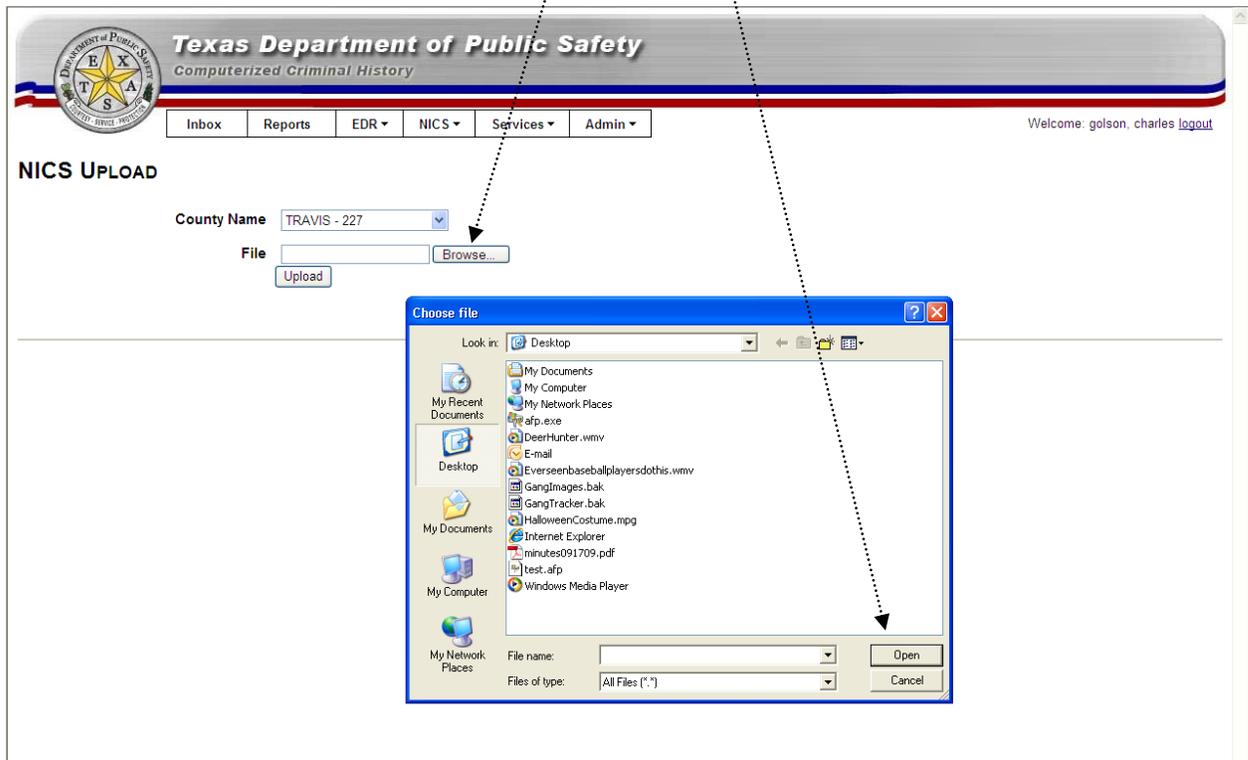
© 2012 Texas Department of Public Safety - CJIS

File Upload

To upload a text file of NICS transactions for processing, select **NICS > Upload**.



Select the county for your upload, then **Browse**, and **Select** your desired text file:



Click **Upload** and the number of records uploaded will be displayed.

The screenshot shows the Texas Department of Public Safety Computerized Criminal History interface. At the top left is the department's logo, a star with 'E', 'K', 'A', 'S' and 'TEXAS' around it. To the right of the logo is the text 'Texas Department of Public Safety' and 'Computerized Criminal History'. Below this is a navigation menu with 'Inbox', 'Reports', 'EDR', 'NICS', 'Services', and 'Admin'. On the right side of the header, it says 'Welcome: golson, charles' with a 'logout' link. The main content area is titled 'NICS UPLOAD' and shows 'Received 30017 records'. Below this is a 'County Name' dropdown menu set to 'ANDERSON - 001'. There is a 'File' input field with a 'Browse...' button next to it. Below the file field is an 'Upload' button. At the bottom of the page, there is contact information for the Texas Department of Public Safety: 'Texas Department of Public Safety, PO Box 4143 Austin, Texas 78765-4143, (512) 424-2407, © 2009 Texas Department of Public Safety'.

Reports

The **Reports** menu tab lists the *reports* which you are authorized to execute.

REPORTS

NAME	DESCRIPTION
CJIS EDR Statistics	CJIS EDR Statistics
County Arrest Data	This report provides the open and closed arrest(ER2) for the specified date range.
County Compliance	This report summarizes all the dispositions reported to the CCH file that are associated with previously reported charges. You must enter your specified date range.
County ER3/ER4 submissions	County ER3/ER4 submissions
EDR ER3 Monthly Pass/Fail	This report summarizes the monthly prosecution submissions which will include the number of pass, fail, the total of both and the pass percentage rate.
EDR ER4 Monthly Pass/Fail	This report summarizes the monthly court submissions which will include the number of pass, fail, the total of both and the pass percentage rate.
ER3 Error Report	This report provides the prosecution submission(s) that errored. The error listed will need to be corrected and resubmitted. You must enter your specified date range.
ER4 Error Report	This report provides the court submission(s) that errored. The error listed will need to be corrected and resubmitted. You must enter your specified date range.
ER4J Error Report	ER4J Error Report
Juvenile Restricted/Unrestricted Report	Juvenile Restricted/Unrestricted Report and Notices
NICS Transaction Report	NICS Transactions for a Date Range
Offense Code Listing	This report provides a complete list of all offense codes.
Open Arrest Report	This report provides the open arrest(ER2) for the specified date range.
ORI Listing Report	ORI Listing Report
Return File History	Return File History
Upload History	Upload History

Texas Department of Public Safety
PO Box 4143 Austin, Texas 78765-4143
(512) 424-2407
© 2009 Texas Department of Public Safety

The following NICS Reports are available to assist with NICS compliance and reporting:

Report Name	Description
NICS County Compliance	NICS Compliance listed by month for the requested county and period
NICS Agency (ORI) Compliance	NICS Compliance listed by month for the requested Agency and period
NICS Transactions for a Date Range	List of NICS transactions entered during the date range and matching the additional search parameters
NICS Zero Activity Transaction Report	List of NICS zero activity reports entered for a date range
List NICS Batches	List of NICS file uploads. This is also where errors can be found.

Report Example – NICS Transaction Report

To execute a “NICS Transaction Report” for a county, select a *county*, a *date range*, and click **Run Report**.

Texas Department of Public Safety
Computerized Criminal History

Inbox Reports EDR NICS Services Admin Welcome: golson, charles [logout](#)

NICS TRANSACTION REPORT

County Name TRAVIS - 227

Date Range 08/30/2009 09/02/2009

Run Report

Keep Report For 1 Month

Texas Department of Public Safety
PO Box 4143 Austin, Texas 78765-4143
(512) 424-2407
© 2009 Texas Department of Public Safety

Note: The report will remain in your **Inbox** for one month. To adjust the retention period, change the *Keep Report for* prior to running the report.

Texas Department of Public Safety
Computerized Criminal History

Inbox Reports NICS Admin Welcome: golson, charles [logout](#)

NICS TRANSACTION REPORT

County Name TRAVIS - 227

Date Range 08/30/2009 09/02/2009

Run Report

Keep Report For

- 1 Week
- 1 Month
- 3 Months
- 1 Year
- Forever

Texas Department of Public Safety
PO Box 4143 Austin, Texas 78765-4143
(512) 424-2407
© 2009 Texas Department of Public Safety

The sample NICS Transaction Report with the report *parameters* and *number of records returned* is shown below in the default format (HTML).

Texas Department of Public Safety
Computerized Criminal History

Inbox Reports EDR NICS Services Admin

Welcome: golson, charles [logout](#)

NICS TRANSACTION REPORT (VIEW HISTORY)

Other formats available: [PDF](#) [CSV](#)

Parameters:
County: TRAVIS Begin Date: 09/01/09 End Date: 09/02/09
5 records returned

DATE	ARI	ORI	PCA	NAM	DOB	SEX	RAC	OCA
2009-09-01	TX1000020	TX227013J	D	TWO, TEST ONE	1972-01-22	F	A	123TEST
2009-09-01	TX1000021	TX227015J	MD	THREE, TEST TWO	1973-01-15	M	U	456TEST
2009-09-01	TX1000022	TX227035J	D	RECORD, TEST	1965-01-01	F	B	12345
2009-09-01	TX1000023	TX227013J	D	RECORD, TEST	1965-01-01	F	B	123456
2009-09-01	TX1000024	TX2270000	D	LNAME, FNAME	1980-01-01	M	A	TESTOCA

Texas Department of Public Safety
PO Box 4143 Austin, Texas 78765-4143
(512) 424-2407
© 2009 Texas Department of Public Safety

To display the report in another format, select the *format* and that report format (PDF in this example) will be displayed.

Texas Department of Public Safety
Criminal Justice Information Services

DATE ARI ORI PCA NAM DOB SEX RAC OCA
 2009-09-01 TX1000020 TX227013J D TWO, TEST ONE 1972-01-22 F A 123TEST
 2009-09-01 TX1000021 TX227015J MD THREE, TEST TWO 1973-01-15 M U 456TEST
 2009-09-01 TX1000022 TX227035J D RECORD, TEST 1965-01-01 F B 12345
 2009-09-01 TX1000023 TX227013J D RECORD, TEST 1965-01-01 F B 123456
 2009-09-01 TX1000024 TX2270000 D LNAME, FNAME 1980-01-01 M A TESTOCA

Page 1

Reports for periods larger than 31 days must be run offline. If your report period is more than 31 days, the following page will be displayed:

Texas Department of Public Safety
Computerized Criminal History

Inbox Reports NICS Admin

Welcome: golson, charles [logout](#)

Reports with date range > 31 days will run batch. Either change date range or just resubmit to run batch

NICS TRANSACTION REPORT

County Name: TRAVIS - 227

Date Range: 08/01/2009 - 09/30/2009

Run Report

Keep Report For: 1 Month

Texas Department of Public Safety
PO Box 4143 Austin, Texas 78765-4143
(512) 424-2407
© 2009 Texas Department of Public Safety

Click on **Run Report** again to submit a batch report request. You will receive an email confirmation when your report has completed and is available in your **Inbox**.

Report History

To see all instances of a particular report, click “*View History*”

Texas Department of Public Safety
Computerized Criminal History

Inbox Reports **NICS** Admin

Welcome: golson, charles [logout](#)

NICS TRANSACTION REPORT (VIEW HISTORY)

Other formats available: [PDF](#) [CSV](#)

Parameters:
 County: TRAVIS Begin Date: 09/01/09 End Date: 09/02/09
 5 records returned

DATE	ARI	ORI	PCA	NAM	DOB	SEX	RAC	OCA
2009-09-01	TX1000020	TX227013J	D	TWO, TEST ONE	1972-01-22	F	A	123TEST
2009-09-01	TX1000021	TX227015J	MD	THREE, TEST TWO	1973-01-15	M	U	456TEST
2009-09-01	TX1000022	TX227035J	D	RECORD, TEST	1965-01-01	F	B	12345
2009-09-01	TX1000023	TX227013J	D	RECORD, TEST	1965-01-01	F	B	123456
2009-09-01	TX1000024	TX2270000	D	LNAME, FNAME	1980-01-01	M	A	TESTOCA

Texas Department of Public Safety
 PO Box 4143 Austin, Texas 78765-4143
 (512) 424-2407
 © 2009 Texas Department of Public Safety

and all previous versions of that *report type* will be listed.

Texas Department of Public Safety
Computerized Criminal History

Inbox Reports **NICS** Admin

Welcome: golson, charles [logout](#)

NICS TRANSACTION REPORT HISTORY

Report Date	Record Count	County	Begin Date	End Date	Parameters
09/01/09 <small>(Available until 10/01/09)</small>	5	TRAVIS	09/01/09	09/02/09	
09/01/09 <small>(Available until 10/01/09)</small>	12	TRAVIS	08/30/09	09/02/09	
09/01/09 <small>(Available until 10/01/09)</small>	5	TRAVIS	09/01/09	09/02/09	
09/01/09 <small>(Available until 10/01/09)</small>	12	TRAVIS	08/30/09	09/02/09	
09/31/09 <small>(Available until 09/30/09)</small>	1	HARRIS	08/30/09	09/01/09	
08/31/09 <small>(Available until 08/30/09)</small>	4	TRAVIS	08/31/09	09/01/09	
08/31/09 <small>(Available until 08/30/09)</small>	4	TRAVIS	08/30/09	09/01/09	
08/31/09 <small>(Available until 08/30/09)</small>	1	TRAVIS	08/28/09	09/01/09	
08/31/09 <small>(Available until 08/30/09)</small>	0	ANDERSON	08/24/09	09/01/09	
08/28/09 <small>(Available until 08/27/09)</small>	1	ANDERSON	08/26/09	08/31/09	

Texas Department of Public Safety
 PO Box 4143 Austin, Texas 78765-4143
 (512) 424-2407
 © 2009 Texas Department of Public Safety

Transaction Formats

TRANSACTION HEADER

Each record sent to the DPS will be comprised of a 25-byte header and a single variable length record. The length of the record will depend on the type of transaction being submitted. The format of the transfer header is as follows:

TRANSFER RECORD FORMAT

```

          |          DATA TRANSFER HEADER          |          DATA AREA          |
          |-----|-----|-----|          |-----|-----|
FIELD=   | TRAN|CDC|FILLER          |<----- RECORD ----->|
          |-----|-----|-----|          |-----|-----|
LGTH=   |  4  4  17          |<- LENGTH OF RECORD----->|
          |<-- TRANSACTION - LENGTH OF HEADER AND RECORD ----->|

```

Data Element	Field Location		Length	Definition
	Begin	End		
TRANSACTION	001	004	4	'CCHT' - TRANSACTION CODE FOR SENDING DATA TO THE DPS.
CDC	005	008	4	'CDC' OF THE ORGANIZATION SUBMITTING THE DATA.
DATE	009	016	8	CURRENT DATE (YYYYMMDD)
FILLER	017	025	9	THE FINAL 9 POSITIONS ARE NOT USED BY DPS AND CAN BE USED FOR COUNTY INFORMATION. HOWEVER THE FULL HEADER WILL BE INCLUDED UNCHANGED AS THE FIRST 25 CHARACTERS OF EACH RECORD IN THE RETURN FILE. THEREFORE, THE SUBMITTER MAY CHOOSE TO INCLUDE THE LAST 9 BYTES IN ANY FORMAT THEY DESIRE. THIS MAY BE IMPORTANT IF THE SOFTWARE BEING USED LOCALLY TO PROCESS THE SUBSEQUENT RETURN FILE IS DEPENDENT ON THIS DATA.

NOTE: X = MINIMUM CONTROL DATA REQUIRED TO SUBMIT THIS RECORD.
 DATA: A = ALPHA N = NUMERIC
 ZF = ZERO FILLED R = RIGHT L = LEFT J = JUSTIFIED
 IF THERE IS NO DATA FOR A FIELD IT WILL BE FILLED WITH BLANKS.

NICS ENTRY SEGMENT (MKE = 'EDP')

Note	Code	Field Location		Length	Data Type	Definition
		Begin	End			
X	MKE	001	004	4	ANLJ	MESSAGE KEY 'EDP '. IDENTIFICATION RECORD.
	ERR	005	005	1	A	ON RETURN TO AGENCY - BLANK = NO ERRORS - X = 500 BYTE ERROR FIELD APPENDED TO RECORD CONTAINING TEXT DESCRIPTION OF ANY ERRORS.
X	LGH	006	009	4		RECORD LENGTH (312)
X	DOE	010	017	8	N	DATE OF ENTRY (YYYYMMDD)
X	ORG	018	021	4	AN	CDC OF ORGANIZATION SUBMITTING DATA. (I.E.: 'DPS ', 'AFIS',).
X	ORI	022	030	9	ANLJ	AGENCY IDENTIFIER
X	FNAM	031	080	50	A	NAME - FIRST
	MNAM	081	110	30	A	NAME - MIDDLE
X	LNAM	111	160	50	A	NAME - LAST
	SNAM	161	164	4	A	NAME - CADENCE
X	SEX	165	165	1	A	SEX. M = MALE, F = FEMALE, U = UNKNOWN.
X	RAC	166	166	1	A	RACE. THE INDIVIDUAL'S NATIONALITY.
X	DOB	167	174	8	N	MONTH, DAY, AND COMPLETE YEAR OF INDIVIDUAL'S BIRTH. MMDDYYYY
X	PCA	175	176	2	A	'D' = ADJUDICATED MENTAL DEFECTIVE/COMMITTED TO A MENTAL INSTITUTION
X	OCA	177	196	20	ANLJ	ORIGINATING CASE NUMBER
	ARI	197	221	25	ANLJ	AGENCY RECORD IDENTIFIER (ASSIGNED BY DPS AND INCLUDED IN RESPONSE)
	SOC	222	230	9	N	SOCIAL SECURITY NUMBER
	OLN	231	255	25	ANLJ	DRIVERS LICENSE NUMBER
	DPS	256	263	8	NZFL	DPS (SID) NUMBER. DEPARTMENT OF PUBLIC SAFETY STATE IDENTIFICATION NUMBER
X	CDD	264	271	8	N	COURT DATE (YYYYMMDD)
X	CAS	272	272	1	N	NICS CASE TYPE 1 Involuntary Commitment 2 NGR 3 Mental Retardation 4 Guardianship 5 Incompetent to stand trial

NOTE: X = MINIMUM CONTROL DATA REQUIRED TO SUBMIT THIS RECORD.

DATA: A = ALPHA

N = NUMERIC

ZF = ZERO FILLED

R = RIGHT

L = LEFT

J = JUSTIFIED

IF THERE IS NO DATA FOR A FIELD IT WILL BE FILLED WITH BLANKS.

Note	Code	Field Location		Length	Data Type	Definition
		Begin	End			
		273	312	40		CURRENTLY NOT USED

NOTE: X = MINIMUM CONTROL DATA REQUIRED TO SUBMIT THIS RECORD.

DATA: A = ALPHA N = NUMERIC

ZF = ZERO FILLED R = RIGHT L = LEFT J = JUSTIFIED

IF THERE IS NO DATA FOR A FIELD IT WILL BE FILLED WITH BLANKS.

NICS MODIFY SEGMENT (MKE = 'MDP')

Note	Code	Field Location		Length	Data Type	Definition
		Begin	End			
X	MKE	001	004	4	ANLJ	MESSAGE KEY 'MDP '. IDENTIFICATION RECORD.
	ERR	005	005	1	A	ON RETURN TO AGENCY - BLANK = NO ERRORS - X = 500 BYTE ERROR FIELD APPENDED TO RECORD CONTAINING TEXT DESCRIPTION OF ANY ERRORS.
X	LGH	006	009	4		RECORD LENGTH (312)
X	DOE	010	017	8	N	DATE OF ENTRY (YYYYMMDD)
X	ORG	018	021	4	AN	CDC OF ORGANIZATION SUBMITTING DATA. (I.E.: 'DPS ', 'AFIS',).
X	ORI	022	030	9	ANLJ	AGENCY IDENTIFIER
	FNAM	031	080	50	A	NAME - FIRST
	MNAM	081	110	30	A	NAME - MIDDLE
	LNAM	111	160	50	A	NAME - LAST
	SNAM	161	164	4	A	NAME - CADENCE
	SEX	165	165	1	A	SEX. M = MALE, F = FEMALE, U = UNKNOWN.
	RAC	166	166	1	A	RACE. THE INDIVIDUAL'S NATIONALITY.
	DOB	167	174	8	N	MONTH, DAY, AND COMPLETE YEAR OF INDIVIDUAL'S BIRTH. MMDDYYYY
	PCA	175	176	2	A	'D' = ADJUDICATED MENTAL DEFECTIVE/COMMITTED TO A MENTAL INSTITUTION
	OCA	177	196	20	ANLJ	ORIGINATING CASE NUMBER
	ARI	197	221	25	ANLJ	AGENCY RECORD IDENTIFIER (ASSIGNED BY DPS AND INCLUDED IN RESPONSE)
	SOC	222	230	9	N	SOCIAL SECURITY NUMBER
	OLN	231	255	25	ANLJ	DRIVERS LICENSE NUMBER
	DPS	256	263	8	NZFL	DPS (SID) NUMBER. DEPARTMENT OF PUBLIC SAFETY STATE IDENTIFICATION NUMBER
	CDD	264	271	8	N	COURT DATE (YYYYMMDD)

NOTE: X = MINIMUM CONTROL DATA REQUIRED TO SUBMIT THIS RECORD.

DATA: A = ALPHA

N = NUMERIC

ZF = ZERO FILLED

R = RIGHT

L = LEFT

J = JUSTIFIED

IF THERE IS NO DATA FOR A FIELD IT WILL BE FILLED WITH BLANKS.

Note	Code	Field Location		Length	Data Type	Definition
		Begin	End			
	CAS	272	272	1	N	NICS CASE TYPE 1. Involuntary Commitment 2. NGR 3. Mental Retardation 4. Guardianship 5. Incompetent to stand trial
		273	312	40		CURRENTLY NOT USED

NOTE: X = MINIMUM CONTROL DATA REQUIRED TO SUBMIT THIS RECORD.

DATA: A = ALPHA N = NUMERIC

ZF = ZERO FILLED R = RIGHT L = LEFT J = JUSTIFIED

IF THERE IS NO DATA FOR A FIELD IT WILL BE FILLED WITH BLANKS.

NICS CANCEL SEGMENT (MKE = 'XDP')

Note	Code	Field Location		Length	Data Type	Definition
		Begin	End			
X	MKE	001	004	4	ANLJ	MESSAGE KEY 'XDP '. IDENTIFICATION RECORD.
	ERR	005	005	1		ON RETURN TO AGENCY - BLANK = NO ERRORS - X = 500 BYTE ERROR FIELD APPENDED TO RECORD CONTAINING TEXT DESCRIPTION OF ANY ERRORS.
X	LGH	006	009	4		RECORD LENGTH (289)
X	DOE	010	017	8	N	DATE OF ENTRY (YYYYMMDD)
X	ORG	018	021	4	AN	CDC OF ORGANIZATION SUBMITTING DATA. (I.E.: 'DPS ', 'AFIS',).
X	ORI	22	30	9	ANLJ	AGENCY IDENTIFIER
X	FNAM	31	80	50	A	NAME - FIRST
	MNAM	81	110	30	A	NAME - MIDDLE
X	LNAM	111	160	50	A	NAME - LAST
	SNAM	161	164	4	A	NAME - CADENCE
X	ARI	165	189	25	N	AGENCY RECORD IDENTIFER.FOR TEXAS NICS ENTRY
X	RDQ	190	190	1	A	RELIEF FROM DISABILITIES QUESTION - MUST BE Y OR N. IS THIS DELETION DUE TO AN ATF-APPROVED STATE RELIEF FROM DISABILITIES PROGRAM?
		191	289	99		DPS USE ONLY

NOTE: X = MINIMUM CONTROL DATA REQUIRED TO SUBMIT THIS RECORD.

DATA: A = ALPHA

N = NUMERIC

ZF = ZERO FILLED

R = RIGHT

L = LEFT

J = JUSTIFIED

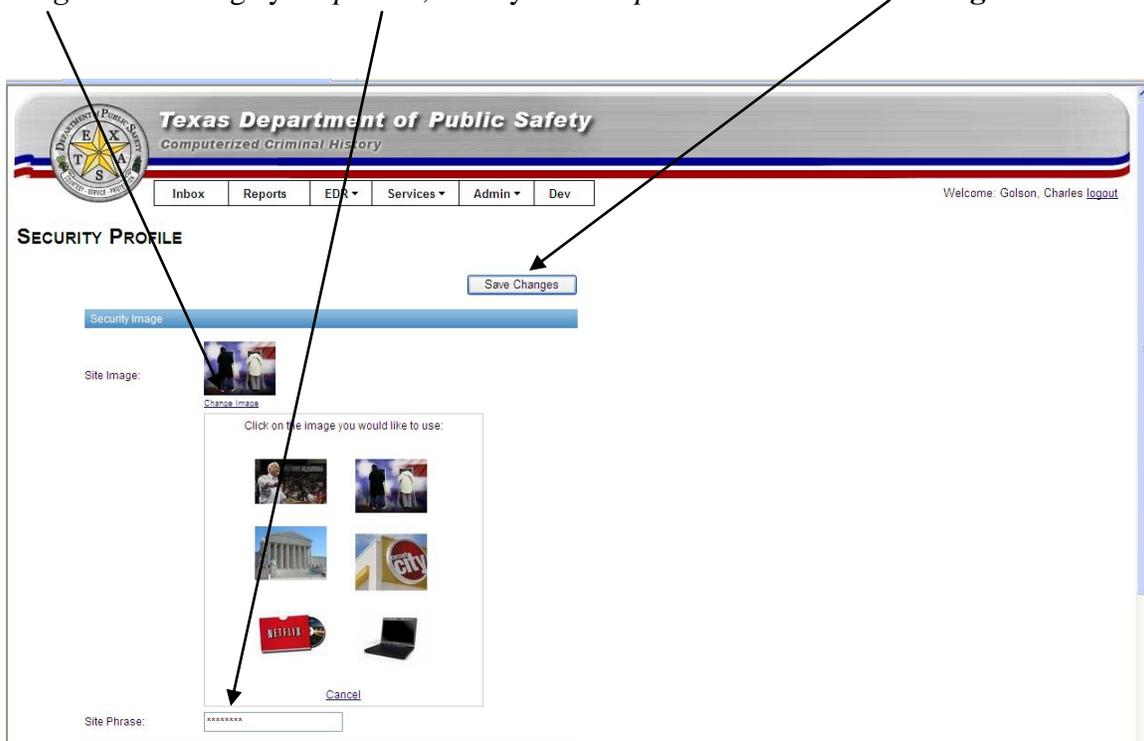
IF THERE IS NO DATA FOR A FIELD IT WILL BE FILLED WITH BLANKS.

ADMIN

Security profile

Security Image and Site Phrase

The *security image* and *site phrase* are used during the login process to allow you to verify that you are on the TxDPS CJIS web site. To change your image, click *Change Image*". To change your *phrase*, enter your new *phrase*. Click **Save Changes**.



Security Questions

Security questions and answers are an additional method of identification. If your computer is not recognized by the CJIS site or if you have forgotten your password or it has expired, you will need to answer one of your *security questions*. To enter or change any of your question/answers, select the question, type an answer, and click **Save Changes**.

The screenshot displays the 'Security Profile' page within the Texas Department of Public Safety's Computerized Criminal History system. The page header includes the department's logo and navigation tabs for 'Inbox', 'Reports', 'EDR', 'Services', 'Admin', and 'Dev'. A user welcome message for 'Golson, Charles' is visible in the top right.

The 'SECURITY PROFILE' section contains the following elements:

- Security Image:** A placeholder for a user profile picture.
- Site Image:** A small image of two people walking, with a 'Change Image' link below it.
- Site Phrase:** A text input field containing several asterisks.
- Security Questions:** A list of questions with dropdown menus. The first question is 'In what city was your high school'. The second is 'What was the name of your first pet'. The third is 'What was the name of your junior high school', which has a dropdown menu open showing other options: 'What was the name of your favorite restaurant in college', 'What street did your best friend in school live on', 'Where did you meet your spouse for the first time', 'What was the name of your favorite teacher in school', and 'What was the nickname of your grandfather'.
- Password:** Fields for 'Password' and 'Confirm Password', both containing asterisks.

Two 'Save Changes' buttons are located on the page: one at the top right of the profile section and one at the bottom right.

Passwords

Your *Password* can be changed from the **Security Profile** page by typing in the new password, confirming it, and clicking **Save Changes**.

SECURITY PROFILE

Save Changes

Security Image

Site Image:  [Change Image](#)

Site Phrase:

Security Questions

Security Question:

Answer:

Security Question:

Answer:

Security Question:

Answer:

Password

Password:

Confirm Password:

Save Changes

If you have forgotten your password, you may reset it by clicking the “*Forgot your password?*” link on the password entry page.

Enter Your Password

Welcome charles.golson@txdps.state.tx.us (Not your name/email?)

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

 Voting

Password:

[Forgot your password?](#)

Texas Department of Public Safety
PO Box 4143 Austin, Texas 78765-4143
(512) 424-2407
(c) 2008 Texas Department of Public Safety

Provide the answer to your *security question*, enter your new password, retype it, and click **Reset Password**".

 **Texas Department of Public Safety**
Computerized Criminal History

Reset Password

What was the name of your junior high school

Answer

New Password

Retype New Password

Texas Department of Public Safety
PO Box 4143 Austin, Texas 78765-4143
(512) 424-2407
(c) 2008 Texas Department of Public Safety

Authentication Code

The Authentication Code is used to register your computer as authorized to access the CJIS site. If your computer is not recognized by CJIS or if your authentication for your computer has expired, you will be prompted to *request* one.

Authentication Code For This Computer

This is not the same as your password. If you are a current user you may use the link below and a new authentication code will be emailed to you.

If you are logging in from a new computer, or if cookies have been deleted from the browser, you will need to request a new computer code.

If you have an authentication code enter it here, otherwise you can request a new authentication code with the link below.

Authentication Code

[Request Authentication Code](#)

Texas Department of Public Safety
PO Box 4143 Austin, Texas 78765-4143
(512) 424-2407
(c) 2008 Texas Department of Public Safety

Upon request, one will be emailed to your User ID.

Authentication Code For This Computer

Your new code was sent to CHARLES.GOLSON@TXDPS.STATE.TX.US

This is not the same as your password. If you are a current user you may use the link below and a new authentication code will be emailed to you.

If you are logging in from a new computer, or if cookies have been deleted from the browser, you will need to request a new computer code.

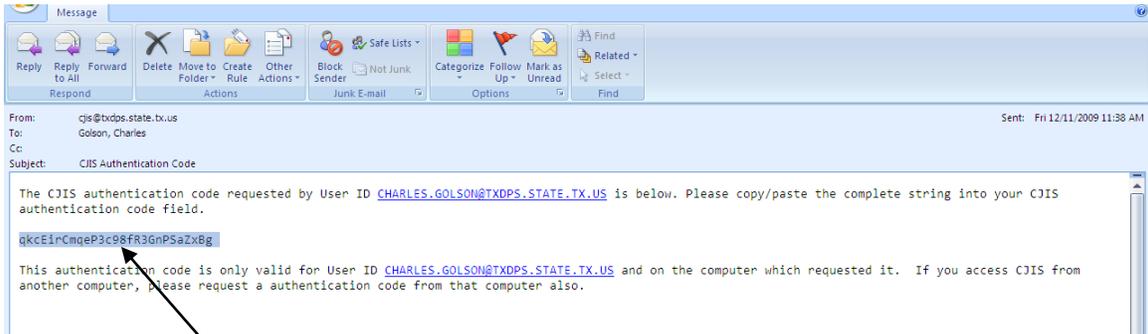
If you have an authentication code enter it here, otherwise you can request a new authentication code with the link below.

Authentication Code

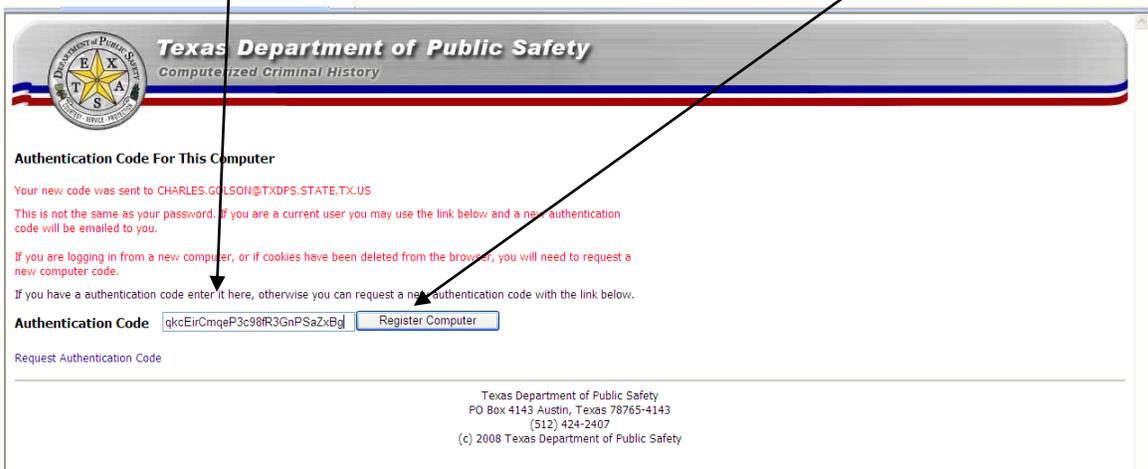
[Request Authentication Code](#)

Texas Department of Public Safety
PO Box 4143 Austin, Texas 78765-4143
(512) 424-2407
(c) 2008 Texas Department of Public Safety

When you have received the email,



Please copy the *code*, paste it into the data field , and click **REGISTER COMPUTER**



And proceed to the *Enter Password* page.



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;
 2. provides a person with a copy of the person's criminal history record information obtained from the department; or
 3. violates a rule of the department adopted under this subchapter.
- b. An offense under Subsection (a) is a Class B misdemeanor, except as provided by Subsection (c).
- c. An offense under Subsection (a) is a felony of the second degree if the person:
 1. obtains, uses, or discloses criminal history record information for remuneration or for the promise of remuneration; or
 2. employs another person to obtain, use, or disclose criminal history record information for remuneration or for the promise of remuneration.
- d. The department shall provide each person who applies for access to criminal history record information maintained by the department with a copy of this section.

- Information regarding security requirements which must be followed by those who have access to CHRI is found in the Database Access and CJIS Security Policy.

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.

Agency/Entity	Address	Phone Number
Printed User Name	Date of Birth	E-Mail Address
Signature	Date	

“Access” is defined as physical access: The ability to receive, view, or discuss the Criminal History Record Information (CHRI) regardless of retrieval method from Texas Department of Public Safety.

Mail to: DEPARTMENT OF PUBLIC SAFETY CRIME RECORDS SERVICE URSULA COOK PO BOX 4143 AUSTIN TX 78765-4143	
---	--

Document Revision History

Change 0. September 1, 2009

Version 1.0.0, first document to be released. *Editor Ursula Cook*

Change 1. March 10, 2010

Version 3.1.0, Added batch file updates and fixed file layouts. *Editor Ursula Cook*

Change 2. February 2, 2011

Version 3.1.0, Added Court Date field, Zero Activity entry, new NICS reports. *Editor Ursula Cook*

Change 3. March 30, 2011

Version 3.1.1, Corrected length of Filler column in fixed length Header. *Editor Ursula Cook*

Change 4. July 17, 2012

Version 3.1.2, Added mandatory RDQ field to cancel transaction (XDP). *Editor Ursula Cook*

Change 5. April 11, 2013

Version 3.1.2, Added Modify section and Modify (MDP) transaction. *Editor Holly Morris*