# Table of Contents

NICS INDICES ENTRY VIA CJIS ............................................................................................................ 3  
NICS INDICES ENTRY (NIE) ................................................................................................................... 4  
ENTER NICS INDICES RECORD ............................................................................................................ 5  
MODIFY NICS INDICES RECORD ......................................................................................................... 8  
ADD SUPPLEMENTAL IDENTIFIERS TO NICS INDICES RECORD .............................................10  
CANCEL NICS INDICES RECORD ........................................................................................................12  
ZERO REPORTS ........................................................................................................................................13  
NIE REPORTS ............................................................................................................................................14  
BATCH UPLOAD .......................................................................................................................................16  
TRANSACTION FORMATS .....................................................................................................................17  
  HEADER - HDR .........................................................................................................................................17  
  EDP TRANSACTIONS – NEW RECORDS BEING ADDED TO THE NICS INDICES ............................................18  
  MDP TRANSACTIONS – MODIFYING AN EXISTING NICS INDICES RECORD ..................................................20  
  SDP - INDICES SUPPLEMENT REQUEST ......................................................................................................22  
  XDP - INDICES CANCEL REQUEST .............................................................................................................23  
DOCUMENT REVISION HISTORY .......................................................................................................24
NICS Indices Entry via CJIS

The CJIS site provided by TxDPS supports manual entry, submission, and subsequent search of NICS Indices Entries for Mental Health/Guardianship cases and Family Violence Class C convictions. Submissions made via the site can be searched via the site. For all other NICS Indices searches, please use the TLETS QNP message key.

On February 26, 2020, access and authorizations move from county based to ORI based. Users will be able to enter and query records for their authorized ORIs. Zero reports will continue to be based on ORI.

Felony Convictions reported and applied to CCH that don’t have a UCN (FBI Universal Control Number) are automatically submitted to the FBI for inclusion in the NICS Indices. All Felony Convictions in the Name Based File (NBF) that have a Complete Last and First Name and Date of Birth are also automatically submitted to the FBI for inclusion in the NICS Indices.
NICS Indices Entry (NIE)

To access the NICS Indices Entry home page, click on *NICS Indices Entry* from the *My Apps* menu.

The main NICS page will display. From this page you can manually *enter* a new NICS transaction, *search* current NICS entries by Case Number, or do an *Advanced Search* and click *Submit*. You will be able to search, view, and access only records for your approved ORIs.
Enter NICS Indices Record

Select *Type of record* from the *Enter* drop down menu:

A window will pop up on the right of the screen. Required fields are indicated by an asterisk. Enter your fields and click *submit*.
Submission errors will show on top of the form. Enter corrected information and click Submit.
The NCIS Indice is displayed when successfully submitted. From this page, you can **Cancel**, **Modify Existing Data**, or **Add Supplemental Identifiers** to your submission.
Modify NICS Indices Record

To modify a record, search for the record and select it from the list.

Click Modify Existing Data,
Make your changes, and click *Submit.*
Add Supplemental Identifiers to NICS Indices Record

From a detailed record, select *Add Supplemental* and then the *Identifier type*:

Enter the identifier and select *Submit*. 
And, the new supplemental identifier is posted to the record.

<table>
<thead>
<tr>
<th>Category</th>
<th>TX1000146</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>ACTIVE</td>
</tr>
<tr>
<td>Agency</td>
<td>TX2270000</td>
</tr>
<tr>
<td>Case Number</td>
<td>A12345</td>
</tr>
<tr>
<td>First Name</td>
<td>JOHN</td>
</tr>
<tr>
<td>Last Name</td>
<td>SMITH</td>
</tr>
<tr>
<td>Date Of Birth</td>
<td>1930-02-02</td>
</tr>
<tr>
<td>Sex</td>
<td>M</td>
</tr>
<tr>
<td>Race</td>
<td>U</td>
</tr>
<tr>
<td>Social Security</td>
<td>5555555555</td>
</tr>
<tr>
<td>Drivers License</td>
<td>TX1000146</td>
</tr>
<tr>
<td>Entry Time</td>
<td>2020-12-04 18:17:29 157090</td>
</tr>
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</table>

### Supplementals

<table>
<thead>
<tr>
<th>Type</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOB</td>
<td>01/01/1977</td>
</tr>
<tr>
<td>SOC</td>
<td>1234567890</td>
</tr>
<tr>
<td>SOC</td>
<td>987654321</td>
</tr>
</tbody>
</table>

### Transactions

<table>
<thead>
<tr>
<th>MKIE</th>
<th>Exit Code</th>
<th>Name</th>
<th>Transaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDP</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DN01CCH1 TX1000146 XX00XTLB EDTP TX2270000 NAM/SMITH JOHN Q IRSEX/M/RAC/U/DOB/19300202/RLCA/D/AI/R/TX1000146.OS
Cancel NICS Indices Record

Select *Cancel Record*, If the record is Mental/Health Guardianship, then select Yes or No from the drop down and click on *Cancel Record*. If the record is for Family Violence, there is no additional question.
Zero Reports

A Zero report is required for any month in which there were no NICS Indices Records to be entered. The requirement is by ORI. To enter a Zero Report, select *Enter Zero Report* from the Enter/Search page:

Enter your ORI, month, and year and click *Submit*.

Successful entry message.
NIE Reports

From the My Apps menu, select Reports,

And the Reports page will display.

Click on the type of report you would like to run.

- Saved Reports – previously run and retained for a week or a month
- General – Reports not specific to NIE, for example Offense Code listing
- Legacy NIE County reports – Reports based on County reporting (prior to switch to ORI reporting)
- NIE Indices Entry Reports – ORI based reports

Enter your parameters and click Submit
Your matching results will be displayed:
Batch Upload

To upload a batch file of NICS transactions (please see specifications for transactions formats), click *Upload* from the MyApps menu:

Select the *County*, choose a *file*, and click *Upload*:
Transaction Formats

DPS has adopted the federal transaction format for NICS transactions. Specifications are below. For those currently using fixed format transactions, these will continue to be accepted.

Header - HDR

The Header field is used in all transactions and consists of three parts:

- **Transaction type** – value is always ‘NICS’
- **Texas County ID** – Four characters assigned to the Texas county. Example: ‘32#Z’
- **Date** - YYYYMMDD format

Values are concatenated.

Example HDR – NICS32#Z2020226
EDP Transactions – New records being added to the NICS Indices

The Agency Indices Add Request is a request submitted by an agency to add a new record to the NICS Indices. The format of the Agency Indices Add Request is as follows:

Record Layout:

```
HDR.EDP.ORI.NAM/XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.SEX/X.RAC/X.
DOB/YYYYMMDD.PCA/X.OCA/XXXXXXXXX.SOC/XXXXXXXXX.OLN/XXXXXXXXXX.CD
D/YYYYMMDD.DOA/YYYYMMDD.CAS/XX.RTV/XX.SST/XXXXXXXXXXXXXXXXXXXXXXXX
XXXX.AON/XXXXXXXXX.DPS/XXXXXXXXX.
```

NOTE: The information above is broken down into: 1) Message Field Codes (i.e., NAM, SEX, RAC, etc.), 2) Separators (/), 3) agency information (XXXX…), and 4) the (.), which represents the end of the information provided by the agency. The X’s above are not representative of the number of characters permitted but rather the actual data. Each element is defined in greater detail in Appendix D of the NICS/FBI Interface Control Document (ICD).

Explanation of Agency Indices Add Request Message:

This is an electronic request from an agency to the DPS NICS portal to add a record to the NICS Indices at the FBI.

Notes:

1. MKE is "EDP".
2. HDR, MKE, ORI, NAM, SEX, RAC, PCA, DOB, and OCA are mandatory. DOA, AON, RTV and SST are mandatory when the PCA Code is I. CDD and CAS are mandatory when the PCA Code is D.
3. DPS, OLN and SOC are optional.
4. The NAM field holds a maximum of 138 characters and must be provided in the following format: SURNAME (50)[comma][space]FIRSTNAME(30)[space]MIDDLENAME(50)[space]CADENCE(4).

SPECIAL FORMATTING:

a. First position must not be a blank, comma, or hyphen.
b. Must contain at least one, and only one, comma.
c. Comma must not be preceded by a blank or hyphen.
d. Two or more consecutive blanks or hyphens between characters are invalid.
e. Hyphen must be preceded and followed by alpha characters.

EXAMPLES:
Smith, John Henry
Smith, John Henry Jr
Smith, John H Q
Smith, John Henry Lewis
Castro-Ramirez, Ann-Marie Cesar

5. A DOB may be provided to NIE as YYYYMMDD.

Example:

NICS32#Z20200226.EDP.SD3242342.NAM/DOE,
FRANK.SEX/M.RAC/W.DOB/19560223.PCA/D.OCA/934234323.SOC/324932131.
CDD/19990101.CAS/01.
MDP Transactions – Modifying an Existing NICS Indices record

The Agency Indices Modify Request is a request submitted by an agency to modify an existing NICS Indices record. The format of the Agency Indices Modify Request is as follows:

Record Layout:

HDR.MKE.ORI.NAM/XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.NRI/XXXXXXXXXX.
ARI/XXXXXXXXXXXXX.SEX/X.ROC/X.DOB/YYYYMMDD.OCA/XXXXXXXXXX.CDD/YYYYMMDD.SOC/XXXXXXXXXX.OLN/XXXXXXXXX.DPS/XXXXXXXXX.RTV/XX.SST/XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

Example:

NICS32#Z20200226.MDP.SD3242342.NAM/DOE,FRANK.NRI/1234567890.SOC/233889232.

NOTE: The information above is broken down into: 1) Message Field Codes (i.e., NAM, NRI, etc.), 2) Separators (/), 3) agency information (XXXX…), and 4) the (.), which represents the end of the information provided by the agency. The X’s above are not representative of the number of characters permitted but rather the actual data.

Explanation of Agency Indices Modify Request Message:

This is an electronic request from an agency to the DPS NICS portal to modify a record in the NICS Indices. Only the entering agency can modify a NICS Indices record. The record to be modified is identified by ARI number. Only those fields populated/designated for change will be updated within the Indices Record.

Notes:

1. MKE is "MDP".
2. HDR, MKE, ORI, and ARI are mandatory.
3. SEX, RAC, DOB, OCA, CDD, SOC, OLN, DPS, SST, and RTV are optional. Although these fields are optional, the record will be more complete and the background check more accurate if all available information is provided.
4. The NAM field holds a maximum of 138 characters and must be provided in the following format: SURNAME (50)[comma][space] FIRSTNAME(30)[space] MIDDLENAME(50)[space]CADENCE(4).

SPECIAL FORMATTING:
1. First position must not be a blank, comma, or hyphen.
2. Must contain at least one, and only one, comma.
3. Comma must not be preceded by a blank or hyphen.
4. Two or more consecutive blanks or hyphens between characters are invalid.
5. Hyphen must be preceded and followed by alpha characters.

EXAMPLES:
   Smith, John Henry
   Smith, John Henry Jr
   Smith, John H Q
   Smith, John Henry Lewis
   Castro-Ramirez, Ann-Marie Cesar

5. If the name provided in the NAM field does not exactly match the name that was provided when the record was created, the original name will be overwritten with the new value.

6. The DOB field may be used to modify a current NICS Indices Record DOB field as YYYYMMDD.
SDP - Indices Supplement Request

A request submitted by an agency to add supplemental data to an existing NICS Indices record. The format of the Agency Indices Supplement Request is as follows: NICS ICD Appendix C Page 11.

**HDR. MKE. ORI. ARI/XXXXXXXXX. MNU/XX-XXXXXXXXX. MNU/XX-XXXXXXXXX.**

**SOC/XXXXXXXXX. SOC/XXXXXXXXX. AKA/XXXXXXXXX. MNU/XX-XXXXXXXXX.**

**AKA/XXXXXXXXX. SMT/XXXXXXXXX. SMT/XXXXXXXXX.**

**DOB/YYYYMMDD. DOB/YYYYMMDD.**

**NOTE:**

The information above is broken down into: 1) Message Field Codes (i.e. ARI, MNU, etc.), 2) Separators (/), 3) agency information (XXXX…), and 4) the (.), which represents the end of the information provided by the agency. The X’s above are not representative of the number of characters permitted but rather the actual data. Each element is defined in greater detail in Appendix D of the NICS/FBI Interface Control Document (ICD).

**Explanation of Agency Indices Supplement Request Message:**

This is an electronic request from an agency to the DPS NICS portal to supplement a record in the NICS Indices. Only the entering agency can enter a supplemental record. The record to be supplemented is identified by the ARI number.

**NOTES:**

1. MKE is "SDP".
2. HDR, MKE, ORI, ARI, and at least one supplemental descriptor (SOC, AKA, SMT, DOB, or MNU) are mandatory.
3. Additional SOC, AKA, SMT, MNU, and DOB fields are optional.
4. Note that any number of AKA, SMT, MNU, SOC and DOB fields can be specified. Any duplicate supplemental values will be ignored.

**Example:**

NICS32#Z20200226.SDP.SD3242342.NAM/DOE, FRANK.ARI/TX1234567890.AKA/DOE, PHIL.AKA/DOE, BUCK.
**XDP - Indices Cancel Request**

The Agency Indices Cancel Request is a request submitted by an agency to cancel an existing NICS Indices record. The format of the Agency Indices Cancel Request is as follows:

**Record Layout:**

```
HDR.MKE.ORI.ARI/XXXXXXXXXXXXX.RDQ/X.
```

**NOTE:** The information above is broken down into: 1) Message Field Codes (i.e., RDQ, ARI, etc.), 2) Separators (/), 3) agency information (XXXX…), and 4) the (.), which represents the end of the information provided by the agency. The X’s above are not representative of the number of characters permitted but rather the actual data.

**Explanation of Agency Indices Cancel Request Message:**

This is an electronic request from an agency via the DPS NICS portal cancel a record in the NICS Indices. Only the entering agency can cancel a record. The record to be canceled is identified by the ARI number.

**NOTES:**

1. MKE is "XDP".
2. HDR, MKE, ORI, RDQ, and ARI are mandatory.
3. RDQ (Relief from Disabilities Question) is required and represents the following information that must be provided by all agencies when cancelling a NICS Indices record: Is the deletion of this NICS Indices record due to the operation of the NIAA? The permissible values for RDQ are Y (Yes) or N (No).

**Example:**

```
NICS32#Z0200226.XDP.SD3242342.ARI/TX1234567890.RDQ/N.
```
Document Revision History

Change 1. March 31, 2020
Version 1.1.0, first document to be released. *Editor Cassandra Richey*

Change 0. January 1, 2020
Version 1.0.0, first document to be released. *Editor Cassandra Richey*