

**NICS Indices Entry (NIE)  
User Guide**

Version 1.1.0  
February 26, 2020

---

## Table of Contents

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

## **NICS Indices Entry via CJIS**

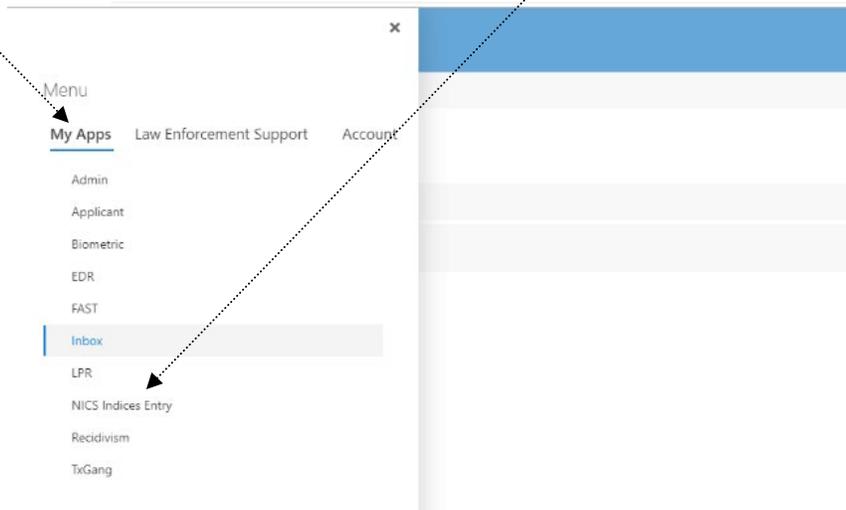
The CJIS site provided by TxDPS supports manual entry, submission, and subsequent search of NICS Indices Entries for Mental Health/Guardianship cases and Family Violence Class C convictions. Submissions made via the site can be searched via the site. For all other NICS Indices searches, please use the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

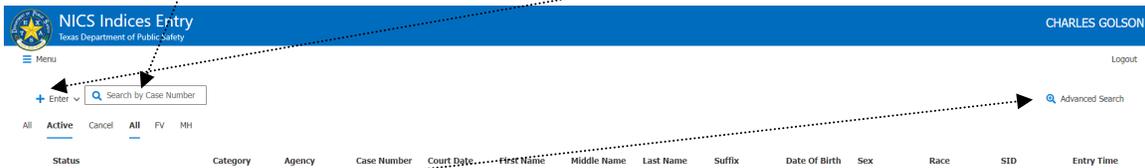
Felony Convictions reported and applied to CCH that don't have a UCN (FBI Universal Control Number) are automatically submitted to the FBI for inclusion in the NICS Indices. All Felony Convictions in the Name Based File (NBF) that have a Complete Last and First Name and Date of Birth are also automatically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

A screenshot of the 'Advanced Search' form. It features a search bar at the top with a magnifying glass icon and the text 'Search by Case Number'. Below the search bar is an 'Advanced Search' link. The form contains several input fields: 'Agency', 'First Name', 'Middle Name', 'Last Name', 'Suffix', 'Case Number', 'SID', 'ARI', 'NRI', 'Court Date Begin', and 'Court Date End'. The 'Court Date Begin' and 'Court Date End' fields have calendar icons. At the bottom left of the form is a blue 'Submit' button.

## 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*.

The image shows a modal window titled "Mental Health/Guardianship Record". The form contains several input fields, each with a red border and a red asterisk indicating it is required. The fields are: "Case Type" (a dropdown menu), "Court Date" (a date picker), "First Name", "Middle Name", "Last Name", "Suffix", "Date Of Birth" (a date picker), "Sex" (a dropdown menu), "Race" (a dropdown menu), "SID" (a text field with "TX" entered), "Social Security" (a text field), and "Drivers License" (a text field). At the bottom of the form is a "Submit" button. On the left side of the modal, there is a vertical sidebar with a "Suffix" label and a "JR" input field.

Submission errors will show on top of the form. Enter corrected information and click *Submit*.

The screenshot shows a web form titled "Mental Health/Guardianship Record" with a close button (X) in the top right corner. A red error banner at the top contains the text: "REJECT - PERSON CANNOT BE LESS THAN 10 YEARS OLD REJECT - SEX IS MANDATORY REJECT - RAC IS MANDATORY". A dotted arrow points from the text above to the word "Mental" in the title. The form fields are as follows:

- Case Number \***: Text input field containing "A12345".
- Case Type \***: Dropdown menu with "Involuntary inpatient mental commitment (HSC, Ch. 574)" selected.
- Court Date \***: Date picker field containing "01/01/2025". Below it is a red error message: "Test Court Date Error".
- First Name \***: Text input field containing "TEST".
- Middle Name**: Empty text input field.
- Last Name \***: Text input field containing "TESTING".
- Suffix**: Empty text input field.
- Date Of Birth \***: Date picker field containing "01/04/2020".
- Sex \***: Empty dropdown menu.
- Race \***: Empty dropdown menu.
- SID**: Text input field containing "TX".
- Social Security**: Empty text input field.
- Driver License**: Empty text input field.

On the left side of the form, there is a vertical sidebar with the text "Suffix" and "JR" visible.

The NCIS Indice is displayed when successfully submitted. From this page, you can *Cancel*, *Modify Existing Data*, or *Add Supplemental Identifiers* to your submission.

The screenshot shows a web application interface for a case titled "TEST TESTING". At the top right, there are three action buttons: "Cancel Mental Health/Guardianship" (with a red 'x' icon), "Modify Existing Data" (with a blue pencil icon), and "Add Supplemental" (with a blue plus icon and a dropdown arrow). A dotted arrow points from the text above to the "Modify Existing Data" button. The main content area is divided into several sections:

- Case Header:** A blue circle with "TT" next to the case title "TEST TESTING". Below it are "Case: A12345" and "DOB: 2000-01-04".
- Case Details:** A list of fields and their values:
  - ARI: TX1040380
  - NRI:
  - Agency: TX2270000
  - Status:
  - Category: Mental Health/Guardianship
  - Case Number: A12345
  - Case Type: Involuntary inpatient mental commitment (HSC, Ch. 574)
  - Court Date: 2019-01-01
  - First Name: TEST
  - Middle Name:
  - Last Name: TESTING
  - Suffix:
  - Date Of Birth: 2000-01-04
  - Sex: M
  - Race: A
  - SID:
  - Social Security:
  - Drivers License:
  - Entry Time: 2019-12-30 13:46:31.216584
- Supplementals:** A section with a table header "Type Value".
- Transactions:** A section with a table header "MKE Sent Time Exit Code Name Transaction Response".

# Modify NICS Indices Record

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

+ Enter

Agency  
TX2270000

First Name

Middle Name

Last Name

Suffix

Case Number  
OCA

SID

NRI

Court Date Begin

Court Date End

**Submit**

All Active Cancel All FV MH

Status	Category	Agency	Case Number	Court Date	First Name	Middle Name
ACTIVE	Mental Health/G...	TX2270000	TESTOCA		FNAME	
ACTIVE	Mental Health/G...	TX2270000	OCA001		ALFRED	E
<input type="radio"/> ACTIVE	Mental Health/G...	TX2270000	OCA0002		ELMER	
ACTIVE	Mental Health/G...	TX2270000	OCA1		FRED	

Click *Modify Existing Data*,

[Cancel Mental Health/Guardianship](#) [Modify Existing Data](#) [+](#)

**EF** ELMER FUDD  
Case: OCA0002 | NRI: 1501672596 | ARI: TX1000065  
DOB: 2009-10-21

ARI TX1000065  
NRI 1501672596  
Agency TX2270000  
Status ACTIVE  
Category Mental Health/Guardianship  
Case Number OCA0002

**Case Type**

Court Date

First Name ELMER  
Middle Name  
Last Name FUDD  
Suffix

Date Of Birth 2009-10-21  
Sex M  
Race W  
SID 08500001  
Social Security 555555555  
Drivers License TX11111111  
Entry Time 2009-10-21 16:04:40.261006

**Supplementals**

Type	Value
Mental Health	
Mental Health	
Mental Health	

**Transactions**

MKE	Sent Time	Exit Code	Name	Transaction	Response

Make your changes, and click *Submit*.

### Modify NIE Record

Agency \*  
TX2270000

Case Number \*  
OCA0002

Court Date  
Invalid date

First Name \*  
ELMER

Middle Name

Last Name \*  
FUDD

Suffix

Date Of Birth  
10/21/2009

Sex  
Male

Race  
White

SID

Social Security  
666666666

Drivers License  
TX1111111

**Submit**

ame	Last Name	Suffix
	LNAME	
	NEWMAN	JR
	FUDD	
	MERTZ	
	...	

# Add Supplemental Identifiers to NICS Indices Record

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

The screenshot shows a detailed record for a person with the following information:

ARI	TX1000146
NRI	1501673182
Agency	TX2270000
Status	ACTIVE
Category	Mental Health/Guardianship
Case Number	A12345
Case Type	
Court Date	
First Name	JOHN
Middle Name	Q
Last Name	SMITH
Suffix	JR
Date Of Birth	1930-02-02
Sex	M
Race	U
SID	07777777
Social Security	55555555
Drivers License	TX1234567
Entry Time	2009-12-04 13:17:29.157090

Below the record, there are sections for **Supplementals** and **Transactions**.

The **Supplementals** section has a table with the following data:

Type	Value
DOB	10/21/1977
SOC	123456789

The **Transactions** section has a table with the following data:

MKE	Exit Code	Name	Transaction	Response
EDP	0		DN01CCH# TX1000146 XXXXXTLBP.EDP.TX2270000.NAM/SMITH, JOHN Q JR.SEX/M.RAC/U.DOB/19300202.PCA/D.ARI/TX1000146.OCA/A12345.MNU/OA-07777777.MNU/DL-TX12...	DN01CCH# TX10...
XDP	1	CJIS BATCH	DN01CCH#XDP0038705 XXXXXTLBP.XDP.TX2270000.NAM/SMITH, JOHN Q JR.NRI/1501673182.RDQ/N.	DN01CCH#XDP0...

A dropdown menu is open, showing options for adding supplemental identifiers: Name, Scars/Mark/Tattoo, Date of Birth, Social Security, and Drivers License. A dotted arrow points from the text above to the 'Add Supplemental' button and the 'Social Security' option.

Enter the identifier and select *Submit*.

The screenshot shows the same detailed record as above. A modal form is open for adding a Social Security identifier. The form has a label 'SOC \*' and a text input field containing 'SOC'. A blue 'Submit' button is at the bottom right of the modal. A dotted arrow points from the text above to the 'Submit' button.

And, the new supplemental identifier is posted to the record.

Cancel Mental Health/Guardia

ARI	TX1000146
NRI	1501673182
Agency	TX2270000
Status	ACTIVE
Category	Mental Health/Guardianship
Case Number	A12345
Case Type	
Court Date	
First Name	JOHN
Middle Name	Q
Last Name	SMITH
Suffix	JR
Date Of Birth	1930-02-02
Sex	M
Race	U
SID	07777777
Social Security	555555555
Drivers License	TX1234567
Entry Time	2009-12-04 13:17:29.157090

### Supplementals

Type	Value
DOB	1930/1977
SOC	123456789
SOC	987654321

### Transactions

MKE	Exit Code	Name	Transaction
EDP	0		DN01CCH# TX1000146 XXXXXTLBP.EDP.TX2270000.NAM/SMITH, JOHN Q.JR.SEX/M.RAC/U.DOB/19300202.PCA/D.ARI/TX1000146.OC

# 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.

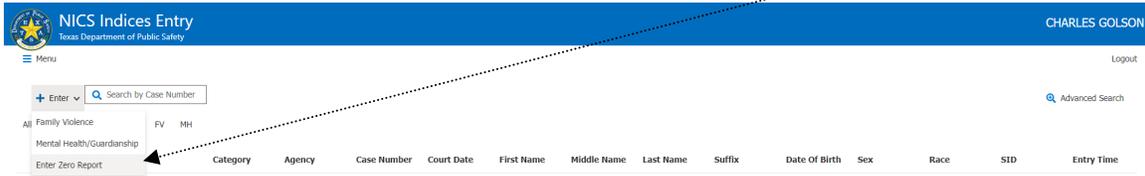
The screenshot shows the NIE system interface for a record. At the top right, there are two buttons: 'Cancel Mental Health/Guardianship' and 'Modify Existing'. A red circle highlights the 'Cancel Record' button in the 'Cancel Mental Health/Guardianship' dialog box. A dotted arrow points from the text above to this button. The record details for ELMER FUDD are as follows:

ARI	TX1000065
NRI	1501672596
Agency	TX250000
Status	ACTIVE
Category	Mental Health/Guardianship
Case Number	OCA0002
Case Type	
Court Date	
First Name	ELMER
Middle Name	
Last Name	FUDD
Suffix	
Date Of Birth	2009-10-21
Sex	M
Race	W
SID	08500001
Social Security	55555555
Drivers License	TX11111111
Entry Time	2009-10-21 16:04:40.261006

Below the record details, there are sections for 'Supplementals' and 'Transactions'. The 'Supplementals' section has a table with columns 'Type' and 'Value'. The 'Transactions' section has a table with columns 'MKE', 'Sent Time', 'Exit Code', 'Name', 'Transaction', and 'Response'.

# 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*.

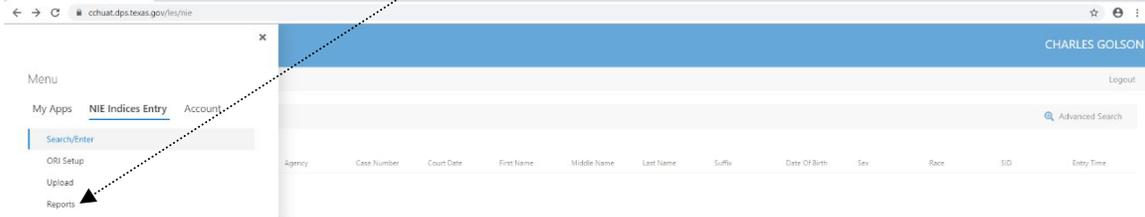
The screenshot shows a modal window titled 'Zero Report'. It contains three input fields: 'Agency ORI \*' (empty), 'Month \*' (containing 'MM'), and 'Year \*' (containing 'YYYY'). A 'Submit' button is located below the fields. A blue sidebar on the left contains the label 'Suffix'. A dotted arrow points from the text above to the 'Submit' button.

Successful entry message.

The screenshot shows the same 'Zero Report' modal window, but with a green success message at the top: 'Zero Report successfully entered.' The input fields are now filled: 'Agency ORI \*' contains 'TX2270000', 'Month \*' contains '12', and 'Year \*' contains '2019'. The 'Submit' button is still visible. A blue sidebar on the left contains the label 'Suffix'. A dotted arrow points from the text above to the success 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:

**NICS Indices Entry**  
Texas Department of Public Safety

CHARLES GOLSON

Menu Logout

Saved Reports General Legacy NIE County NICS Indices Entry

Entry By ORI

ORI \*

Retain \*

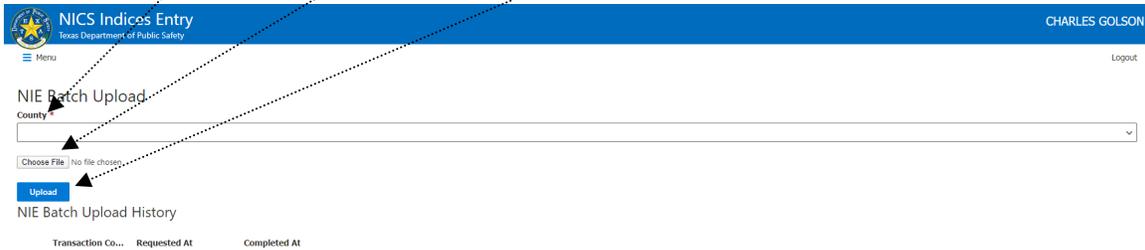
Agency	ARI	NRI	Status	Category	Case Number	Case Type	Court Date	First Name	Middle Name	Last Name	Suffix	Date Of Birth	Sex	Race
TX2270000	TX1000012	1501672439	CANCEL	Mental Health/G...				TEST	TEST	TEST		1957-07-06	M	B
TX2270000	TX1000012	1501672439	CANCEL	Mental Health/G...				TEST	TEST	TEST		1957-07-06	M	B
TX2270000	TX1000012	1501672439	CANCEL	Mental Health/G...				TEST	TEST	TEST		1957-07-06	M	B
TX2270000	TX1000012	1501672439	CANCEL	Mental Health/G...				TEST	TEST	TEST		1957-07-06	M	B
TX2270000	TX1000012	1501672439	CANCEL	Mental Health/G...				TEST	TEST	TEST		1957-07-06	M	B
TX2270000	TX1000012	1501672439	CANCEL	Mental Health/G...				TEST	TEST	TEST		1957-07-06	M	B
TX2270000	TX1000012	1501672439	CANCEL	Mental Health/G...				TEST	TEST	TEST		1957-07-06	M	B
TX2270000	TX1000012	1501672439	CANCEL	Mental Health/G...				TEST	TEST	TEST		1957-07-06	M	B
TX2270000	TX1000012	1501672439	CANCEL	Mental Health/G...				TEST	TEST	TEST		1957-07-06	M	B
TX2270000	TX1000012	1501672439	CANCEL	Mental Health/G...				TEST	TEST	TEST		1957-07-06	M	B
TX2270000	TX1000012	1501672439	CANCEL	Mental Health/G...				TEST	TEST	TEST		1957-07-06	M	B

## 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/XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX . SEX/X . RAC/X .
DOB/YYYYMMDD . PCA/X . OCA/XXXXXXXXXX . SOC/XXXXXXXXXX . OLN/XXXXXXXXXX . CD
D/YYYYMMDD . DOA/YYYYMMDD . CAS/XX . RTV/XX . SST/XXXXXXXXXXXXXXXXXXXXXXXXXX
XXXX . AON/XXXXXXXX . DPS/XXXXXXXX .
```

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/XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.NRI/XXXXXXXXXX.
ARI/XXXXXXXXXXXXXXXXXX.SEX/X.RAC/X.DOB/YYYYMMDD.OCA/XXXXXXXXXX.CDD/YY
YYMMDD.SOC/XXXXXXXXXX.OLN/XXXXXXXXXX.DPS/XXXXXXXXXX.RTV/XX.SST/XXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
```

### 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/XXXXXXXXXXXX.MNU/XX-XXXXXXXXXX.MNU/XX-XXXXXXXXXX.
SOC/XXXXXXXXXX.SOC/XXXXXXXXXX.AKA/XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
AKA/XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.SMT/XXXXXXXXXX.SMT/XXXXXXXXXX.
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*