

National Data Exchange (N-DEx) Data Submission Form

Revised 2/21/2024



The Data Sharing Services Unit (DSSU) provides criminal justice agencies (CJAs) with free data mapping and transformation services. To begin a new data integration project with DSSU, please complete this form.

Select to confirm all data being submitted will be shared and viewable to all N-DEx users.

➤ All data can be used for the following Background Checks (BC):

- Code "J" (Criminal Justice Employment BC)
- Code "S" (National Security BC)
- Code "F" (Firearms BC)
- Code "B" (Bioterrorism Risk Assessment Group [BRAG] BC)

If no, reach out to your N-DEx Liaison to receive the Customized Data Submission form to complete.

AGENCY INFORMATION

1. Agency Name
2. Originating Agency Identifier (ORI)
3. State
4. Agency Record Management System (RMS) Vendor Name
5. Agency RMS Vendor Version
6. Are you submitting for multiple agencies? Yes No
 - If yes, list Agencies ORIs and Agency 24 Hr. point of contacts (POCs) as an attachment.

DATA INFORMATION

7. List the type(s) of information your agency will be submitting.
(e.g. Arrest, Booking, Incarceration, Incident, etc.)
8. List anything within your RMS record that must be excluded.
(e.g. Juvenile, Open, etc.)

N-DEx DATA INTEGRATION SERVICE NOTES

All development artifacts provided will be retained for up to 10 years in a secure location for future troubleshooting purposes. We suggest minimal specification of 2GB memory and 1GB storage for the agency designated computer.

The application will be installed on a designated computer at the agency and is designed to provide automatic updates. The agency's POCs will be notified via email of upcoming updates. The agency designated computer must be able to access the data source (database or flat files), access the Internet for transmission of file (SFTP, Web Service), and be able to write to the file system to create files.

POC Title	Name	Email	Telephone
<u>Business Manager</u>			
<u>24 Hr. POC</u>			
<u>Technical</u>			
<u>Connectivity/Network</u>			
<u>Agency Vendor (if applicable)</u>			

NO WARRANTIES OR CONDITIONS: The FBI is providing the N-DEx Data Integration Services Adapter "as is" and expressly disclaims any warranty or condition for the N-DEx Data Integration Services Adapter.

LIMITATION OF LIABILITY: Under no circumstances and under no legal theory shall the FBI, its employees (including contractors), or any other person involved in the creation, production, or delivery of the N-DEx Data Integration Services Adapter be liable to any person for any damages, losses, or injury arising out of the installation and use of the N-DEx Data Integration Services Adapter.

IF APPLICABLE for Teleporter or Enterprise File Transfer Service (EFTS) SFTP Request: Teleporter is a file transfer service available on the Law Enforcement Enterprise Portal (LEEP). No LEEP account is required. If using Teleporter, a link will be provided to complete the transfer of the needed files. EFTS is an official U.S. Government system for authorized use only by authorized members. Information presented in this system is considered sensitive but not classified and is for official law enforcement/criminal justice/public safety use only.

This form serves as a record that the data submitting/managing agencies are in agreement with the N-DEx System policy on information sharing and are electing to share the data they submit to the N-DEx System.

Title

Print Name

Signature of Agency Business POC

Date