

Rap Back Services Form

Name: _____ DOB: _____ SSN: _____

UCN/FBI#: _____ SID#: _____ EVI: _____

RB Sub ID: _____ Subscribing CRI: _____ Submitting ORI: _____

Requested Service: (circle) 1) Enroll 2) Replace 3) Renew 4) Cancel 5) Delete 6) Append 7) Un-Cancel

Subscription Type: (circle) Civil / Criminal

RB Category: (circle) 1) Volunteer, Child Care/School Employee 2) Non-Criminal Justice Employment & Licensing

3) Firearms 4) Criminal Justice Employment 5) Criminal Justice – Investigative

6) Criminal Justice – Supervision 7) Security Clearance Information Act

Subscription Term: (circle) 1) Tier 1 (2 years) 2) Tier 2 (5 years) 3) Tier 3 (Lifetime)

Expiration Date: _____ Opt out of In-State Notifications: Opt Out

Triggering Events: Dispositions Civil Retain Submission Expunge/Partial Expungement

Warrant Entry Warrant Deletion Warrant Modification Consolidation

SOR Entry SOR Deletion SOR Modification Death Notice Criminal Retain

Attention Field (max 100 characters):

User Defined Field (max 1000 characters):

Miscellaneous Notes from Submitting Agency:

1. Name – Individual enrolling for Rap Back Subscription
2. DOB – Date of Birth
3. SSN – Social Security Number
4. UCN/FBI# - Universal Control Number/FBI# of the individual (Replaces FBI#)
5. SID# - State Identification Number assigned by the State Identification Bureau
6. EVI – Event Identifier
7. NCN – NGI Control Number (Replaces ICN/ECN#)
8. RB Sub ID – Rap Back Subscription Identification Number
9. Subscribing CRI – Subscribing Agency Identification Number
10. Submitting ORI – Submitting Agency Identification Number
11. Originating Agency Case Number – (Criminal Subscriptions Only) – Used to indicated Case Number Associated with Subscription.
12. Requested Service – Type of service requested for the Rap Back Subscription
 - a. Enroll – Places a Rap Back Subscription on an individual
 - b. Replace – Update the existing data fields in the Rap Back Subscription. (Name, DOB, Rap Back Activity Notification Format, Rap Back Opt-Out In State Indicator, Rap Back Attention Indicator, Rap Back Expiration Date, Rap Back Trigger, Rap Back Recipient, Rap Back Disclosure Indicator, and Rap Back User Defined.
 - c. Renew – Used with a Tier 1 or Tier 2 Subscription to establish a new Rap Back Subscription term equal to the original term. (**must include** the FBI Number/UCN, Rap Back Subscription Identifier, and Expiration Date)
 - d. Cancel – Used to cancel the Rap Back Subscription (**must include** the FBI Number/UCN and the Rap Back Subscription Identifier)
 - e. Delete – Remove subscription data from the Rap Back Subscription
 - f. Append – Add additional information to the Rap Back Subscription
 - g. Un-Cancel –Re-Activate the Rap Back Subscription within 60 days of the Subscription being canceled. (**must include** FBI Number/UCN and Rap Back Subscription Identifier)
13. Subscription Type – Type of Rap Back Subscription
 - a. Civil
 - b. Criminal
14. Rap Back Category – Identifies the correct category of the subscription so that NGI will use the correct Purpose Code when generating criminal history information (only used for Category Based Subscriptions)
 - a. F – Firearms
 - b. I – Volunteer, Child Care/School Employee, Non-Criminal Justice Employee and Licensing
 - c. J – Criminal Justice Employee
 - d. S – Security Clearance Information Act (SCIA)
 - e. CI – Criminal Justice Investigative
 - f. CS – Criminal Justice Supervision
15. Rap Back Disclosure Indicator (Criminal Subscriptions Only) – Used to indicate whether the Rap Back Subscription should be visible on Rap Sheets generated to other criminal justice agencies.
16. Subscription Term – Term of the Rap Back Subscription during which time no additional fee will be charged
 - a. Tier 1 – 2 years
 - b. Tier 2 – 5 years
 - c. Tier 3 – Lifetime
17. Activity Notification Format – Notification response designated by Subscription owner
18. Expiration Date – Date Rap Back Subscription expires and needs to be re-validated within NGI
19. Opt out of In-State Notifications – Notification not necessary if notifying event originated within the subscribing state
20. Rap Back Trigger – Specify which events to receive a Rap Back notification
 - a. Criminal Retain Submission (Default) – Retained Criminal Ten Print Submission
 - b. Dispositions – A reported disposition transaction
 - c. Civil Retain Submission (Limited) – A Retained civil transaction is placed on the Identity History Summary
 - d. Expunge/Partial Expungement – Complete or partial expungement of arrest information
 - e. Want Addition – An entry is added to the NCIC Wanted Person File or Immigration Violator File
 - f. Want Deletion – An entry is deleted from the NCIC Wanted Person File or Immigration Violator File
 - g. Want Modification – A modification is made to an Identity History Summary
 - h. Sex Offender Registry Addition – A record is entered into the Sex Offender Registry
 - i. Sex Offender Registry Deletion – A record is deleted from the Sex Offender Registry
 - j. Sex Offender Registry Modification – A record is modified in the Sex Offender Registry
 - k. Death Notice – NGI has received a death notice associated with a subscribed Identity.
 - l. Consolidation (Default) – Response generated when two UCNs are consolidated into one Identity History.
21. Attention Field (max 50 Characters) – Contains Subscriber-designated individual or Section to whose attention any inquiry or notification should be directed and a 24/7 contact number.
22. Recipient Field (max 19 characters) – Contains ORI number of Recipient Agency
23. User Defined Field – Free text fields to include Field Name (50 characters) and Field Text (100 Characters) for use by agencies.