

Nlets ORION and NCIC File Updates

It's time for agencies to validate their Nlets ORION and NCIC ORI files. Each agency should verify their agency information before October 1, 2010, by performing the following steps to meet NCIC's annual validation requirement:

Query the Nlets ORI File (TQ transaction) by agency primary ORI

1. Verify the accuracy of your agency phone number, fax number, and address for each terminal that you have. In addition, if you service other agencies, please be sure to verify each serviced agency.
2. If all ORIs are correct, complete the attached form and fax to the Compliance Unit at 919-662-4619. Please identify the subject of the fax, as "ORI Validation".
3. **If the information is not correct, complete attached form and send as an attachment to the appropriate District Training Specialist listed below:**

District 1	Joanna Cumbo	jcumbo@ncdoj.gov
District 2	Olivia Cuthrell	ocuthrell@ncdoj.gov
District 3	Jessica Woodard	jwoodard@ncdoj.gov
District 4	Rusty Barnett	rbarnett@ncdoj.gov
District 5	Chris Wilson	cwilson@ncdoj.gov
District 6	Jessica Dukette	jdukette@ncdoj.gov
District 7	Jeannie McBride	jmcbride@ncdoj.gov
District 8	Patricia Viverette	pviverette@ncdoj.gov

4. If your agency's ORI ends with an alpha character (such as ORI NC092011N), an Nlets inquiry should be performed on each alpha ORI assigned to your agency verifying the above listed information.

Query the NCIC ORI File (QO transaction) by agency primary ORI

1. Verify the accuracy of the agency phone number, secondary phone number (if listed), and address.
2. If correct, please complete the attached form and fax to the Compliance Unit at 919-662-4619. Please identify the subject of the fax as, "ORI Validation".
3. If the information is not correct, perform an **MO Transaction** to modify the NCIC data. Note corrections on attached form and fax to the Compliance Unit at 919-662-4619. Please identify the subject of the fax as, "ORI Validation".

Please Note:

Due to an Nlets policy change, agencies can no longer modify their Nlets ORION ORI record. In order to correct these records, your District Training Specialist will complete this modification for you.

Agencies still retain their ability to modify and update all NCIC ORI data. Individual agencies should make these modifications and indicate corrections on the attached form.

In cases where an agency services a non-terminal agency (such as a 911 center servicing a police department with no in-house terminal), **the servicing agency must perform these steps for every serviced agency.**

Failure to ensure proper updates could result in your agency not receiving important information from Nlets and NCIC. Future changes to your Nlets ORION and NCIC ORI files should be made immediately and can be made any time throughout the year.

Please contact your District Training Specialist or the Trainer On-Call for any questions.

ORI Validation Form – Please fill out multiple forms if necessary.

	Agency Name	Agency ORI	Nlets ORION		NCIC ORI	
			Was Correct	Needs Correction	Was Correct	Has Been Corrected
1.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For all records needing correction, please specify the needed correction below:

	Agency Name	Agency ORI	Needed Corrections
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			