

# Criminal Justice Information Services

## Adult Arrest and Juvenile Referral Reporting

Field Auditor  
Region List



CJIS Reporting Field Support Unit

512-424-2478

CJISJJIS@dps.texas.gov

# What is CJIS?

- ▶ CJIS is a comprehensive system that includes relevant data for criminal justice agencies responsible for the arrest, prosecution, adjudication, and correction of criminal offenders
- ▶ This information provides usable data to support the analyses of criminal justice policy makers and planners
- ▶ This data is maintained in a statewide Computerized Criminal History (CCH) system regulated by the Crime Records Division of DPS



**Brief History**

**Purpose**

**Reporting and Grant Funding**

**Arrest Segment**

# Brief History

Chapter 60  
CCP is  
created

1989

Adult  
reporting  
mandatory,  
along with  
TRN  
assignments

1993

Chapter 58  
Family Code  
is created,  
juvenile  
reporting  
mandatory

1996

First  
Electronic  
Arrest  
Reporting  
(Livescan) up  
and running

1997

Chapter 66  
is created,  
replacing  
Chapter 60

2019

# Purpose

- ▶ Provide information regarding the submission of criminal data elements through the Criminal Justice Information Services (CJIS)
- ▶ An accurate and complete CCH provides valuable criminal data to criminal justice and non-criminal justice agencies as well as contributing to a safer community overall

**Purpose**

**Criminal history  
data is used for ...**



# OFFICER SAFETY

# IDENTIFICATION OF ARRESTED/DETAINED PERSON



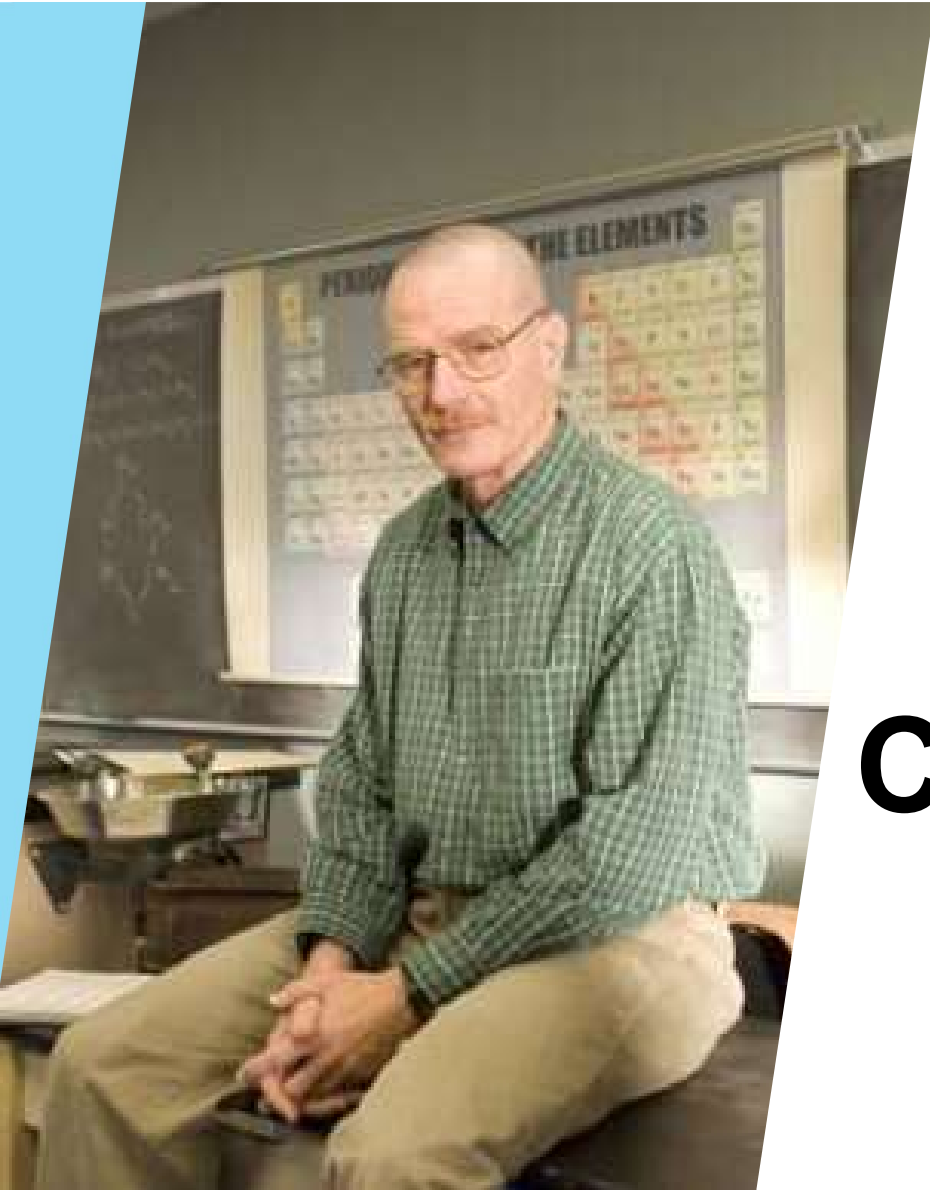


**Thousands of non-criminal  
justice agencies use the  
information contained in CCH**

...

# OBTAINING A MEDICAL LICENSE

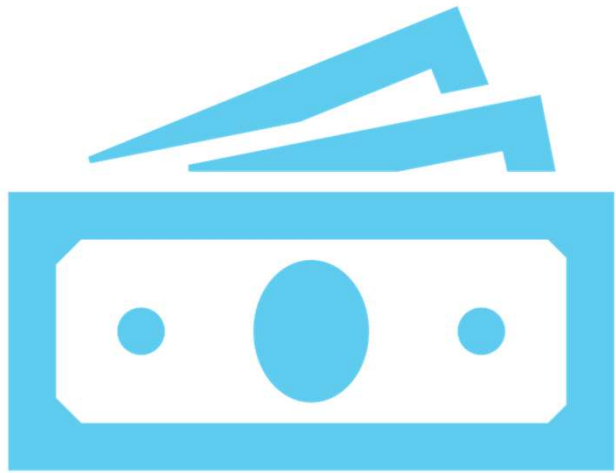




# EDUCATOR CERTIFICATION

# MILITARY RECRUITMENT





# Reporting and Grant Funding

# **Completeness Percentage/Reports (Grant Funding)**

Counties must have an average of 90% or above on both adult and juvenile disposition completeness and maintain timely reporting of all information as required by state law in order for any unit of government or non-profit agency within the county to be eligible for Criminal Justice Division (CJD) funding.

# **Executive Order #8 (Grant Funding)**

On September 5, 2019, Governor Abbott issued eight executive orders to help prevent mass shootings by increasing law enforcement's ability to respond to suspicious activity.

Effectively, the order requires counties to submit final dispositions within 35 days in year 2021 and beyond.

# County Dispositions Exceeding 35 Days

DPS will, as a part of its monitoring process, notify the County Judge when a reporting agency does not comply with Texas CCP, Chapter 66.

The State Auditor's Office found a decrease in court reporting within the 35 days as required by statute.

## ***CCP Ch 66.252 (d)***

*An Audit Report on the Criminal Justice Information Services at the Department of Public Safety and the Texas Department of Criminal Justice, State Auditor's Office Report No. 16-025*

*<http://www.sao.texas.gov/reports/report.aspx?reportnumber=16-025>*





# Arrest Segment

# There are 2 ways to report arrests:

- ▶ Livescan Machine
- ▶ Manually on paper (CR43 or CR43J form with fingerprint card)

## What is the LES CJIS Website Portal

- ▶ The Criminal Justice Information System (CJIS) web portal is provided by the Texas Department of Public Safety to assist counties in reporting their Case Disposition information to CCH and their Federal Firearms cases
- ▶ When contacting the CJIS Website Portal Administrators, utilize and address the email to the [GRP\\_CJIS\\_SITE@DPS.TEXAS.GOV](mailto:GRP_CJIS_SITE@DPS.TEXAS.GOV) email address to ensure a timely response

# Who should apply for access to the CJIS Website

- ▶ You can apply for access if you are with a criminal justice agency and will be entering criminal history dispositions
- ▶ Defined by CCP 66.001(5), a criminal justice agency is a state agency that is engaged in the administration of criminal justice (defined by CCP 66.001(1)) under a statute or executive order and allocates a substantial part of the agency's annual budget to the administration of criminal justice
- ▶ This website **cannot** be used for the sole purpose of pulling CCH data or researching what is in CCH – utilize the DPS Secure Site for those purposes

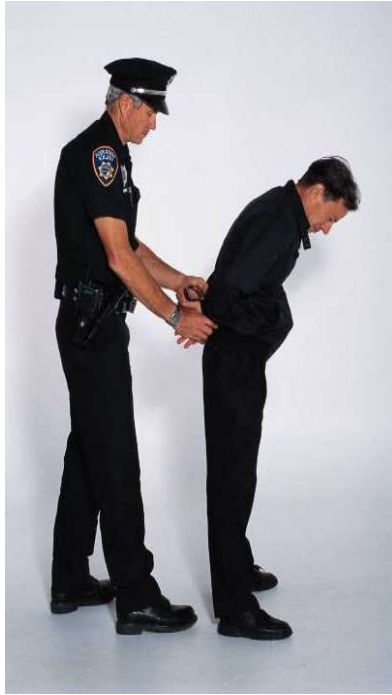
## Website Technical Problems

- ▶ If you encounter a technical problem, send an email to [GRP\\_CJIS\\_SITE@DPS.TEXAS.GOV](mailto:GRP_CJIS_SITE@DPS.TEXAS.GOV) with the following information
  - ▶ Date and time the problem occurred
  - ▶ The operating system (OS) and web browser you are running and the version of them you are using
  - ▶ A description of the problem you are encountering and any relevant screenshots that might assist in diagnosing the problem
- ▶ If you have a question regarding reporting permissions or reporting errors, those are not 'technical' issues, direct those questions to your field auditor or the CJIS field auditor team

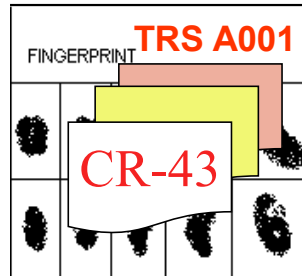
# What is a SID?

## SID

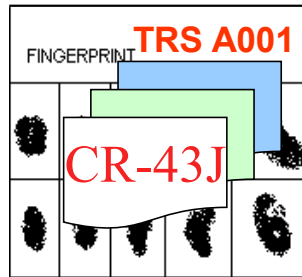
- DPS eight-digit numeric identifier used to track all offenses associated with an individual in the state of Texas
- This number is issued upon receipt of the first arrest event of an offender



**TRN**



**TRS A002**



**TRS A002**



# What is a TRN and TRS?

## TRN

- Ten-digit control number assigned at the time of arrest, used to track a specific arrest event from arrest through court
- This number is pre-printed on paper CR43 forms or assigned by the DPS for agency use in electronic (Livescan) reporting
- Ex: 012345678X or 0123456789

## TRS

- Four-digit alphanumeric identifier used to track specific offenses associated with an arrest, from arrest through court
- Ex: A001, A002, or A003, etc.





7 Days from arrest



DPS

# ADULTS

A detailed form titled 'TEXAS DEPARTMENT OF PUBLIC SAFETY CRIMINAL HISTORY REPORTING FORM'. It is divided into sections for 'ARREST/IDENTIFICATION', 'PROSECUTOR', and 'COURT'. The form contains numerous fields for personal information, arrest details, and court proceedings.

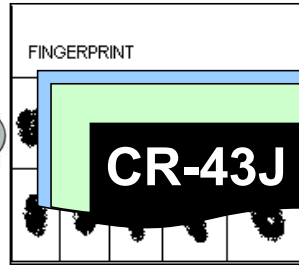
Prosecutor  
30 Days from  
decision



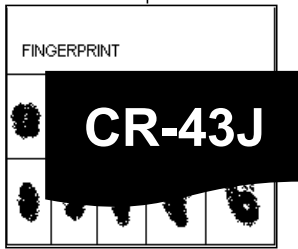
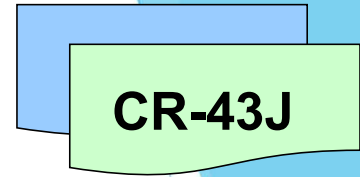
Court  
30 Days to finalize disposition  
5 days to report

# JUVENILES

**CUSTODY  
EVENT**



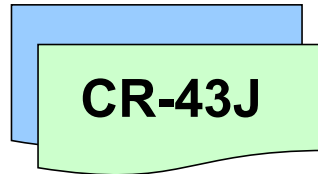
**10 DAYS  
INTAKE**



**7 Days  
After  
Intake**



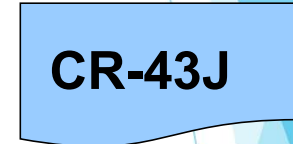
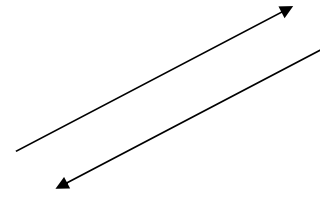
**DPS**



**Prosecutor  
30 Days**



**DPS**



**Court**

**30 Days to finalize disposition  
5 days to report**



**DPS**

# **NON-REPORTABLE OFFENSES BY LAW ENFORCEMENT**

- ▶ Probation violation
- ▶ Parole violation
- ▶ Bond forfeitures
- ▶ Release of surety

# NON-REPORTABLE OFFENSES BY LAW ENFORCEMENT

## JUVENILES ONLY

- Class C Misdemeanors (including DMV/FV)
- Offenses Referred to First Offender Program
- Offenses not referred within 10 calendar days
- Conduct in Need of Supervision (CINS)

# OFFENSES NOT REPORTABLE BY LAW ENFORCEMENT JUVENILES ONLY

Offenses NOT referred to Intake within 10 calendar days of the juvenile being taken into custody

## Chapter 58.001(c) of the Family Code

If the child is not referred to juvenile court within that time, the **LAW ENFORCEMENT AGENCY SHALL DESTROY ALL INFORMATION**, including photographs and fingerprints, relating to the child unless the child is placed in a first offender program under Section 52.031 or on informal disposition under Section 52.03.

## General Offense Character (GOC)

- ▶ Criminal Attempt (**A**) – PC 15.01
- ▶ Criminal Conspiracy (**C**) – PC 15.02
- ▶ Criminal Solicitation (**S**) – PC 15.03
- ▶ Criminal Solicitation of a Minor (**M**) – PC 15.031
- ▶ 8-digit offense code of the offense related to the crime
- ▶ The level and degree will be reduced by one

# General Offense Character (GOC)

Example:

- ▶ Arrested for Criminal Attempted Murder
- ▶ GOC will be “A” for Criminal Attempt
- ▶ Offense code will be 09990030 for Murder
- ▶ The level/degree will drop from First-Degree Felony to Second-Degree Felony

# Victim's Age

- Victim's age is used for offenses listed under Chapter 66.102(h) of the Code of Criminal Procedures

A few examples:

- **10990023** - AGG KIDNAPPING SEXUAL ABUSE  
20.04(a)(4) PC F1
- **11990001** - SEXUAL ASSLT 22.011(a)(1) PC F2
- **11990015** - SEX ABUSE OF CHILD  
CONTINUOUS: VICTIM UNDER 14 21.02(b) PC  
F1
- **36010005** - INDECENCY W/CHILD SEXUAL  
CONTACT 21.11(d) PC F2



## **Domestic Violence (DMV)**

- ▶ Only report a “Y” in the Domestic Violence field if the offense meets the definition of Family Violence as defined in Family Code 71.004

**TEXAS DEPARTMENT OF PUBLIC SAFETY  
CRIMINAL HISTORY REPORTING FORM**

PRESS HARD- YOU ARE MAKING THREE COPIES!

TIN		DATE OF ARREST (DOA)	OPS NO. (SD)	FSI NO.	CONTRIBUTOR ORG	OUT OF COUNTY? <input type="checkbox"/>	OUT OF COUNTY ORG	
NAME (LAST, FIRST, MIDDLE) (NAM)		DATE OF BIRTH (DOB)	PLACE OF BIRTH (POB)	SEX	RACE	ETH	HGT	
EYE		HAIR	SKIN TONE	SOCIAL SECURITY NO. (SSN)	SCARS, MARKS, TATTOOS, AMPUTATIONS (SMF)			WEIG
MISC. NO. (MNL)		CITZ.	DRIVER LICENSE NO. (DLN)	STATE	TYPE	ID CARD NO. (IDN)	STATE	
LICENSE CERTIFICATION AND ISSUING AUTHORITY		LICENSE NO.						
ALIAS NAME(S) (AKA)		ADDRESS						
CITY		STATE		ZIP				
CHARGING AGENCY ORG		CHARGING AGENCY NAME		AGENCY ARREST NO. (AGN)	AGENCY CASE NO. (OCA)	FREATM CODE		
TRF	DDC	DOMESTIC VIOLENCE OFFENSE? <input type="checkbox"/>	OFFENSE CODE (ACN)	OFFENSE LITERAL (ACL)				
VICTIM'S AGE (VIC)		STATUTE CITATION (ST)	LEVEL & DEGREE	FELONY (1,2,3 or 5)	MISDEMEANOR (A, B or C)	DATE OF OFFENSE (DOO)	WARRANT HOLDER ORG	
WARRANT HOLDER CASE NO.		ARREST DISPOSITION (ADN)	DISPOSITION DATE (ADA)	PROSECUTOR ORG (PBP)	TRANS HAD MATERIAL? <input type="checkbox"/>	OPER CODE	LICENSE NO.	
PREPARED BY, PLEASE PRINT		DATE						
PROSECUTOR ORG (CPB)		PROSECUTOR OFFICE						
PROSECUTOR ACTION CODE <input type="checkbox"/> USE ONLY ONE CODE REFER TO PAF CODE LIST		PROSECUTOR ACTION LITERAL				PROSECUTOR ACTION DATE (PAD)		
DDC	DOMESTIC VIOLENCE OFFENSE? <input type="checkbox"/>	CHANGED OFFENSE CODE (PON)	OFFENSE LITERAL (POL)	VICTIM'S AGE (VIC)	STATUTE CITATION (ST)			
CHARGES FILED IN ( COURT ORG)		COURT NAME			LEVEL & DEGREE	FELONY (1,2,3 or 5)	MISDEMEANOR (A, B or C)	
PREPARED BY, PLEASE PRINT		DATE						
COURT ORG (CNC)		COURT NAME				CAUSE NUMBER (CAS)		
DDC	DOMESTIC VIOLENCE OFFENSE? <input type="checkbox"/>	OFFENSE CODE (CON)	OFFENSE LITERAL (COL)	VICTIM'S AGE (VIC)	STATUTE CITATION (ST)	DEGREE OF DISPOSED OFFENSE	FELONY (1,2,3 or 5)	
FINAL PLEA (PPC)		GUilty	NO CONTEST	NOT GUILTY	COURT DISPOSITION DATE (CDD)	SENTENCE/STATUS DATE (SDS)	COURT DISPOSITION (CDN)	
CONFINEMENT (CMT)		SENTENCE SUSPENDED - TIME (CSR)		PROBATION (CPR)	FINE (CFN)	SENTENCE SUSPENDED/FINE (CSF)		
COURT PROVISION (CPN)		COURT PROVISION LITERAL (CPL)				MULTIPLE SENTENCES (MCS)		
AGENCY TO RECEIVE CUSTODY (ARC)		APPEAL DATE (DCA)	OFFENDER STATUS DURING APPEAL (OSA)			RESULT OF APPEAL (RCO)		
CHECK BOX TO INDICATE DIC-17 DATA IS PRESENT <input type="checkbox"/>		BEGINNING DATE OF SUSPENSION	EDUCATION PROGRAMS <input type="checkbox"/>	EDUCATION COMPLETED	EDUCATION REQUIRED	EDUCATION WAIVED	REPEAT OFFENDER REQUIRED	
		ENDING DATE OF SUSPENSION	DRUGS <input type="checkbox"/>	EDUCATION COMPLETED	INSTRUMENT REQUIRED		REPEAT OFFENDER COMPLETED	
PREPARED BY, PLEASE PRINT		DATE						
FOR LOCAL AGENCY USE								

IS THE USE OF SUPPLEMENT REQUIRED ON THIS INCIDENT? YES  NO   
 MAIL TOP COPY TO: TEXAS DEPARTMENT OF PUBLIC SAFETY PO BOX 4143 AUSTIN TX 78765 - 4143  
 WHITE - ARREST REPORTING SHEET      YELLOW - PROSECUTOR REPORTING SHEET      PINK - COURT REPORTING SHEET  
 CR 43 (Rev. 8/10)

# CR-43 Adult Arrest Segment

TRN <b>123 456 789X</b>		DATE OF ARREST (DOA) <b>01012022</b>		DPS NO. (SID) <b>12345678</b>		FBI NO.		CONTRIBUTOR ORI <b>TX0000000</b>		OUT OF COUNTY? <input type="checkbox"/> YES		OUT OF COUNTY ORI		
NAME (LAST, FIRST, MIDDLE) (NAM) <b>Test,Record Middle Jr</b>				DATE OF BIRTH (DOB) <b>01011950</b>		PLACE OF BIRTH (POB) <b>TX</b>		SEX <b>M</b>	RACE <b>W</b>	ETH. <b>N</b>	HGT. <b>601</b>	WGT. <b>195</b>	OUT OF COUNTY WARRANT NO.	
EYE <b>BROXXX</b>	HAIR <b>FAR</b>	SKIN TONE	SOCIAL SECURITY NO. (SOC) <b>123456789</b>		SCARS, MARKS, TATTOOS, AMPUTATIONS (SMT) <b>BALD; GLASSES; MISS L FT; SC CHEST; TAT FHD</b>								LEAVE BLANK	
MISC. NO. (MNU)		CITZ. <b>US</b>	DRIVER LICENSE NO. (OLN) <b>12345678</b>		STATE <b>TX</b>	TYPE <b>C</b>	ID CARD NO. (IDN) <b>12345678</b>		STATE <b>TX</b>					
LICENSE CERTIFICATION AND ISSUING AUTHORITY <b>Realtor – Tx Real Estate Commission</b>						LICENSE NO. <b>Real-99999</b>								
ALIAS NAME(S) (AKA) <b>Rubble,Barney; Bubba,XX</b>						ADDRESS <b>10999 Imagination Ave</b>		CITY <b>Austin</b>	STATE <b>TX</b>	ZIP <b>78752</b>				

NOTIFICATION

TRN	Date Of Arrest	Name	Date of Birth
Place of Birth	Sex	Race	Height
Weight	Eyes	Hair	Skin Tone
Citizenship			

# CR-43 Adult Arrest Segment

ARREST/DEN

CHARGING AGENCY ORI <b>TX00000000</b>		CHARGING AGENCY NAME <b>Charging Agency Name</b>		AGENCY ARREST NO. (AGN) <b>2468</b>	AGENCY CASE NO. (OCA) <b>ABC-123</b>	FIREARM CODE <b>K</b>
TRS <b>A001</b>	GOC <b>S</b>	DOMESTIC VIOLENCE OFFENSE? <input checked="" type="checkbox"/> Y or N	OFFENSE CODE (AON) <b>00000000</b>	OFFENSE LITERAL (AOL) <b>Insert offense literal</b>		
VICTIM'S AGE (VIC) <b>00</b>	STATUTE CITATION (CIT) <b>00.00 (A)(2) PC</b>		LEVEL & DEGREE <b>2</b>	FELONY (X,1,2,3 or S) <input type="checkbox"/>	MISDEMEANOR (A, B or C) <input type="checkbox"/>	DATE OF OFFENSE (DOO) <b>01012021</b>
WARRANT HOLDER CASE NO.	ARREST DISPOSITION (ADN) <b>205</b>	DISPOSITION DATE (ADA) <b>01012022</b>	PROSECUTOR ORI (REF) <b>TX000000A</b>	TRANS HAZ MATERIAL? <input checked="" type="checkbox"/> Y or N	OPER COM VEHICLE? <input checked="" type="checkbox"/> Y or N	LICENSE NO. STATE YEAR <b>ZXY99A ME 06</b>
PREPARED BY, PLEASE PRINT <b>Print Full Name Legibly</b>					DATE <b>01012022</b>	

Charging Agency ORI  
Arrest Disposition

Offense Code  
Disposition Date

Level & Degree  
Prosecutor ORI

**TEXAS DEPARTMENT OF PUBLIC SAFETY  
JUVENILE JUSTICE REPORTING FORM**

PRESS HARD- YOU ARE MAKING THREE COPIES

TIN		DATE OF FINGERPRINTING (DOA)	DPIS NO. (IS)	CONTRIBUTOR OR
NAME (LAST, FIRST, MIDDLE) (NAM)		DATE OF BIRTH (DOB)	PLACE OF BIRTH (POB)	
<b>REFERRAL/IDENTIFICATION</b>	SEX	RACE	ETH.	HGT.
	WGT.	EYES	HAIR	SCARS, MARKS, TATTOOS, AMPUTATIONS (SMT)
	LEAVE BLANK			
	SKIN TONE	SOCIAL SECURITY NUMBER (SOC)	MISC NO. (MNE)	CITIZ.
	DRIVER LICENSE NO. (DLN)	STATE	TYPE	ID CARD NO. (IDN)
ALIASE NAME(S) (ANA)		ADDRESS	CITY	STATE
ZIP		REFERRING AGENCY OR	REFERRING AGENCY NAME	AGENCY ARREST NO. (ARN)
AGENCY CASE NO. (OCA)		AGENCY CODE		
TYS	DDC	DOMESTIC VIOLENCE OFFENSE? Y or N	OFFENSE CODE (AON)	
OFFENSE LITERAL (LOL)	STATUTE CITATION (SCT)	LEVEL & DEGREE	FELONY (X, 1, 2, 3, OR 5)	MISDEMEANOR (A or B)
DATE OF OFFENSE (DOO)	WARRANT HOLDER OR	REFERRAL DATE (ADR)	REFERRAL DISPOSITION NUMERIC (ADN)	VICTIM'S AGE (VYC)
REFERRAL AGENCY OR (RPA)		PARENT/GUARDIAN NAME AND TELEPHONE	NAME OF SCHOOL	LOCATION OF SCHOOL (CTY)
GRADE	PREPARED BY, PLEASE PRINT	DATE	SCHOOL NOTIFIED?	Y or N
<b>PREADJUDICATION</b>	INTAKE AGENCY OR (IRC)	INTAKE AGENCY NAME	INTAKE ACTION DATE (IOD)	INTAKE ACTION NUMERIC (IAN)
	VICTIM'S AGE (VYC)	DEFERRED PROSECUTION (AMOUNT OF TIME) (CP16)	DDC	DOMESTIC VIOLENCE OFFENSE? Y or N
	OFFENSE CODE (OON)	OFFENSE LITERAL (LOL)	STATUTE CITATION (SCT)	LEVEL & DEGREE
	FELONY (X, 1, 2, 3, OR 5)	MISDEMEANOR (A or B)	PROSECUTOR AGENCY OR (PRO)	PROSEC. AGENCY NAME
	PROSEC. ACTION DATE (COD)	PROSEC. ACTION NUMERIC (PAN)	VICTIM'S AGE (VYC)	DEFERRED PROSECUTION (AMOUNT OF TIME) (CP16)
DDC	DOMESTIC VIOLENCE OFFENSE? Y or N	OFFENSE CODE (OON)	OFFENSE LITERAL (LOL)	STATUTE CITATION (SCT)
LEVEL & DEGREE	FELONY (X, 1, 2, 3, OR 5)	MISDEMEANOR (A or B)	INTAKE AGENCY OR (IRC)	INTAKE AGENCY NAME
INTAKE ACTION DATE (IOD)	INTAKE ACTION NUMERIC (IAN)	DEFERRED PROSECUTION (AMOUNT OF TIME) (CP16)		
<b>COURT</b>	ADJUDICATION COURT OR (COC)	ADJUDICATION COURT NAME	CAUSE NUMBER (CAL)	
	DDC	DOMESTIC VIOLENCE OFFENSE? Y or N	ADJUDICATED OFFENSE CODE (AON)	OFFENSE LITERAL (LOL)
	STATUTE CITATION (SCT)	DEGREE OF ADJUDICATED OFFENSE	FELONY (X, 1, 2, 3, OR 5)	MISDEMEANOR (A or B)
	FINAL PLEA (TRUE, NO CONTEST, NOT TRUE) (PFD)	COURT ADJUDICATION DATE (COD)	DISPOSITION DATE (DOS)	COURT ADJUDICATION NUMERIC (CAN)
	VICTIM'S AGE (VYC)	COURT COST (CST)	CONFINEMENT (CMT)	INDETERMINATE
PROBATION (AMOUNT OF TIME) (CPR)	RESPONSIBLE ADULT	Y	M	D
DIFFERENTIATE	Y	M	D	
COURT DISPOSITION NUMERIC (CDN)	COURT PROBATION LITERAL (COL)	CHECK BOX TO INDICATE DC-17 DATA IS PRESENT	BEGINNING DATE OF SUSPENSION	EDUCATION PROGRAM
EDUCATION PROGRAM	EDUCATION COMPLETED	EDUCATION REQUIRED	EDUCATION NEEDED	REPEAT OFFENDER REQUIRED
EDUCATION COMPLETED	INTERLOCK REQUIRED	REPEAT OFFENDER COMPLETED		
PREPARED BY, PLEASE PRINT	DATE			
<b>REQUIRED PROGRAMS</b>				
AGENCY	TYPE	NAME		
FOR LOCAL AGENCY USE				

IS THE USE OF SUPPLEMENT REQUIRED ON THIS INCIDENT? YES  NO   
**MAIL TOP COPY TO: TEXAS DEPARTMENT OF PUBLIC SAFETY PO BOX 4143 AUSTIN TX 78765 - 4143**  
 WHITE - ARREST REPORTING SHEET    GREEN - PREADJUDICATION REPORTING SHEET    BLUE - COURT REPORTING SHEET

# CR-43J Juvenile Referral/Identification Segment

TRN <b>123 456 789X</b>		DATE OF FINGERPRINTING (DOA) <b>01012014</b>		DPS NO. (SID) <b>12345678</b>		CONTRIBUTOR ORI <b>TX0000000</b>				
IDENTIFICATION	NAME (LAST, FIRST, MIDDLE) (NAM) <b>Test,Record Middle Jr</b>					DATE OF BIRTH (DOB) <b>01012010</b>		PLACE OF BIRTH (POB) <b>TX</b>		
	SEX <b>M</b>	RACE <b>W</b>	ETH. <b>H</b>	HGT. <b>410</b>	WGT. <b>098</b>	EYES <b>BLU</b>	HAIR <b>XXX</b>	SCARS, MARKS, TATTOOS, AMPUTATIONS (SMT) <b>BALD; GLASSES; MISS L FT; SC CHEST</b>		LEAVE BLANK
	SKIN TONE <b>FAR</b>		SOCIAL SECURITY NUMBER (SOC) <b>123456789</b>			MISC NO. (MNU) <b>12345678</b>			CITIZ. <b>US</b>	
	DRIVER LICENSE NO. (OLN) <b>12345678</b>			STATE <b>TX</b>	TYPE <b>C</b>	ID CARD NO. (IDN) <b>123456789</b>		STATE <b>TX</b>		
	ALIAS NAME(S) (AKA) <b>Rubble,Barney; Bubba,XX</b>					ADDRESS <b>10999 Imagination Ave</b>		CITY <b>Austin</b>	STATE <b>TX</b>	ZIP <b>78752</b>

TRN	Date of Fingerprint	Name	Date of Birth	Place of Birth
Sex	Race	Height	Weight	Eyes
Hair	Skin Tone	Citizenship		

# CR-43J Juvenile Referral/Identification Segment

REFERRAL/DEN

REFERRING AGENCY ORI <b>TX0000000</b>		REFERRING AGENCY NAME <b>Referring Agency Name</b>		AGENCY ARREST NO. (AGN) <b>2468</b>	AGENCY CASE NO. (OCA) <b>ABC-123</b>	FIREARM CODE <b>K</b>
TRS <b>A001</b>	GOC <b>S</b>	DOMESTIC VIOLENCE OFFENSE? Y or N <input checked="" type="checkbox"/>	OFFENSE CODE (AON) <b>00000000</b>			
OFFENSE LITERAL (AOL) <b>Insert offense literal</b>		STATUTE CITATION (CIT) <b>00.00 (A)(2) PC</b>	LEVEL FELONY (X, 1, 2, 3, or S) & DEGREE <b>2</b>	MISDEMEANOR (A or B) <input type="checkbox"/>	DATE OF OFFENSE (DOO) <b>01012014</b>	WARRANT HOLDER ORI
REFERRAL DATE (ADA) <b>01012014</b>		REFERRAL DISPOSITION NUMERIC (ADN) <b>225</b>	VICTIM'S AGE (VIC) <b>02</b>	REFERRAL AGENCY ORI (REF) <b>TX000000G</b>		
PARENT/GUARDIAN NAME AND TELEPHONE <b>Test, Parent 555-555-1212</b>		NAME OF SCHOOL <b>Name of School</b>		LOCATION OF SCHOOL (CITY) <b>Location of School</b>		GRADE <b>09</b>
PREPARED BY, PLEASE PRINT <b>Print Full Name Legibly</b>				DATE <b>01012014</b>	SCHOOL NOTIFIED? <input checked="" type="checkbox"/>	

Referring Agency ORI

Offense Code

Level & Degree

Referral Date

Referral Disposition  
Numeric (ADN)

Referral Agency  
ORI

# **Important Dates to be aware of:**

*These are the 3 most common errors on the juvenile CR-43J*

**1. Date of Fingerprint**

**2. Referral Date – The date the arresting agency referred the juvenile or the juvenile's case to intake (must be no later than 10 calendar days after fingerprinting the juvenile)**

**3. Date of Birth**



# CR-44 and CR-44J Form Uses

# CR-44 Adult Arrest Segment for Reporting Multiple Charges

<b>TRN</b> 123 456 789X	<b>DATE OF ARREST (DOA)</b> 01012019	<b>DPS NO. (SID)</b>	<b>DATE OF BIRTH (DOB)</b> 01011950	<b>SEX</b> M	<b>RACE</b> W	<b>OUT OF COUNTY?</b> <input type="checkbox"/> YES	<b>OUT OF COUNTY ORI</b>
<b>NAME (LAST, FIRST, MIDDLE) (NAM)</b> Test, Record Middle Jr						<b>OUT OF COUNTY WARRANT NO.</b>	
<b>ADDITIONAL SCARS, MARKS, TATTOOS, AMPUTATIONS (SMT)</b>						LEAVE BLANK	
<b>ADDITIONAL ALIAS INFORMATION</b>							
<b>CHARGING AGENCY ORI</b> TX0000000		<b>CHARGING AGENCY NAME</b> Charging Agency Name		<b>AGENCY ARREST NO. (AGN)</b> 2468		<b>AGENCY CASE NO. (OCA)</b> ABC-123	<b>FIREARM CODE</b> <input type="checkbox"/>
<b>TRS</b> A002	<b>GOC</b>	<b>DOMESTIC VIOLENCE OFFENSE?</b> <input checked="" type="checkbox"/> Y Y or N	<b>OFFENSE CODE (AON)</b> 00000000	<b>OFFENSE LITERAL (AOL)</b> Insert offense literal			
<b>VICTIM'S AGE (VIC)</b> 02	<b>STATUTE CITATION (CIT)</b> 00.00 (B) TRC		<b>LEVEL FELONY (X,1,2,3 or S) MISDEMEANOR (A, B or C) &amp; DEGREE</b> <input type="checkbox"/> <input checked="" type="checkbox"/> A	<b>DATE OF OFFENSE (DOO)</b>		<b>WARRANT HOLDER ORI</b> TX0000100	
<b>WARRANT HOLDER CASE NO.</b> 321-CAB	<b>ARREST DISPOSITION (ADN)</b> 215	<b>DISPOSITION DATE (ADA)</b> 01012019	<b>PROSECUTOR ORI (REF)</b> TX000000A		<b>TRANS HAZ MATERIAL?</b> <input type="checkbox"/> Y or N	<b>OPER COM VEHICLE?</b> <input type="checkbox"/> Y or N	<b>LICENSE NO.   STATE   YEAR</b>
<b>PREPARED BY, PLEASE PRINT</b> Print Full Name Legibly						<b>DATE</b> 01012019	

ARREST/IDENTIFICATION

# CR-44J Juvenile Reporting Multiple Charges

TRN <b>123 456 789X</b>	DATE OF FINGERPRINTING (DOA) <b>01012014</b>	DPS NO. (SID)	DATE OF BIRTH (DOB) <b>01012009</b>	SEX <b>M</b>	RACE <b>W</b>			
REFERRAL/IDENTIFICATION	NAME (LAST, FIRST, MIDDLE) (NAM) <b>Test, Record Middle Jr</b>						LEAVE BLANK	
	ADDITIONAL SCARS, MARKS, TATTOOS, AMPUTATIONS (SMT)							
	ADDITIONAL ALIAS INFORMATION							
	REFERRING AGENCY ORI <b>TX0000000</b>		REFERRING AGENCY NAME <b>Referring Agency Name</b>		AGENCY ARREST NO. (AGN) <b>2468</b>	AGENCY CASE NO. (OCA) <b>ABC-123</b>	FIRE ARM CODE <b>K</b>	
	TRS <b>A002</b>	GOC	DOMESTIC VIOLENCE OFFENSE? <input type="checkbox"/>	OFFENSE CODE (AON) <b>00000000</b>				
OFFENSE LITERAL (AOL) <b>Insert offense literal</b>		STATUTE CITATION (CIT) <b>00.00 (A)(2) PC</b>		LEVEL FELONY (X,1,2,3 or S) MISDEMEANOR (A or B) & DEGREE <b>A</b>	DATE OF OFFENSE (DOO) <b>01012014</b>	WARRANT HOLDER ORI		
REFERRAL DATE (ADA) <b>01012014</b>	REFERRAL DISPOSITION NUMERIC (ADN) <b>225</b>		VICTIM'S AGE (VIC) <b>02</b>	REFERRAL AGENCY ORI (REF) <b>TX000000G</b>	PARENT/GUARDIAN NAMES AND TELEPHONE <b>Test, Record 555-555-1212</b>			
NAME OF SCHOOL <b>Name of School</b>			LOCATION OF SCHOOL/CITY <b>Location of School</b>			GRADE <b>09</b>	SCHOOL NOTIFIED? <input checked="" type="checkbox"/> Y or N	
PREPARED BY, PLEASE PRINT <b>Print Full Name Legibly</b>					DATE <b>01012014</b>			

# Adding Charges on CJIS Site

Choose Charge/Offense:

New TRS



+ Add ▾ ×



DOE,JANEY

SID: 07777777

TRN: 0123456789

TRS: new

Date of Arrest: 2020-10-31

Agency: SAMPLE\_ORI

DOB: 1950-02-28

Sex: F

Race: U

Juvenile: No



Add a Charge/Prosecution/Court to set the new TRS

# Adding Charges on CJIS Site

Choose Charge/Offense:

+ Add ▾ ×



DOE,JANEY

SID: 07777777

TRN: 0123456789

TRS: new

Date of Arrest: 2020-10-31

Agency: SAMPLE\_ORI

DOB: 1950-02-28

Sex: F

Race: U

Juvenile: No

Charge

Prosecution

Court



Add a Charge/Prosecution/Court to set the new TRS

# Adding Charges on CJIS Site

Add Charge Submit Discard

Tracking Suffix (TRS) \*  
**A002 or A003 or A004, etc.**

Arresting Agency (ORI) \*

Case Number (OCA) \*

Offense Numeric (AON) \*

Level & Degree (LDA) \*

Disposition Number (ADN) \*

# CR-44 Adult Arrest Segment For Additional Identifiers Only

<b>TRN</b> <b>123 456 789X</b>	<b>DATE OF ARREST (DOA)</b> <b>01012020</b>	<b>DPS NO. (SID)</b> <b>12345678</b>	<b>DATE OF BIRTH (DOB)</b> <b>01011950</b>	<b>SEX</b> <b>M</b>	<b>RACE</b> <b>W</b>	<b>OUT OF COUNTY?</b> <input type="checkbox"/> YES	<b>OUT OF COUNTY ORI</b>			
ARREST/IDENTIFICATION	<b>NAME (LAST, FIRST, MIDDLE) (NAM)</b> <b>Test,Record Middle Jr</b>					<b>OUT OF COUNTY WARRANT NO.</b>				
	<b>ADDITIONAL SCARS, MARKS, TATTOOS, AMPUTATIONS (SMT)</b>  <b>NM L ARM; TAT FLBODY; SC CHEST</b>					LEAVE BLANK				
	<b>ADDITIONAL ALIAS INFORMATION</b> <b>Test,Bogus Name; DOB 10101900</b>									
	<b>CHARGING AGENCY ORI</b>		<b>CHARGING AGENCY NAME</b>		<b>AGENCY ARREST NO. (AGN)</b>		<b>AGENCY CASE NO. (OCA)</b>		<b>FIREARM CODE</b> <input type="checkbox"/>	
	<b>TRS</b> <b>A001</b>	<b>GOC</b>	<b>DOMESTIC VIOLENCE OFFENSE?</b> <input type="checkbox"/> Y or N	<b>OFFENSE CODE (AON)</b>	<b>OFFENSE LITERAL (AOL)</b>					
	<b>VICTIM'S AGE (VIC)</b>	<b>STATUTE CITATION (CIT)</b>		<b>LEVEL &amp; DEGREE</b> <input type="checkbox"/> <input type="checkbox"/>	<b>FELONY (X,1,2,3 or S)</b>	<b>MISDEMEANOR (A, B or C)</b>	<b>DATE OF OFFENSE (DOO)</b>		<b>WARRANT HOLDER ORI</b>	
<b>WARRANT HOLDER CASE NO.</b>		<b>ARREST DISPOSITION (ADN)</b>	<b>DISPOSITION DATE (ADA)</b>	<b>PROSECUTOR ORI (REF)</b>		<b>TRANS HAZ MATERIAL?</b> <input type="checkbox"/> Y or N	<b>OPER COM VEHICLE?</b> <input type="checkbox"/> Y or N	<b>LICENSE NO.</b>	<b>STATE</b>	<b>YEAR</b>
<b>PREPARED BY, PLEASE PRINT</b> <b>Print Full Name Legibly</b>							<b>DATE</b> <b>01012020</b>			

**TRN    Date of Arrest    Date of Birth    Sex    Race    Name    TRS**

# CR-44J Juvenile Referral/Identification Segment For Additional Identifiers Only

<b>TRN</b> <b>123 456 789X</b>	<b>DATE OF FINGERPRINTING (DOA)</b> <b>01012014</b>	<b>DPS NO. (SID)</b>	<b>DATE OF BIRTH (DOB)</b> <b>01012010</b>	<b>SEX</b> <b>M</b>	<b>RACE</b> <b>W</b>			
<b>REFERRAL/IDENTIFICATION</b>	<b>NAME (LAST, FIRST, MIDDLE) (NAM)</b> <b>Test,Record Middle Jr</b>						LEAVE BLANK	
	<b>ADDITIONAL SCARS, MARKS, TATTOOS, AMPUTATIONS (SMT)</b> <b>NM L ARM; TAT FLBODY; SC CHEST</b>							
	<b>ADDITIONAL ALIAS INFORMATION</b> <b>Test,Bogus Name</b>							
	<b>REFERRING AGENCY ORI</b>		<b>REFERRING AGENCY NAME</b>		<b>AGENCY ARREST NO. (AGN)</b>		<b>AGENCY CASE NO. (OCA)</b>	<b>FIRE ARM CODE</b> <input type="checkbox"/>
	<b>TRS</b> <b>A001</b>	<b>GOC</b>	<b>DOMESTIC VIOLENCE OFFENSE?</b> <input type="checkbox"/> <i>Y or N</i>	<b>OFFENSE CODE (AON)</b>				
	<b>OFFENSE LITERAL (AOL)</b>		<b>STATUTE CITATION (CIT)</b>		<b>LEVEL FELONY (X,1,2,3 or S) MISDEMEANOR ( A or B) &amp; DEGREE</b> <input type="checkbox"/> <input type="checkbox"/>	<b>DATE OF OFFENSE (DOO)</b>	<b>WARRANT HOLDER ORI</b>	
	<b>REFERRAL DATE (ADA)</b>	<b>REFERRAL DISPOSITION NUMERIC (ADN)</b>		<b>VICTIM'S AGE (VIC)</b>	<b>REFERRAL AGENCY ORI (REF)</b>		<b>PARENT/GUARDIAN NAMES AND TELEPHONE</b>	
	<b>NAME OF SCHOOL</b>			<b>LOCATION OF SCHOOL/CITY</b>			<b>GRADE</b>	<b>SCHOOL NOTIFIED?</b> <input type="checkbox"/> <i>Y or N</i>
<b>PREPARED BY, PLEASE PRINT</b> <b>Print Full Name Legibly</b>						<b>DATE</b> <b>01012014</b>		

**TRN    Date of Fingerprint    Date of Birth    Sex    Race    Name    TRS**





# Arrest Reporting Scenarios - Examples

# Adult Out Of County Warrant (Arresting Agency)

TRN <b>123 456 789X</b>	DATE OF ARREST (DOA) <b>01012022</b>	DPS NO. (SID)	FBI NO.	CONTRIBUTOR ORI <b>TX0000000</b>	OUT OF COUNTY? <input checked="" type="checkbox"/> YES	OUT OF COUNTY ORI <b>TX9870100</b>				
NAME (LAST, FIRST, MIDDLE) (NAM) <b>Test,Record Middle Jr</b>			DATE OF BIRTH (DOB) <b>01011950</b>	PLACE OF BIRTH (POB) <b>TX</b>	SEX <b>M</b>	RACE <b>W</b>	ETH.	HGT. <b>601</b>	WGT. <b>195</b>	OUT OF COUNTY WARRANT NO. <b>05-1234ABC</b>
EYE <b>BRO</b>	HAIR <b>XXX</b>	SKIN TONE	SOCIAL SECURITY NO. (SOC)			SCARS, MARKS, TATTOOS, AMPUTATIONS (SMT)				
MISC. NO. (MNU)		CITZ.	DRIVER LICENSE NO. (OLN)		STATE	TYPE	ID CARD NO. (IDN)		STATE	
LICENSE CERTIFICATION AND ISSUING AUTHORITY						LICENSE NO.				
ALIAS NAME(S) (AKA)					ADDRESS			CITY	STATE	ZIP

NOTIFICATION

- Out-of-County ORI
- Out-of-County Warrant No.
- Enter your ORI in the Contributor ORI field
- Complete the first four lines of the CR-43
- Forward the entire form, with quality fingerprints attached, to the warrant-holding agency**

# Adult Out Of County Warrant (Warrant Agency)

TIN <b>123 456 789X</b>		DATE OF ARREST (OCA) <b>01012022</b>		DPS NO. (SD)		FBI NO.		CONTRIBUTOR OF FEE <b>TX0000000</b>		OUT OF COUNTY? YES <input checked="" type="checkbox"/> <b>TX9870100</b>		
NAME LAST, FIRST, MIDDLE (NAM) <b>Test, Record Middle Jr</b>		DATE OF BIRTH (DOB) <b>01011950</b>		PLACE OF BIRTH (POB) <b>TX</b>		SEX <b>M</b>		ETH. <b>W</b>		HGT. WGT. <b>601 195</b>		
EYE <b>BRO XXX</b>		HAIR <b>FAR</b>		SOCIAL SECURITY NO. (SOC)		SCARS, MARKS, TATTOOS, AMPUTATIONS (SMF) <b>BALD</b>		OUT OF COUNTY WARRANT NO. <b>05-1234ABC</b>				
MISC. NO. (MMN)		CITZ. <b>US</b>		DRIVER LICENSE NO. (DLN)		STATE TYPE		ID CARD NO. (IDN)		STATE		
LICENSE CERTIFICATION AND ISSUING AUTHORITY						LICENSE NO.						
ALIAS NAME(S) (AKA)						ADDRESS CITY STATE ZIP						
CHARGING AGENCY OF FEE <b>TX0000000</b>				CHARGING AGENCY NAME <b>Warrant Co SO or Warrant PD</b>				AGENCY ARREST NO. (AGN) <b>2468</b>		AGENCY CASE NO. (OCA) <b>ABC-123</b>		FIRE/ARM CODE <input type="checkbox"/>
TIS <b>A001</b>		DDC		DOMESTIC VIOLENCE OFFENSE? <input checked="" type="checkbox"/> Y or N		OFFENSE CODE (ACN) <b>00000000</b>		OFFENSE LITERAL (ACL) <b>Insert offense literal</b>				
VICTIM'S AGE (VIC)		STATUTE CITATION (CIT) <b>00.00 (A)(2) PC</b>		LEVEL & DEGREE		FELONY (0, 1, 2, 3 or 5) <input type="checkbox"/>		MISDEMEANOR (A, B or C) <input checked="" type="checkbox"/> A		DATE OF OFFENSE (DOO) <b>01012021</b>		
WARRANT HOLDER CASE NO.		ARREST DISPOSITION (ADN) <b>215</b>		DISPOSITION DATE (ADA) <b>01012022</b>		PROSECUTOR OF FEE (RFP) <b>TX000000A</b>		TRANS HAZ MATERIAL? <input type="checkbox"/> Y or N		OPER COM VEHICLE? <input type="checkbox"/> Y or N		
PREPARED BY, PLEASE PRINT <b>Print Full Name Legibly</b>		DATE <b>01012022</b>										

- Correct any information completed by arresting agency
- Complete rest of form
- Mail in completed CR-43 with fingerprints to DPS

# Adult Transferred For Civil Prosecution

TFR <b>123 456 789X</b>		DATE OF ARREST (OCA) <b>01012022</b>		DPS NO. (SD)		FBI NO.		CONTRIBUTOR OR OFE		OUT OF COUNTY? YES <input type="checkbox"/>		OUT OF COUNTY OFE			
ARREST/IDENTIFICATION	NAME (LAST, FIRST, MIDDLE) (NAM) <b>Test, Record Middle Jr</b>				DATE OF BIRTH (DOB) <b>01011950</b>		PLACE OF BIRTH (POB) <b>TX</b>		SEX <b>M</b>	RACE <b>W</b>	ETH. <b>601</b>	HGT. <b>195</b>	WGT.	OUT OF COUNTY WARRANT NO.	
	EYE <b>BRO</b>	HAIR <b>BLK</b>	SKIN TONE <b>FAR</b>	SOCIAL SECURITY NO. (SSN) <b>123456789</b>		SCARS, MARKS, TATTOOS, AMPUTATIONS (SMF)								LEAVE BLANK	
	MISC. NO. (MNU)		CITZ.	DRIVER LICENSE NO. (DLN)		STATE	TYPE	ID CARD NO. (IDN)		STATE					
	LICENSE CERTIFICATION AND ISSUING AUTHORITY						LICENSE NO.								
	ALIAS NAME(S) (AKA)						ADDRESS			CITY	STATE	ZIP			
	CHARGING AGENCY OFE <b>TX0000000</b>				CHARGING AGENCY NAME <b>Charging Agency Name</b>				AGENCY ARREST NO. (AGN) <b>2468</b>		AGENCY CASE NO. (OCA) <b>ABC-123</b>		FIRE/ARM CODE <input type="checkbox"/>		
	TTS <b>A001</b>	DDC <b>M</b>	DOMESTIC VIOLENCE OFFENSE? <input checked="" type="checkbox"/> Y or N	OFFENSE CODE (ACN) <b>00000000</b>		OFFENSE LITERAL (ACL) <b>Insert offense literal</b>									
	WGT MESSAGE (WIC)		STATUTE CITATION (CIT) <b>00.00 (A)(2) PC</b>			LEVEL & DEGREE <input type="checkbox"/>	FELONY (X, 2, 3 or 5)	MISDEMEANOR (A, B or C) <b>A</b>	DATE OF OFFENSE (DOO) <b>01012022</b>		WARRANT HOLDER OFE				
	WARRANT HOLDER CASE NO.		ARREST DISPOSITION (ADN) <b>228</b>		DISPOSITION DATE (ADA) <b>01012022</b>		PROSECUTOR OFE (RFP) <b>TX000000A</b>		TRANS HAZ MATERIAL? Y or N <input type="checkbox"/>	OPER COM VEHICLE? Y or N <input type="checkbox"/>	LICENSE NO.	STATE	YEAR		
	PREPARED BY, PLEASE PRINT <b>Print Full Name Legibly</b>									DATE <b>01012022</b>					

**\*Note – If you have already submitted the arrest to DPS with another Arrest Disposition then follow the Correction Example**

# Adult / Juvenile Released without Prosecution

TFR <b>123 456 789X</b>		DATE OF ARREST (OCA) <b>01012022</b>		DPS NO. (SD)		FBI NO.		CONTRIBUTOR OR OFE		OUT OF COUNTY? <input type="checkbox"/> YES		OUT OF COUNTY OFE		
ARREST/IDENTIFICATION	NAME (LAST, FIRST, MIDDLE) (NAM) <b>Test, Record Middle Jr</b>				DATE OF BIRTH (DOB) <b>01011950</b>		PLACE OF BIRTH (POB) <b>TX</b>		SEX <b>M</b>		RACE <b>W</b>		HGT. <b>601195</b>	
	EYE <b>BRO</b>		HAIR <b>BLK</b>		SKIN TONE <b>FAR</b>		SOCIAL SECURITY NO. (SSN) <b>123456789</b>		SCARS, MARKS, TATTOOS, AMPUTATIONS (SMF)				LEAVE BLANK	
	MISC. NO. (MNU)		CITZ.		DRIVER LICENSE NO. (DLN) <b>01234567</b>		STATE <b>TX</b>		TYPE <b>C</b>		ID CARD NO. (IDN)		STATE	
	LICENSE CERTIFICATION AND ISSUING AUTHORITY						LICENSE NO.							
	ALIAS NAME(S) (AKA)						ADDRESS <b>10999 Imagination Ave</b>		CITY <b>Austin</b>		STATE <b>TX</b>		ZIP <b>78752</b>	
	CHARGING AGENCY OFE <b>TX0000000</b>				CHARGING AGENCY NAME <b>Charging Agency Name</b>				AGENCY ARREST NO. (AGN) <b>2468</b>		AGENCY CASE NO. (OCA) <b>ABC-123</b>		FIRE/ARM CODE <input type="checkbox"/>	
	TTS <b>A001</b>		DDC		DOMESTIC VIOLENCE OFFENSE? <input checked="" type="checkbox"/> Y or N		OFFENSE CODE (ACN) <b>00000000</b>		OFFENSE LITERAL (ADL) <b>Insert offense literal</b>				[REDACTED]	
	WGT/MSAGE (WIC)		STATUTE CITATION (CIT) <b>00.00 (A)(2) PC</b>				LEVEL & DEGREE <input type="checkbox"/>		FELONY (X, 2, 3 or 5) <input type="checkbox"/>		MISDEMEANOR (A, B or C) <b>A</b>		DATE OF OFFENSE (DOO) <b>01012022</b>	
WARRANT HOLDER CASE NO.		ARREST DISPOSITION (ADN) <b>207</b>		DISPOSITION DATE (ADA) <b>01012022</b>		PROSECUTOR OFE (RFP) <b>TX000000A</b>		TRANS HAZ MATERIAL? <input type="checkbox"/> Y or N		OPER COM VEHICLE? <input type="checkbox"/> Y or N		LICENSE NO.   STATE   YEAR		
PREPARED BY, PLEASE PRINT <b>Print Full Name Legibly</b>										DATE <b>01012022</b>				

- Arrest/Referral Disposition (ADN) – 207
- If an Arrest/Referral Disposition has already been submitted to DPS - follow the Corrections Example

# Adult / Juvenile Duplicate TRN

<b>TRN</b> <b>123 456 789X</b>		DATE OF ARREST (DCA) <b>01012023</b>	DIS NO. (SD)	FBI NO.	CONTRIBUTOR OF FEE		OUT OF COUNTY? <input type="checkbox"/>	OUT OF COUNTY OF
NAME (LAST, FIRST, MIDDLE) (NAM) <b>Test, Record Middle Jr</b>		DATE OF BIRTH (DOB) <b>01011950</b>	PLACE OF BIRTH (POB) <b>TX</b>	SEX <b>M</b>	RACE <b>W</b>	ETH. <b>601195</b>	HGT.	WGT.
EYE <b>BRO</b>		HAIR <b>BLK</b>	SKIN TONE <b>FAR</b>	SOCIAL SECURITY NO. (SSN) <b>123456789</b>		SCARS, MARKS, TATTOOS, AMPUTATIONS (SM) <b>LEAVE BLANK</b>		
MISC. NO. (MNU)		CITY	DRIVER LICENSE NO. (DLN) <b>01234567</b>	STATE <b>TX</b>	TYPE <b>C</b>	ID CARD NO. (CON)		STATE
LICENSE CERTIFICATION AND ISSUING AUTHORITY				LICENSE NO.				
ALIAS NAME(S) (AKA)			ADDRESS <b>10999 Imagination Ave</b>		CITY <b>Austin</b>	STATE <b>TX</b>	ZIP <b>78752</b>	
CHARGING AGENCY OF <b>TX0000000</b>			CHARGING AGENCY NAME <b>Charging Agency Name</b>		AGENCY ARREST NO. (AGN) <b>2468</b>	AGENCY CASE NO. (OCA) <b>ABC-123</b>	FIREARM CODE <input type="checkbox"/>	
TRF <b>A001</b>	QDC	DOMESTIC VIOLENCE OFFENSE? <input type="checkbox"/>	OFFENSE CODE (AGN) <b>00000000</b>	OFFENSE LITERAL (ADL) <b>Insert offense literal</b>				
VICTIM'S AGE (VIC)	STATUTE CITATION (QT) <b>00.00 (A)(2) PC</b>		LEVEL & DEGREE <input type="checkbox"/>	FELONY (0,1,2,3 or 5)	MISDEMEANOR (A, B or C) <b>A</b>	DATE OF OFFENSE (DOO) <b>01012023</b>	WARRANT HOLDER OF	
WARRANT HOLDER CASE NO.	ARREST DISPOSITION (ADN) <b>205 207</b>	DISPOSITION DATE (ADA) <b>01012023</b>	PROSECUTOR OF FEE (RIF) <b>TX000000A</b>		TRANS HAZ MATERIAL? <input type="checkbox"/>	OPER COM VEHICLE? <input type="checkbox"/>	LICENSE NO.	STATE
PREPARED BY, PLEASE PRINT <b>Print Full Name Legibly</b>						DATE <b>01012023</b>		

- Make copy of original CR-43
- Change Arrest/Referral Disposition to 207 – Released Without Prosecution (Please use Blue or Black ink only)

# Adult / Juvenile Duplicate TRN

Edit Charge A006 Save Discard

12345

Offense Numeric (AON) \*

00000000

Level & Degree (LDA) \*

FS - FELONY - STATE JAIL FELONY

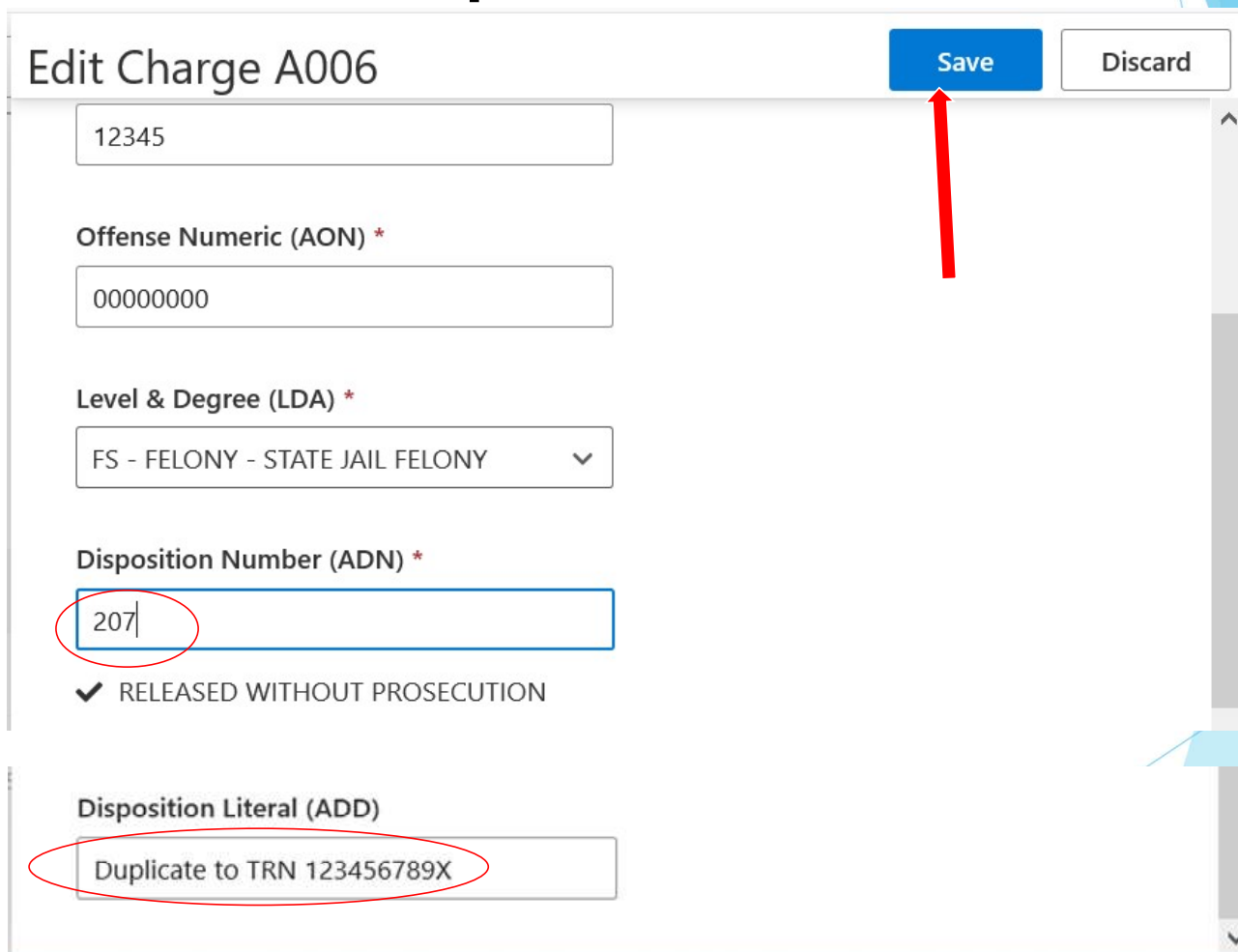
Disposition Number (ADN) \*

207

✓ RELEASED WITHOUT PROSECUTION

Disposition Literal (ADD)

Duplicate to TRN 123456789X



# Adult Class "C" Arrests

TRN <b>123 456 789X</b>		DATE OF ARREST <b>01012023</b>		DPS NO.		FBI NO.		CONTRIBUTOR ORI <b>TX0000000</b>		OUT OF COUNTY? YES <input type="checkbox"/>		OUTOF COUNTYORI			
NAME (LAST, FIRST, MIDDLE) <b>Test, Record Middle Jr</b>				DATE OF BIRTH <b>01011950</b>		PLACE OF BIRTH <b>TX</b>		SEX <b>M</b>	RACE <b>W</b>	ETH. <b>N</b>	HGT. <b>601</b>	WGT. <b>195</b>	OUTOF COUNTY WARRANTNO.		
EYE <b>BRO</b>	HAIR <b>XXX</b>	SKIN TONE <b>FAR</b>	SOCIAL SECURITY NO.		SCARS, MARKS, TATTOOS, AMPUTATIONS								LEAVE BLANK		
MISC. NO.		CITZ. <b>US</b>	DRIVER LICENSE NO. <b>12345678</b>		STATE <b>TX</b>	TYPE <b>C</b>	ID CARD NO.		STATE						
LICENSE CERTIFICATION AND ISSUING AUTHORITY						LICENSE NO.									
ALIAS NAME(S) <b>Rubble, Barney; Bubba, XX</b>						ADDRESS <b>10999 Imagination Ave</b>						CITY <b>Austin</b>	STATE <b>TX</b>	ZIP <b>78752</b>	
ARRESTING AGENCY ORI <b>TX0000000</b>				ARRESTING AGENCY NAME <b>Arresting Agency Name</b>				AGENCY ARREST NO. <b>2468</b>		AGENCY CASE NO. <b>ABC-123</b>		FIREARM CODE <input type="checkbox"/>			
TRS <b>A001</b>	GOC	DOMESTIC VIOLENCE OFFENSE? <input type="checkbox"/>	N Y or N	OFFENSE CODE <b>00009999</b>		OFFENSE <b>Class C offense literal</b>									
STATUTE CITATION <b>CLASS C</b>				LEVEL & DEGREE	FELONY (X, 1, 2, 3 or 5) <input type="checkbox"/>	MISDEMEANOR (A or B) <input checked="" type="checkbox"/>	DATE OF OFFENSE <b>01012023</b>		WARRANTHOLDER ORI						
WARRANTHOLDER CASE NO.		ARREST DISPOSITION <b>233</b>		DISPOSITION DATE <b>01012023</b>		PROSECUTOR ORI <b>TX000000A</b>		TRANS HAZ MATERIAL? Y or N <input type="checkbox"/>	OPER COM VEHICLE? Y or N <input type="checkbox"/>	LICENSE NO.	STATE	YEAR			
PREPARED BY <b>Print Full Name Legibly</b>										DATE <b>01032023</b>					

- Enter the appropriate Class "C" general offense code and literal
  - Enter "C" for Level/Degree
  - Prosecutor ORI that handles Class "C" or use Charging Agency ORI
- Enter ADN as 233 – \*\*VERY IMPORTANT\*\***



# Adult

## Class “C” Arrests with Family Violence


TRN <b>123 456 789X</b>		DATE OF ARREST <b>01012023</b>		DPS NO.		FBI NO.		CONTRIBUTOR ORI <b>TX0000000</b>		OUT OF COUNTY? <input type="checkbox"/> YES		OUT OF COUNTY ORI			
NAME (LAST, FIRST, MIDDLE) <b>Test, Record Middle Jr</b>				DATE OF BIRTH <b>01011950</b>		PLACE OF BIRTH <b>TX</b>		SEX <b>M</b>	RACE <b>W</b>	ETH. <b>N</b>	HGT. <b>601</b>	WGT. <b>195</b>	OUT OF COUNTY WARRANT NO.		
EYE <b>BRO</b>		HAIR <b>XXX</b>		SKIN TONE <b>FAR</b>		SOCIAL SECURITY NO.				SCARS, MARKS, TATTOOS, AMPUTATIONS <b>BALD</b>				LEAVE BLANK	
MISC. NO. <b>AS 123456789</b>			CITZ. <b>US</b>	DRIVER LICENSE NO. <b>12345678</b>		STATE <b>TX</b>	TYPE <b>C</b>	ID CARD NO. <b>12345678</b>			STATE <b>TX</b>				
LICENSE CERTIFICATION AND ISSUING AUTHORITY <b>Realtor – Tx Real Estate Commission</b>						LICENSE NO. <b>Real-99999</b>									
ALIAS NAME(S) <b>Rubble, Barney; Bubba, XX</b>						ADDRESS <b>10999 Imagination Ave</b>			CITY <b>Austin</b>	STATE <b>TX</b>	ZIP <b>78752</b>				
ARRESTING AGENCY ORI <b>TX0000000</b>				ARRESTING AGENCY NAME <b>Arresting Agency Name</b>				AGENCY ARREST NO. <b>2468</b>		AGENCY CASE NO. <b>ABC-123</b>		FIREARM CODE <input type="checkbox"/>			
TRS <b>A001</b>	GOC	DOMESTIC VIOLENCE OFFENSE? <input checked="" type="checkbox"/>	Y or N <b>Y</b>	OFFENSE CODE <b>00009999</b>		OFFENSE <b>Class C offense literal</b>									
STATUTE CITATION <b>CLASS C Family Violence</b>				LEVEL & DEGREE <b>C</b>	FELONY (X, 1, 2, 3 or 5) <input type="checkbox"/>	MISDEMEANOR (A or B) <input checked="" type="checkbox"/>	DATE OF OFFENSE <b>01012023</b>			WARRANT HOLDER ORI					
WARRANT HOLDER CASE NO.			ARREST DISPOSITION <b>235</b>		DISPOSITION DATE <b>01012023</b>		PROSECUTOR ORI <b>TX000000A</b>		TRANS HAZ MATERIAL? <input type="checkbox"/>	Y or N	OPER COM VEHICLE? <input type="checkbox"/>	Y or N	LICENSE NO.	STATE	YEAR
PREPARED BY <b>Print Full Name Legibly</b>										DATE <b>01032023</b>					

- Enter the appropriate Class “C” offense code and literal
  - Enter “C” for Level/Degree
  - Prosecutor ORI that handles Class “C” or Charging Agency ORI
- Enter ADN as 235 – Misdemeanor Class “C” Arrest – Domestic Violence**

# Making Edits/Corrections to Charge/Offense (you cannot edit if Prosecutor or Court data are present)

Choose Charge/Offense: A006 + Add ▾

▾ Charge/Offense

 Edit Charge/Offense

Tracking Suffix (TRS)	A006
Case Number (OCA)	12345
Arresting Agency (ORI)	SAMPLE_ORI
Offense Numeric (AON)	00000000
Offense Text	Offense Text
Level & Degree (LDA)	FS
Disposition Number (ADN)	205
Referred Prosecutor (REF)	SAMPLE_ORI
Disposition Date (ADA)	2020-10-31
Arrest Number (AGN)	
Domestic Violence (DMV)	

# Making Edits/Corrections to Charge/Offense

TRN <b>123456789</b>		DATE OF ARREST (DOA) <b>01012005</b>	DPS NO. (SID) <b>12345678</b>	FBI NO.	CONTRIBUTOR ORI <b>TX0000000</b>	OUT OF COUNTY? <input type="checkbox"/> YES	OUT OF COUNTY ORI				
<b>ARREST/IDENTIFICATION</b>	NAME (LAST, FIRST, MIDDLE) (NAM) <b>Test, Record Middle Jr</b>		DATE OF BIRTH (DOB)	PLACE OF BIRTH (POB) <del>TN</del> <b>TX</b>	SEX <b>M</b>	RACE <b>W</b>	ETH. <b>N</b>	HGT. <b>601</b>	WGT. <b>195</b>	OUT OF COUNTY WARRANT NO.	
	EYE	HAIR	SKIN TONE	SOCIAL SECURITY NO. (SOC) <b>123456789</b>	SCARS, MARKS, TATTOOS, AMPUTATIONS (SMT) <b>BALD; GLASSES; MISS L FT; SC CHEST; TAT FHD</b>			LEAVE BLANK			
	BRO	XXX	FAR								
	MISC. NO. (MNU) <b>AS 123456789</b>	CITZ. <b>US</b>	DRIVER LICENSE NO. (OLN) <b>12345678</b>	STATE <b>TX</b>	TYPE <b>C</b>	ID CARD NO. (IDN) <b>12345678</b>	STATE <b>TX</b>				
	LICENSE CERTIFICATION AND ISSUING AUTHORITY <b>Realtor - Tx Real Estate Commission</b>				LICENSE NO. <b>Real-99999</b>						
	ALIAS NAME(S) (AKA) <b>Rubble, Barney; Bubba,XX</b>				ADDRESS <b>10999 Imagination Ave</b>			CITY <b>Austin TX</b>	STATE <b>TX</b>	ZIP <b>78752</b>	
	CHARGING AGENCY ORI <b>TX0000000</b>		CHARGING AGENCY NAME <b>Charging Agency Name</b>			AGENCY ARREST NO. (AGN) <b>2468</b>		AGENCY CASE NO. (OCA) <b>ABC-123</b>		FIREARM CODE <b>K</b>	
	TRS <b>A001</b>	GOC <b>S</b>	DOMESTIC VIOLENCE OFFENSE? <input checked="" type="checkbox"/> Y or N	OFFENSE CODE (AON) <b>00000000</b>	OFFENSE LITERAL (AOL) <b>Insert offense literal</b>						
	VICTIM'S AGE (VIC)	STATUTE CITATION (CIT) <b>00.00 (A)(2) PC</b>		LEVEL & DEGREE	FELONY (X,1,2,3 or S) <b>2</b>	MISDEMEANOR (A, B or C)	DATE OF OFFENSE (DOO) <b>01012005</b>	WARRANT HOLDER ORI <b>TX0000100</b>			
	WARRANT HOLDER CASE NO. <b>321-CAB</b>	ARREST DISPOSITION (ADN) <b>205</b>	DISPOSITION DATE (ADA) <b>01012005</b>	PROSECUTOR ORI (REF) <b>TX000015A</b>	TRANS HAZ MATERIAL? <input checked="" type="checkbox"/> Y or N	OPER COM VEHICLE? <input checked="" type="checkbox"/> Y or N	LICENSE NO. <b>ZXY99A</b>	STATE <b>ME</b>	YEAR <b>06</b>		
PREPARED BY, PLEASE PRINT <b>Print Full Name Legibly</b>								DATE <b>01012005</b>			

FOR LOCAL AGENCY USE	<b>CORRECTION</b>	<b>Name of Person Correcting</b>
		<b>Date Of Correction / Phone Number</b>

Draw a single line through any incorrect information and write the corrected information next to it

Email this corrected form to [corrections.cjisjjis@dps.texas.gov](mailto:corrections.cjisjjis@dps.texas.gov)

# Corrections

- ▶ Send an email to:  
**corrections.CJISJJIS@dps.texas.gov**
- ▶ Include TRN, TRS, name, DOB, DOA, and what needs to be corrected

# Livescan Information



# Livescan Responses

- **MAC – Accept:** This only means that the submission was accepted, but not processed yet.

## Example:

```
TO: 000
FROM: MBIS01
SUBJECT: mac
DATE/TIME: 2014/01/01 15:17:03
TYPE: mac
TCN: 41000000496
SAN: 0924980066
CODE: 0000
LITERAL: Positive Response
```

# Livescan Responses

- **MID – Identification:** “Hit” or “No Hit” – A SID will return on both. This message is confirmation that arrest has been applied to the CCH record.

**Example:**

```
TO: 000
FROM: MBIS02
SUBJECT: mid
DATE/TIME: 2014/01/01 16:12:10
TYPE: mid
TCN: 41000044902
SAN: 0924980066
SID: 05555555
AGN: 31864
TRN: 123456789X
OCA: 9818540
NAM: SMITH, JOHN
FBI:
FLG:
HNH: HIT
MSG:*****
MSG: TRANSACTION WITH TRN = 123456789X
MSG: TCN = 41000044902
MSG: WAS IDENTIFIED AS
MSG: SID = 05555555
MSG:*****
```

# Livescan Responses

- **MRJ - Reject:** Used to advise the submitting agency of errors or problems with the record submitted. In most cases, the record will need to be corrected and resubmitted.

## Example:

```
TO:          000
FROM:        MBIS02
SUBJECT:     mrj
DATE/TIME:   2014/01/01 15:17:03
TYPE:       mrj
TCN:        41000000496
SAN:        0924980066
RCODE:      R300
RLITERAL:   Critical Error
TRN:        123456789X
OCA:        982620955
NAM:        SMITH, JOHANNA
MSG:*****
MSG:  TRANSACTION WITH  TRN = 123456789X
MSG:                                     TCN = 41000000496
MSG:      EH SEGMENT
MSG:      Critical Err:  Format Error
MSG:      DOE  [30020102]
MSG:*****
```



# Livescan Responses

- **MNC – Noncritical Error:** Used to advise agencies regarding errors in a submission that have been corrected. NO resubmission of the record is needed and a MID message will follow.

## Example:

```
TO: 000
FROM: MBIS01
SUBJECT: mnc
DATE/TIME: 2014/01/01 15:17:03
TYPE: mnc
TCN: 41000103299
SAN:
SID:
TRN: 123456789X
OCA: JID118015
NAM: SMITH, JOHN
MSG: *****
MSG: TRANSACTION WITH TRN = 123456789X
MSG: TCN = 41000103299
MSG: ER2 SEGMENT 1
MSG: Non Critical Err: No data (mandatory)
MSG: ANA [ ]
MSG: CORRECTED AS [SMITH, JOHN ]
MSG: ADZ [ ]
MSG: CORRECTED AS [99999]
MSG: REF [ ]
MSG: CORRECTED AS [TX0680000]
MSG: *****
```

# Livescan Responses

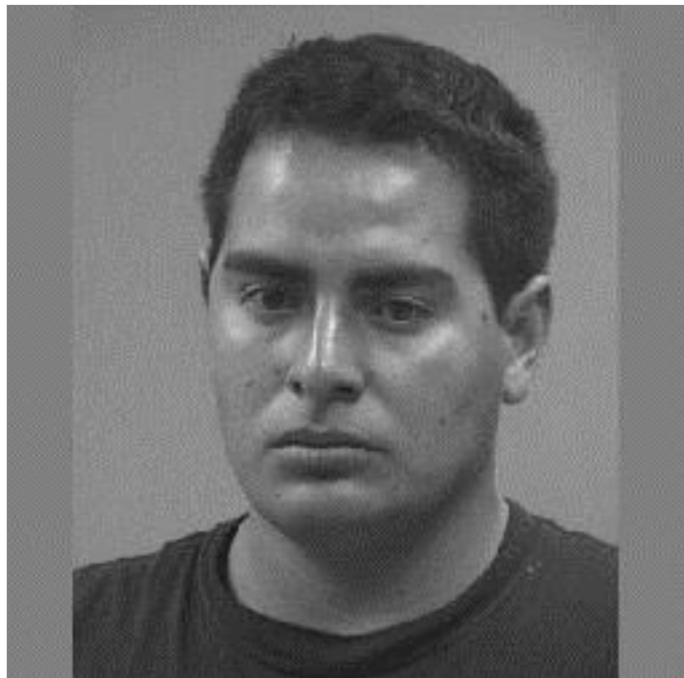
## **FBI Responses & DHS/ICE Response**

- **Electronic (SRE):** This will contain a hit or no hit response from FBI.
- **Ten Print Transaction Error (ERRT):** This response means the record did not process and it will supply an error message in the MSG field stating why the record did not process.

# Livescan Information

- Quality mugshots
- Should be straight on, centered, and only be from the neck up

**Good Mugshot**



**Bad Mugshot**



# Name Base Disposition (NBD)

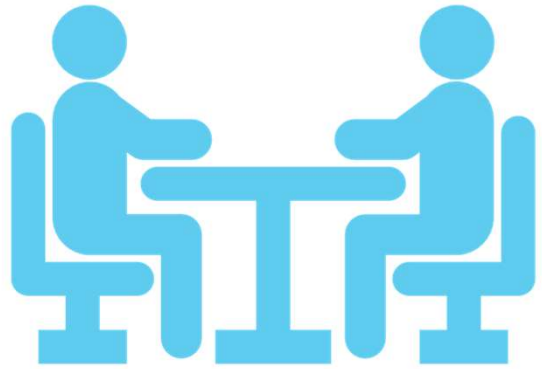
- ▶ When a Prosecution or Court transaction passes edits but cannot be matched to an arrest, the CCH application places the transaction into the NBD file. When a new arrest is processed, the transactions in the NBD file are searched for matches. Any matching prosecution or court transactions are automatically submitted for processing.
- ▶ Records remain in the NBD file until: they match an arrest, are manually re-submitted by DPS analysts, or are deleted by DPS analysts at the request of the originally submitting agency.
- ▶ **Make sure arrests/TRNs are being submitted and arrest information (like the SID from the MID/“Hit” or “No Hit” message) is updated in the vendor**

# **Name Base Disposition (NBD)**

**As of 2/28/2023 the Name Base Disposition file consists of:**

**392,755 Misdemeanor Cases**

**286,229 Felony Cases**



**Review**

## Arrest Segment Review

**Can corrections to demographic information (name, DOB, etc.) be made on the CJIS site?**

▶ **No**

▶ **Corrections to demographic information must be sent in to DPS by email, fax, or mail**

## Arrest Segment Review

**Should a CR-43 or CR-43J be sent to DPS without fingerprints?**

▶ **NO**

▶ **DO NOT send the CR-43 or CR-43J to DPS without fingerprints**

▶ **The CR-43 or CR-43J will be returned to the agency requesting fingerprints**



# Arrest Segment Review

**Should a CR-43 be created for an out of county warrant?**

**▶ YES**

- ▶ The arresting agency should start a CR-43 and fingerprint the offender. Forward the paperwork (fingerprints included) to the warrant holding agency**
- ▶ DO NOT SUBMIT TO DPS IF YOU ARE JUST THE ARRESTING AGENCY**

**\*\*Prosecutor ORI determines completeness percentage\*\***

## Referral/Identification Review

**Is the referral date on the CR43J a required field?**

- ▶ **YES**
- ▶ **The referral date is the date the juvenile was referred to intake**

## Referral/Identification Review

**How are the 10 days determined for referring a juvenile to Intake?**

- ▶ **Day 1 will be the day after the juvenile is fingerprinted**
- ▶ **Count 9 more days (include weekends and holidays)**

## Referral/Identification Review

**What happens if the juvenile is not referred within 10 calendar days?**

- ▶ **The CR-43J and fingerprints must be destroyed (Family Code Section 58.001(c))**
- ▶ **The juvenile's name must be blacked out of any offense report pertaining to that offense**

## Arrest Segment Review

**What should be done if an offense code cannot be found?**

- ▶ **Call the arresting officer/agency and ask for the statute/citation**
- ▶ **Call the CJIS office and we will help with an offense code**

**My chain of command has approved me to request access to the CJIS Site, what is the process to request access?**

**Need help running reports or navigating the CJIS Site?**

- **Get with your CJIS Auditor for assistance**

**Everyone who has access to Criminal Justice Information (CJI) – including via the CJIS Site – must complete CJIS Security Awareness Training. – This is a CJIS Security Policy requirement for everyone that has access to CJI.**

**<https://www.dps.texas.gov/section/crime-records-service/cjis-security-awareness-training>**



**For additional assistance, contact the appropriate section below.**

**CJIS/JJIS Supplies**

(512) 424-2367

(512) 424-5599 (fax)

crssupplyorder@dps.texas.gov

**Fingerprint Section**

(512) 424-5248

fingerprint.processing@dps.texas.gov

**Corrections**

corrections.CJISJJIS@dps.texas.gov

(512) 424-2476 (fax)

**Error Resolution Unit**

(512) 424-7256

error.resolution@dps.texas.gov

\*switched prints, switched records,  
misuse of identity, etc.

**Scan QR Code to download training materials and reportable  
offense codes**





**For additional assistance, contact the appropriate section below.**

**CJIS Website** (<https://cch.dps.texas.gov/les>)

GRP\_CJIS\_SITE@dps.texas.gov

**\*Contact CJIS Field Auditor for how to request access to the CJIS Site**

**CODIS/DNA Assistance**

(512) 424-2790

codislab@dps.texas.gov

**Scan QR Code for CODIS FAQs**



**For a New ORI or to Reactivate an ORI**

TCIC.Operations@dps.texas.gov

**Electronic Arrest Reporting (LiveScan)**

**\*Contact to obtain new TRN Blocks**

livescan@dps.texas.gov

**Scan QR Code to download training materials and reportable offense codes**



# Questions?

**Field Auditor  
Region List**

