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# FBI CIVIL RAP BACK USER GUIDE

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# INTRODUCTION TO THE FBI CIVIL RAP BACK PROGRAM

## BACKGROUND AND PURPOSE

The Civil FBI Rap Back program is designed to assist organizations in the continuous vetting of individuals in a position of trust. With the implementation of the Civil Rap Back program, organizations can now set a subscription on an eligible applicant's national criminal history. Not only will the subscribing organization receive notifications of events that occurred within Texas, they will also receive notifications of events that occurred elsewhere in the nation.

The events that generate FBI Civil Rap Back notifications are as follows:

- Arrests
- Record Updates (Dispositions, Expungements, etc.)
- Sex Offender Registry Additions, Modifications, and Deletions
- Death Notices

## ELIGIBILITY

An applicant is eligible for FBI Civil Rap Back if they were fingerprinted after June 1, 2015. Each applicant printed after June 1, 2015 must also have signed the FBI's Authorization Form in order to obtain both State and National Criminal History Record Information, and to participate in the FBI Civil Rap Back Program. If the applicant was printed electronically, this form was signed at the time of printing. If the applicant was printed using a hard card, the fingerprinting agency must use this form and it must be kept on file at the submitting organization for audit purposes. This form can be found in the FACT Clearinghouse under the "FBI Civil Rap Back Resources" link.

If an applicant is not eligible for FBI Civil Rap Back, they must be re-fingerprinted to become eligible. A Texas Only subscription can still be set for the applicant.

## FEES

There are no additional fees for creating a Rap Back subscription on an eligible applicant. Applicants that do not meet the eligibility requirements and must be re-printed will have to pay for the fingerprinting fees.

# NEW FEATURES AND REQUIREMENTS

## VALIDATION AND CANCELLATION

Validation is not currently required. Your organization will be notified and this guide will be updated once the validation process is implemented.

Each subscription must be validated at least once every four years or it will expire and your organization will be unsubscribed. This includes both Texas Only and FBI Rap Back subscriptions. If your organization no longer needs a subscription on an applicant, the subscription must be cancelled. Instructions on how to validate or cancel a subscription can be found in the [Cancelling and Validating Current Subscriptions](#) section.

## NEW WORKLISTS

New FBI Rap Back worklists have been added to the FACT Clearinghouse.

- **EVENT\_ALL** – New Texas, SOR, and FBI Events
- **EVENT\_FBI** – An applicant with a change to their FBI criminal history (Rap Back Notification)
- **NEW\_HIT\_FBI** – A new FBI Civil Rap Back subscription on an applicant with an FBI criminal history. Note that any subscriptions set on Rap Back Eligible applicants with an FBI criminal history will appear in this worklist typically 24-48 hours after setting a subscription, even if they have already entered the NEW\_HIT worklist. Please see [Updated Notification Process](#) for more details.
- **SUBSCRIPTION\_VAL30** – All active subscriptions with a validation date within 30 days of being unsubscribed (*Not shown in image below*)
- **SUBSCRIPTION\_VAL90** – All active subscriptions with a validation date within 90 days of being unsubscribed (*Not shown in image below*)
- **SUBSCRIPTION\_EXPIRED** – All expired subscriptions that will need to be re-subscribed if the subscription is still needed (*Not shown in image below*)

Worklists			
Applicant Type	Applicant Description	Worklist	Applicants
TX			
		<a href="#">NEW_NOHIT</a>	2
		<a href="#">NEW_SUBSCRIPTION</a>	2
		<b>NEW_HIT_FBI</b>	16
		<a href="#">EVENT_CCH</a>	2
		<b>EVENT_FBI</b>	1
		<b>EVENT_ALL</b>	3

## UPDATED SUBSCRIPTION PROCESS (NEW)

1. The applicant is fingerprinted for your agency, or a Rap Back-Eligible ORI is selected when [creating a new manual subscription](#).
2. A Texas Only subscription is created.
  - a. At this point, you have a live Texas subscription and a static FBI response. This means if the applicant is arrested in Texas you will receive a notification email, but if the applicant is arrested in another state you will not.
  - b. If the person has a Texas criminal history, they will appear in your NEW\_HIT worklist.
3. A FBI Civil Rap Back request is sent to the FBI, usually within 24-48 hours of setting the initial subscription. The FBI sends back an RBSR (Rap Back Subscription Response) which replaces the Initial Applicant Fingerprinting Results.
  - a. An RBSR is an updated Identity History Summary that is returned for any new FBI Rap Back subscription, and includes any activity that has occurred since the initial static FBI fingerprint response.
4. The [RBTED](#) field will now show RBSR. If the applicant has a criminal history at the FBI, they will enter your NEW\_HIT\_FBI worklist. **It is very likely that if the applicant was initially in your NEW\_HIT worklist, they will enter your NEW\_HIT\_FBI worklist 24-48 hours later.**
  - a. **You will be sent an email stating that the Clearinghouse has received activity on the applicant.** It is important to review this as the applicant may have been arrested between the time of fingerprinting and the time FBI Civil Rap Back was enabled for the subscription. **In most cases, there will be no change between the initial criminal history and the RBSR criminal history.**
  - b. In the Offline Applicant Management list, the "HasFbiSubscription" column will show "Y". In the Applicant Details page, "HAS ACTIVE FBI RAP BACK" will show "TRUE".

## UPDATED NOTIFICATION PROCESS (NEW)

FBI Civil Rap Back has added two types of events that can generate an email notification stating there is new recent activity on an existing subscription.

1. When the FBI sends back an RBSR for a person with criminal history at the FBI, and the person enters the NEW\_HIT\_FBI worklist. **The responses in this worklist will more than likely have the same information that was previously given when the individual was initially fingerprinted and placed in the NEW\_HIT worklist.**
2. When any Rap Back triggering activity occurs on an existing Rap Back Subscription.

**To avoid looking at the information twice, it may help to wait for the "new recent activity" email notification, rather than the "new subscription" email, before looking at the NEW\_HIT worklist.**

For a detailed explanation of how the system is implementing FBI Civil Rap Back subscriptions, please read the [Updated Subscription Process](#) section.

## RAP BACK TRIGGERING EVENT DETAILS (RBTED)

When a Civil Rap Back trigger event happens, such as an arrest or disposition, a Rap Back Notification (RBN) will be generated. The applicant will be automatically added to the relevant worklists. When the FBI Criminal History is reviewed, the Rap Back Triggering Event Details (RBTED) field will be shown above the FBI Rap Sheet.

The RBTED field contains three pieces of information, highlighted in the image below:

- Date of Rap Back Event
- Rap Back Trigger
- Rap Back Event Information

FBI Criminal History	
RESPONSE DATE	01/03/2018
APPLICANT PURPOSE	TX [REDACTED]
RBTED	20180103 RB019 - COURT DISPOSITION RECEIVED FROM CRI - CRI: TX [REDACTED] DATE OF ARREST [REDACTED]
RESPONSE TYPE	<input checked="" type="radio"/> HIT
RESPONSE TEXT	UNITED STATES DEPARTMENT OF JUSTICE FEDERAL BUREAU OF INVESTIGATION CRIMINAL JUSTICE INFORMATION SERVICES DIVISION CLARKSBURG, WV 26306  TX0000000 ICN [REDACTED]  THE FOLLOWING FBI IDENTIFICATION RECORD FOR [REDACTED] IS FURNISHED FOR

## FBI CIVIL RAP BACK SUBSCRIPTIONS OVERVIEW

- Applicants fingerprinted for your organization after January 15, 2018 will have FBI Rap Back included in the automatic subscription.
- Manual subscriptions created after January 15, 2018 will have FBI Rap Back included in the subscription if an ORI is selected that is FBI Rap Back Eligible. Information on finding eligible ORIs can be found in the instructions below.
- Already existing subscriptions for Legacy-Eligible applicants (those printed between June 1, 2015 and January 15, 2018) will not have FBI Rap Back automatically added. A backfill process for these applicants is currently being created and will be available for agencies in the future.

## CREATING OR MODIFYING SUBSCRIPTIONS

To manually create a Texas and FBI Rap Back subscription on an applicant, please navigate to the FACT Clearinghouse and then follow the steps below.

Existing FBI Rap Back-Ineligible subscriptions can potentially be modified into FBI Rap Back-Eligible subscriptions by navigating to an applicant's Applicant Details page and clicking Manage this Record's Subscription, then following steps 3 and 4 below.

1. Search for the applicant using one of the options – Name, SID, Driver's License, or MNU/Subscription Key.
  - a. Note that if you are unable to locate an applicant, they may not be part of the FACT Clearinghouse, or are under a different name, or are not accessible to your agency.
2. Once the applicant has been located and their identity verified, click Subscribe to This Record.

**Applicant Detail**

- [View Worklists](#)
- [Search Applicants](#)

**What would you like to do?**

- **Subscribe to This Record**
- [View this Record's Texas & FBI Criminal Histories](#)

SID	[REDACTED]	<input checked="" type="checkbox"/> Photo posted 1/16/2017
NAME(S)	[REDACTED] (PRIMARY)	[REDACTED]
BIRTH DATE(S)	[REDACTED] (PRIMARY)	
SEX	MALE	
RACE	WHITE	
DL NUMBER	TX [REDACTED]	
FBI#	[REDACTED]	
SOCIAL SECURITY NUMBER(S)	[REDACTED]	
MISCELLANEOUS NUMBER(S)	[REDACTED]	
ACTIVE APPLICANT STATUS	[REDACTED]	

3. Under Subscription Detail, select an ORI for the Applicant Purpose. **If you wish to have FBI Rap Back enabled on this applicant, an ORI with [RBC: I] or [RBC: J] must be selected.** If no ORI in the drop down

includes one of these options, the applicant is not eligible for FBI Rap Back and must be re-fingerprinted for your organization. A Texas Only subscription can still be set using any ORI without [RBC: I] or [RBC: J].

- a. Optionally, type a Subscription Key for the subscription. This value can be searched using the MNU search on the Search FACT Clearinghouse page.

(SID= [redacted])

Your Agency is not subscribed to this applicant and will not receive any notifications.

Subscription Detail

Applicant Purpose (Required)  ⓘ

Subscription Key  ⓘ

- 4. Click Create Subscription. You will receive a confirmation notice at the top of the page. Your organization is now subscribed to this applicant.

**Clearinghouse Subscription Created**  
Your Agency's FACT Clearinghouse Subscription was created for SID [redacted].

**Manage Subscriptions**

- [View Worklists](#)
- [Search FACT Clearinghouse](#)

**What would you like to do?**

- [Change Notification Settings](#)
- [Validate Subscription](#)

(SID= [redacted])

NAME	[redacted]
DATE OF BIRTH	[redacted]
SEX	MALE
EVENT DATE	01/05/2018
EVENT CODE	SUBSCRIPTION_NEW
ORI	TX921310Z
HAS ACTIVE FBI RAP BACK	TRUE
SUBSCRIPTION ID	[redacted]
LAST VALIDATED	01/05/2018 10:04:51

Your Agency is subscribed to this applicant and will receive notifications for certain events.

Subscription Detail

Applicant Purpose (Required)  ⓘ

## CANCELLING AND VALIDATING CURRENT SUBSCRIPTIONS

**Validation is not currently required. Your organization will be notified and this guide will be updated once the validation process is implemented.**

To cancel or validate a single subscription, follow the steps below. To manage subscriptions in bulk, reference the Offline Applicant Management User Guide that can be found in the FACT Clearinghouse under the “FBI Civil Rap Back Resources” link.

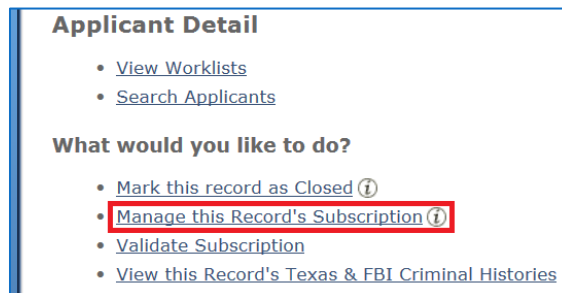
1. Navigate to the FACT Clearinghouse.
2. Click Search FACT Clearinghouse in the sidebar or in the Current Users section.
3. Search for the applicant using one of the options – Name, SID, Driver’s License, or MNU/Subscription Key.
4. Once the applicant has been located and their identity verified, follow the instructions in [Cancel a Subscription](#) to cancel or [Validate a Subscription](#) to validate.

### CANCEL A SUBSCRIPTION

If access to an applicant’s details is no longer required, such as when an employee leaves your organization, any subscription set for the applicant must be cancelled. There are two ways to cancel a single subscription.

### USING MANAGE THIS RECORD’S SUBSCRIPTION

1. On the Applicant Detail page, click Manage this Record’s Subscription.



2. At the bottom of the page, click Unsubscribe. You will receive a confirmation notice at the top of the page. Your organization is now unsubscribed.

The screenshot shows the 'Applicant Detail' page with a form for subscription management. The form includes fields for 'Applicant Purpose' (set to 'TX921310Z [RBC:I]') and 'Subscription Key'. At the bottom right, the 'Unsubscribe' button is highlighted with a red box, and the 'Save Subscription' button is also visible. A green banner at the top of the form area states: 'Your Agency is subscribed to this applicant and will receive notifications for certain events.'



**Unsubscribe**  
 Your Agency's FACT Clearinghouse Subscription was removed for SID='[REDACTED]', Subscription Id='[REDACTED]'.

**Manage Subscriptions**

- [View Worklists](#)
- [Search FACT Clearinghouse](#)

**What would you like to do?**

- [Change Notification Settings](#)

[REDACTED] (SID= [REDACTED])

Your Agency is not subscribed to this applicant and will not receive any notifications.

**USING VALIDATE SUBSCRIPTION**

1. On the Applicant Detail page, click Validate Subscription.

**Applicant Detail**

- [View Worklists](#)
- [Search Applicants](#)

**What would you like to do?**

- [Mark this record as Closed](#) ⓘ
- [Manage this Record's Subscription](#) ⓘ
- **[Validate Subscription](#)**
- [View this Record's Texas & FBI Criminal Histories](#)

2. Click Cancel Subscription.

**Subscription Verification**

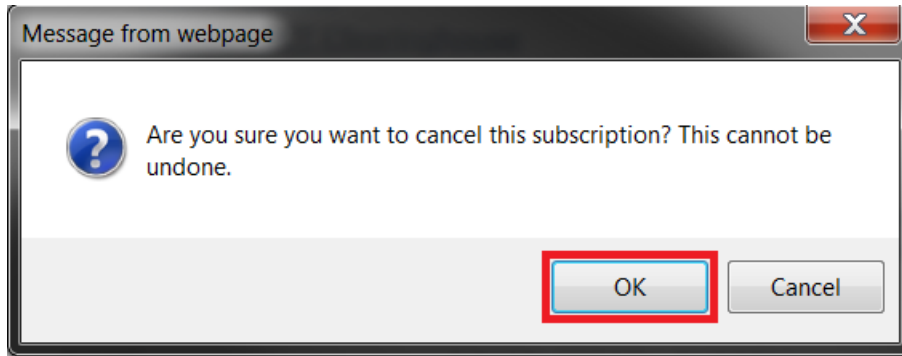
- [View Worklists](#)
- [Search FACT Clearinghouse](#)
- [Manage this Subscription](#)

[REDACTED] (SID= [REDACTED])

**FACT Clearinghouse Subscription**

Subscription Details	
NAME	[REDACTED]
DATE OF BIRTH	[REDACTED]
SEX	MALE
EVENT DATE	01/05/2018
EVENT CODE	SUBSCRIPTION_NEW
ORI	TX921310Z
HAS ACTIVE FBI RAP BACK	TRUE
SUBSCRIPTION ID	[REDACTED]
LAST VALIDATED	01/05/2018 10:04:51

3. Click OK on the Confirmation notification. You will receive a confirmation notice at the top of the page. Your organization is now unsubscribed.



**Subscription Cancelled**  
*Subscription for SID='[REDACTED]' has been canceled.*

<p><b>FACT Clearinghouse</b></p> <p><a href="#">Home</a></p> <p><a href="#">View Worklists</a></p> <p><a href="#">Search FACT Clearinghouse</a></p> <p><a href="#">Purchase Credits</a></p> <p><a href="#">Notification Settings</a></p> <p><a href="#">Offline Applicant Management</a></p> <p><b>Account Management</b></p> <p><a href="#">New User Sign up</a></p>	<p><b>Subscription Verification</b></p> <ul style="list-style-type: none"><li>• <a href="#">View Worklists</a></li><li>• <a href="#">Search FACT Clearinghouse</a></li><li>• <a href="#">Manage this Subscription</a></li></ul> <p>[REDACTED] (SID=[REDACTED])</p> <p>Your Agency is currently not subscribed to this applicant so you cannot cancel nor extend the subscription.</p>
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## VALIDATE A SUBSCRIPTION

Validation is not currently required. Your organization will be notified and this guide will be updated once the validation process is implemented.

1. On the Applicant Detail page, click Validate Subscription.

### Applicant Detail

- [View Worklists](#)
- [Search Applicants](#)

#### What would you like to do?

- [Mark this record as Closed](#) ⓘ
- [Manage this Record's Subscription](#) ⓘ
- **Validate Subscription**
- [View this Record's Texas & FBI Criminal Histories](#)

2. Click Validate Subscription. You will receive a confirmation notification that your subscription has been validated.
  - a. Each subscription must be validated at least once every four years or it will expire and your organization will be unsubscribed. This includes both Texas Only and FBI Rap Back subscriptions. If your organization no longer needs a subscription on an applicant, [the subscription must be cancelled](#).

### Subscription Verification

- [View Worklists](#)
- [Search FACT Clearinghouse](#)
- [Manage this Subscription](#)

██████████ (SID=██████████)

#### FACT Clearinghouse Subscription

Subscription Details	
NAME	██████████
DATE OF BIRTH	██████████
SEX	MALE
EVENT DATE	01/05/2018
EVENT CODE	SUBSCRIPTION_NEW
ORI	TX921310Z
HAS ACTIVE FBI RAP BACK	TRUE
SUBSCRIPTION ID	██████████
LAST VALIDATED	01/05/2018 10:04:51

### Subscription Validated

*Subscription for SID='██████████' has been validated.*

<b>FACT Clearinghouse</b> Home <a href="#">View Worklists</a> <a href="#">Search FACT Clearinghouse</a>	<b>Subscription Verification</b> <ul style="list-style-type: none"><li>• <a href="#">View Worklists</a></li><li>• <a href="#">Search FACT Clearinghouse</a></li><li>• <a href="#">Manage this Subscription</a></li></ul>
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## CONTACT INFORMATION

If your agency has any further questions regarding the FBI Civil Rap Back Program, please contact the Rap Back Unit.

DPS Rap Back Unit

512-424-2746

RapBackUnit@dps.texas.gov