

<p>California Department of Justice CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION Joe Dominic, Chief</p> 	<h1>INFORMATION BULLETIN</h1>	
<p><i>Subject:</i> NCIC Monthly Validation Update</p>	<p><i>No.</i> 18-13-CJIS</p> <p><i>Date:</i> 12-28-18</p>	<p><i>Contact for information:</i> Investigative Databases Services Section DOJValidations@doj.ca.gov</p>

TO: ALL CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS (CLETS) USERS

The purpose of this bulletin is to inform all law enforcement CLETS users that the California Department of Justice (DOJ) will be automating the National Crime Information Center (NCIC) monthly validation process using the Peak Performance California Justice Information Services (CJIS) Validation Application. The application allows for the electronic distribution and tracking of all required records related to NCIC CJIS validations. Effective February 1, 2019, the current hard copy validation mailing and secure file transfer protocol (SFTP) methods will no longer be available to users.

All existing primary DOJ contacts for the NCIC monthly validation process will be considered the Terminal Agency Coordinator (TAC). Each TAC will receive an email from DOJ that will include a secured link to access the application. The first time you log into the CJIS Validation Application, you will be presented with the option to take the online tutorial. It is highly recommended that you take the tutorial since it will guide you through the various screens to successfully complete the new validation process using this application. You can return to this tutorial any time by going to the Help Manual within the application.

Key features of the CJIS Validation Application include:

- Instant access and ability to validate records upon receipt
- Automated acknowledgment for receiving/completing your agency records
- Ability to monitor validation progress
- Ability to receive electronic reminders from DOJ
- Access to archived records for your agency's convenience

TACs will have the ability to add and delete their agency's user(s) to assist with each month's validation process. A computer with Internet access will be required to access the CJIS Validation Application.

If you have questions regarding this Information Bulletin, email the Investigative Databases Services Section at DOJValidations@doj.ca.gov.

Sincerely,



JOE DOMINIC, Chief
California Justice Information Services Division

For XAVIER BECERRA
Attorney General