Validation Worksheet for NCIC or KIC

NIC/KIC: _____ OCA: _____ Date: _____

Name (on person entry): _____ DOB (on person entry): _____

1. **Case File:** A complete case file will contain all supporting document(s) to support the entry. (*check all that apply*)

- ☐ Entry worksheet with 2nd party check
- ☐ Court Order/Warrant
- ☐ Sex Offender Registration
- ☐ Incident/Police Report
- ☐ VIN Documentation (Vehicle Registration, Insurance, Title, Bill of Sale)

2. **Packing the Record**: Was a new query conducted to consist of…? (*check all that apply*)

Yes	No		Yes	No	
☐	☐	DMV (DL & Registration)	☐	☐	Response in file?
☐	☐	III	☐	☐	Response in file?
☐	☐	KBI/KS CCH	☐	☐	Response in file?
☐	☐	KSOR (verify ORD& ERD. Information should match registration form & entry)			

Making Contact to Determine if this Entry is Still Being Actively Pursued

Wanted Persons: *Contact the court to determine if the warrant is current and verify extradition requirements.*

The Court was contacted on: _____ (date). The warrant ☐ is valid ☐ not valid.

The _____ Court/Sheriff Office was contacted on _____ (date).

☐ NCIC Extradition ☐ KS Transportation (note limitations)_____

PFA/Restraining/Stalking Order: *Contact the court issuing the order to determine that the order is still current.*

The _____ Court was contacted on _____ (date).

The order ☐ is valid **OR** ☐ not valid.

Missing Person: *The reporting authority must be contacted to confirm that the person has not returned.*

The reporting party _____ was contacted on _____ (date).

The subject of the entry….. ☐ has not returned **OR** ☐ returned on _____ (date).

Sex Offender: *Consult the state registry to determine if offender is compliant and to verify the ORD (never changes) & ERD date.*

The last date registered: _____ (date).

Violent Person: *The entering agency will make a determination based on present information to retain/remove the entry.*

☐ Retain entry **OR** ☐ Remove entry

All other files: ***Vehicle, Article, Gun, License Plate, Boat, etc.***

The complainant/victim _____ was contacted on _____ (date).

By: ☐ Phone ☐ Mail ☐ Email ☐ Personal Contact.

The item of the entry….. ☐ was recovered **OR** ☐ was not recovered.

☐ Remove **OR** ☐ Retain the NCIC/KIC entry. Contact with the court, reporting party, victim/complainant was not successful.

Modifications/Notes: _____

_____

_____

Validated by: _____ Date _____ Second party check _____ Date _____