

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)*

- | | |
|---|---|
| <input type="checkbox"/> Entry worksheet with 2 nd party check | <input type="checkbox"/> Incident/Police Report |
| <input type="checkbox"/> Court Order/Warrant | <input type="checkbox"/> VIN Documentation (Vehicle Registration, Insurance, Title, Bill of Sale) |
| <input type="checkbox"/> Sex Offender Registration | |

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

- | | | | |
|--------------------------|--|--------------------------|--------------------------|
| Yes | No | Yes | No |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | DMV (DL & Registration) | | Response in file? |
| <input type="checkbox"/> | III | <input type="checkbox"/> | Response in file? |
| <input type="checkbox"/> | KBI/KS CCH | <input type="checkbox"/> | Response in file? |
| <input type="checkbox"/> | 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 _____