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# OFFLINE APPLICANT MANAGEMENT

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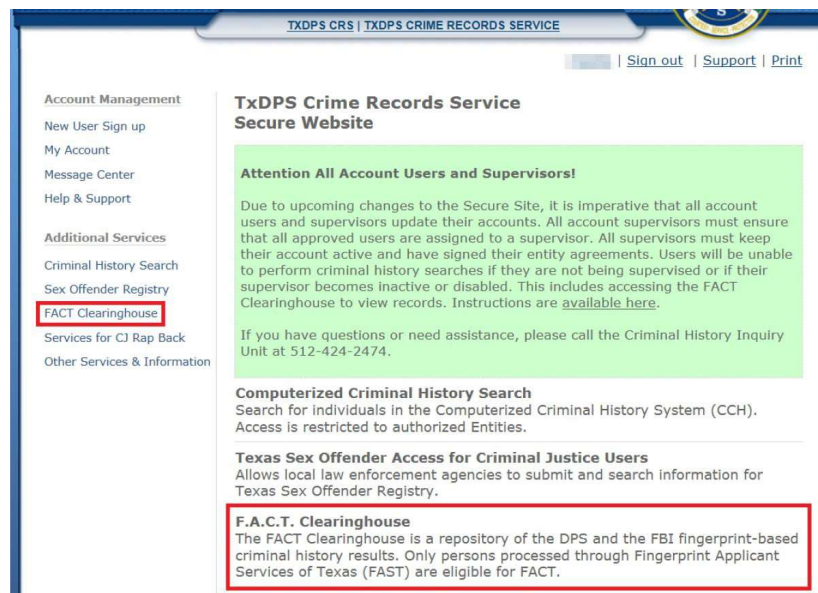
## Purpose

The Offline Applicant Management system is designed for bulk subscription management operations in the FACT Clearinghouse. This tool will allow you to request a list of all active subscriptions for your account. You will also be able to disable, validate, or create large numbers of subscriptions at once by uploading files to the Clearinghouse.

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

## Navigate to the Offline Applicant Management Page

1. Log in to the DPS Secure Site [here](#)<sup>1</sup>.
2. Click FACT Clearinghouse in the sidebar or on the main page.



3. Under the FACT Clearinghouse section in the sidebar, click Offline Applicant Management. Alternatively, click Offline Applicant Management under the Current Users links.

<sup>1</sup> <https://securite.dps.texas.gov/Clearinghouse/>

**FACT Clearinghouse**

Home  
View Worklists  
Search FACT Clearinghouse  
Purchase Credits  
Notification Settings  
**Offline Applicant Management**  
FBI Rap Back Resources

**Account Management**  
New User Sign up  
My Account  
Message Center  
Help & Support

**Additional Services**  
Criminal History Search  
Sex Offender Registry  
FACT Clearinghouse  
Services for CJ Rap Back  
Other Services & Information

**FACT Clearinghouse**

On January 15, 2018, the Federal Bureau of Investigation (FBI) Civil Rap Back Program will be implemented through the FACT Clearinghouse. This will provide updated national criminal history record information along with Rap Back notifications on eligible active subscriptions that have been established in the FACT Clearinghouse. The following are some examples of what you can expect when the FBI Civil Rap Back is implemented:

- Additional FBI Rap Back Worklists to include updated FBI Information
- Automatic Subscriptions to FBI Rap Back for new applicants fingerprinted after FBI Civil Rap Back is implemented
- Validating all Subscriptions every 4 years, including Texas Only Subscriptions
- Notification for any new arrests, dispositions, Sex Offender Registry activity, updates (expungements/ partial expungements), and death notifications, that occur within and outside of the State of Texas
- No additional fees to participate in the FBI Civil Rap Back Program

A FBI Civil Rap Back Program User Guide is available [here](#), which will provide detailed information on how FBI Civil Rap Back will work. You may also find additional information and resources regarding the FBI Civil Rap Back Program in the FACT Clearinghouse under the "FBI Rap Back Resources" link located on the left hand side. If your agency has any further questions, please contact the Rap Back Unit at 512-424-2746 or [RapBackUnit@dps.texas.gov](mailto:RapBackUnit@dps.texas.gov)

**New Users**  
[New User Sign up](#)  
[Access and Dissemination Policy](#)

**Current Users**  
[View Worklists](#)  
[Search FACT Clearinghouse](#)  
**[Offline Applicant Management](#)**

## Offline Applicant Management Page

The Offline Applicant Management page has two options, Download and Upload. The Download section allows you to request lists of applicants your agency is currently subscribed to. The Upload section allows you to upload files to manage records all together.

## Open Your Applicant List

1. On the Offline Applicant Management page, click Request under the Download section.

**TXDPS CRS | FACT CLEARINGHOUSE**

[Sign out](#) | [Support](#) | [Print](#)

**FACT Clearinghouse**

Home  
View Worklists  
Search FACT Clearinghouse  
Purchase Credits  
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**Offline Applicant Management**  
FBI Rap Back Resources

**Account Management**  
New User Sign up  
My Account  
Message Center  
Help & Support

**Offline Subscription Management**

**Download**

Request to have a list of your Applicants sent to you via the Message Center.

NOTE: You can verify applicants online via the worklist.

**Request**

**Upload**

Update a list of subscriptions to be extended or canceled.

[Upload](#)

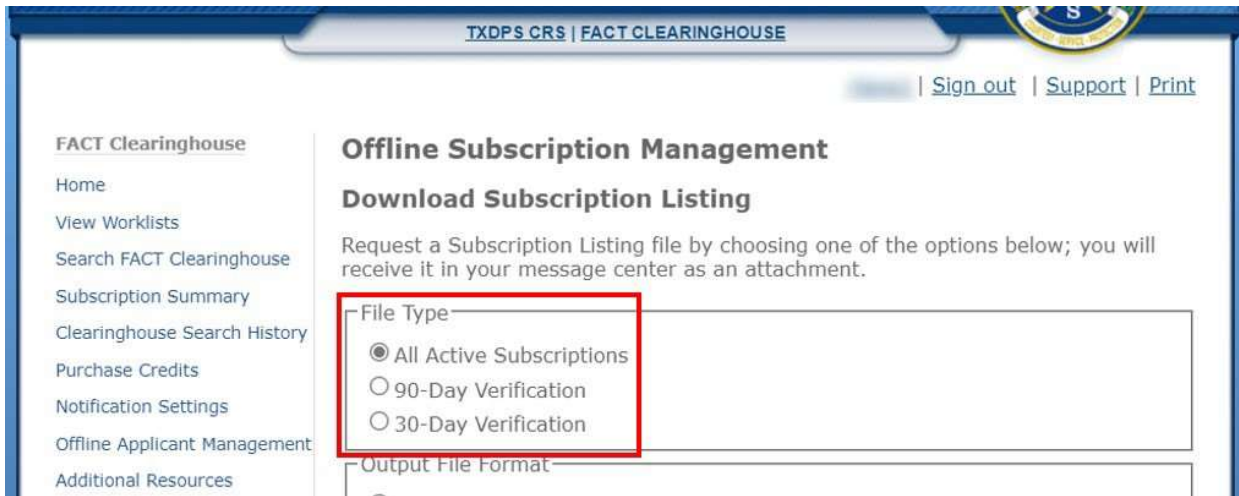
**Offline Applicant Management User Guide**

[User Guide](#)

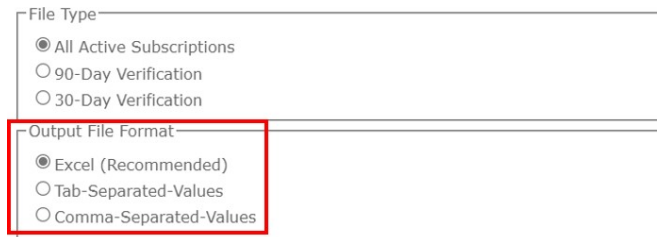
2. Under File Type, select, All Active Subscriptions, 90-Day Verification, or 30-Day Verification. Click Request.

Each subscription must be validated at least once every five years, or it will expire and your organization will be unsubscribed. This includes both Texas Only and Rap Back subscriptions. If your organization no longer needs a subscription on an applicant, the subscription must be cancelled within 72 hours. **Validation is not currently required. Your organization will be notified, and this guide will be updated once the validation process is implemented.**

- a. The All Active Subscriptions list will provide you a list of all applicants your agency is subscribed to, regardless of validation date.
- b. The 90-Day and 30-Day verification lists will provide you a list of all applicants your agency is subscribed to that need to be validated in within that time frame.



3. Select the Output File Format, if you aren't sure what to choose, choose Excel.
  - a. Excel outputs the requested file in a standard xlsx Excel file format
  - b. Tab-Separated-Values will provide a plain text file that separate values with tabs. This file is intended for importing data to a database.
  - c. Comma-Separated-Values will provide a plain text file that separate values with commas. This file is intended for importing data to a database.



4. Click Request. You will receive confirmation and the list will be sent to your Message Center. Note that this may take a few minutes depending on the number of applicants your agency is subscribed to.

**FACT Clearinghouse**

- Home
- View Worklists
- Search FACT Clearinghouse
- Subscription Summary
- Clearinghouse Search History
- Purchase Credits
- Notification Settings
- Offline Applicant Management
- Additional Resources
- Administration**
- Account Management**
- New User Sign up
- My Account
- Message Center
- Help & Support
- Additional Services**
- Criminal History Search

### Offline Subscription Management

#### Download Subscription Listing

Request a Subscription Listing file by choosing one of the options below; you will receive it in your message center as an attachment.

File Type

- All Active Subscriptions
- 90-Day Verification
- 30-Day Verification

Output File Format

- Excel (Recommended)
- Tab-Separated-Values
- Comma-Separated-Values

**NOTE:**

- CSV format will provide a plain text file that separate values with commas. This file is intended for importing data to a database.
- TSV format will provide a plain text file that separate values with tabs. This file is intended for importing data to a database.

[Back](#) [Request](#)

**File Requested**  
 Your request for download has been submitted. You will receive a message in the message center when your file is ready.

**Account Management**

- New User Sign up
- My Account
- Message Center**
- Help & Support

6. Click on the subject of the new message.

TXDPS CRS | MESSAGE CENTER

(Choose) | Sign out | Support | Print

### Message Center

#### System Messages

System Messages are messages that are sent to all website users. Select a message to view the message.

- [FBI Civil Rap Back](#)
- [Clearinghouse Changes](#)
- [FACT Clearinghouse 2.0 Enhancements](#)


#### Inbox

Message Center Messages are messages used to securely communicate with website users. Users are notified by email when they receive a new message in the Message Center. After reading a message it can be archived.

Sent	To	Subject	Type
Wednesday		<a href="#">Subscription Download (90-Day Validations)</a> [NEW!]	FACT Clearinghouse Communication

7. Click the filename of the attachment.

TXDPS CRS | MESSAGE CENTER


[Sign out](#) | [Support](#) | [Print](#)

**Message Center**

[My Account](#)

[Message Center](#)

**Account Management**

[New User Sign up](#)

[My Account](#)

[Message Center](#)

[Help & Support](#)

**Additional Services**

[Criminal History Search](#)

[Sex Offender Registry](#)

### Read Message

[<< Back](#)

**From** System

**Subject** Subscription Download (90-Day Validations)

**Category** FACT Clearinghouse Communication

**Expires** 2/9/2018

**Message** Your agency is subscribed to these applicants and you must verify these subscriptions within 90-days. If you do not verify these subscriptions, they will be disabled. COUNT: 7

**Attachment(s)**

Description	Filename
Attachment	SUBSCRIPTION_VAL90-2018-01-10T124356.xlsx

8. Select the Open option and click OK. The file type is XML which can be opened in Excel.

## Applicant List Overview

The Applicant List is a list of all subscriptions your organization has at the time you requested the list. Each subscription must be validated at least once every five years, or it will expire and your organization will be unsubscribed. This includes both Texas Only and Rap Back subscriptions. If your organization no longer needs a subscription on an applicant, the subscription must be cancelled within 72 hours.

When the file has been worked through using the instructions in Creating a Cancellation or Validation List, you can upload a Notepad file to execute validations or cancellations.

	A	B	C	D	E	F	G	H	I	J	K
1	SID	ORI	OCA	NAM	DOB	VAL	HasTexasSubscription	FRB Subscription Status	FP Date	SSN	Validate/Cancel
2		TXEXAMPLE	TE-123	BEHR	12/1/1990	5/27/2016	Y	SUBSCRIBED	5/27/2016		?V/C
3		TXEXAMPLE	TE-987	MAY,	12/31/1971	1/10/2015	Y	SUBSCRIBED	4/27/2011		?V/C
4		TXEXAMPLE		PULL	3/12/1953	2/2/2018	Y	SUBSCRIBED	6/13/2014		?V/C
5		TXEXAMPLE		SUTH	5/17/1963	5/10/2018	Y	NOT ELIGIBLE	5/10/2018		?V/C
6		TXEXAMPLE		UNDE	10/13/1987	8/27/2017	Y	NOT ELIGIBLE	2/26/2017		?V/C

### Column Name

### Description

<b>SID</b>	State identifier - a number assigned to that specific individual.
<b>ORI</b>	The organization the individual was printed for, and what your agency is using to subscribe to the individual/access their criminal history.
<b>OCA</b>	Miscellaneous number that is different for each agency. This is an optional field.
<b>NAM</b>	The individual's name.
<b>DOB</b>	The individual's date of birth.
<b>VAL</b>	The date the record was last validated. Note this is not always the same as the fingerprint date.
<b>HasTexasSubscription</b>	Shows if you are currently subscribed to the applicant's Texas record (Y/N).
<b>FRB Subscription Status</b>	Shows if the individual's SID is eligible for FBI Rap Back OR their current status. This is based on the most recent submission for the ORI selected to create the subscription.  More details on the FBI Rap Back columns in the list can be found in the section FBI Rap Back and the Applicant List.
<b>FP Date</b>	The date the individual was last fingerprinted <i>for the ORI selected for the subscription</i> .
<b>SSN</b>	The individual's Social Security Number.
<b>Validate/Cancel</b>	This field is used for one of the upload options, which is explained below in the Cancel or Validate Subscriptions section.

## FBI Rap Back and the Applicant List

F	G	H	I
VAL	HasTexasSubscription	FRB Subscription Status	FP Date
5/27/2016	Y	SUBSCRIBED	5/27/2016
1/10/2015	Y	SUBSCRIBED	4/27/2011
2/2/2018	Y	SUBSCRIBED	6/13/2014
5/10/2018	Y	NOT ELIGIBLE	5/10/2018
8/27/2017	Y	NOT ELIGIBLE	2/26/2017

Three columns in the Offline Applicant Management list relate to FBI Rap Back.

### FP DATE

The FP Date column contains the date the applicant was fingerprinted for the ORI that was used to subscribe. This column is extremely important as the FP Date is one of the determining factors in whether or not a subscription has or can have FBI Rap Back.

If the FP Date is before June 1, 2015, the applicant is not eligible for FBI Rap Back using that ORI and must be re-fingerprinted or subscribed to using an ORI that is eligible for FBI Rap Back. More details can be found in the Civil Rap Back User Guide.

### VAL

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

The VAL column contains when the subscription was last validated or created. This is not the same as the FP Date, though they may have the same or similar information.

The VAL column is also very important for determining whether or not a subscription should have FBI Rap Back. If the VAL date is before January 15, 2018, the subscription will not have FBI Rap Back.

### FRB Subscription Status

The FRB Subscription Status column indicates whether or not the applicant is eligible for FBI Rap Back according to the most recent submission for the ORI used to subscribe, OR their current status as subscribed. This column looks at several pieces of information to make the determination.



The following are the definitions for the FRB Subscription Status:

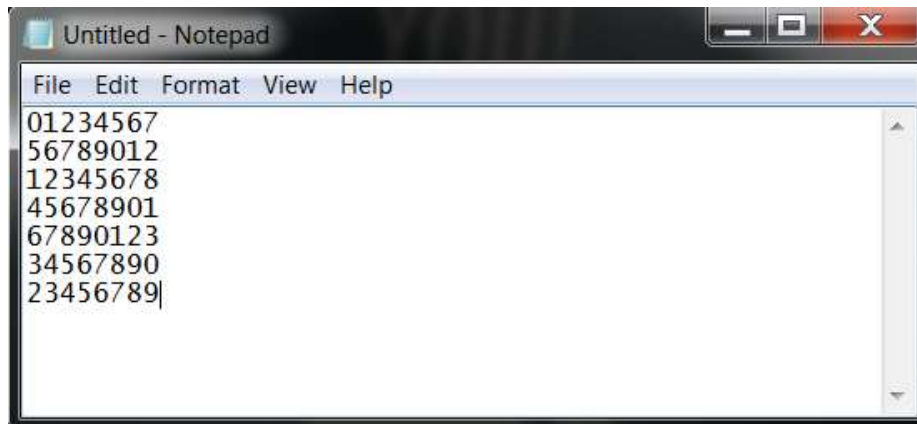
NOT ELIGIBLE	The fingerprints submission for the applicant was processed prior to June 1 <sup>st</sup> , 2015 or they were rejected by the FBI. The FRB subscription cannot be created until the applicant is re-fingerprinted and accepted by the FBI.
ELIGIBLE	<p>The fingerprints submission for the applicant is eligible for an FRB. The eligible fingerprints will be submitted to the FBI once the FBI initial response is received or when manually creating a subscription.</p> <p>The fingerprints that were submitted and did not automatically enroll for the FBI Civil Rap Back Program between June 1<sup>st</sup>, 2015 and January 15<sup>th</sup>, 2018 are also eligible. Contact the Fingerprint Services Unit to enroll the applicants to the program.</p>
PENDING	The eligible fingerprints submission from the applicant has been submitted to the FBI to create the FRB subscription.
SUBSCRIBED	Confirmation that the FRB subscription has been established for the agency and is active.

## Cancel or Validate Subscriptions

### Creating a Cancellation or Validation List

The steps for creating a Validation list and a Cancel list are the same. **Validation is not currently required. Your organization will be notified, and this guide will be updated once the validation process is implemented.**

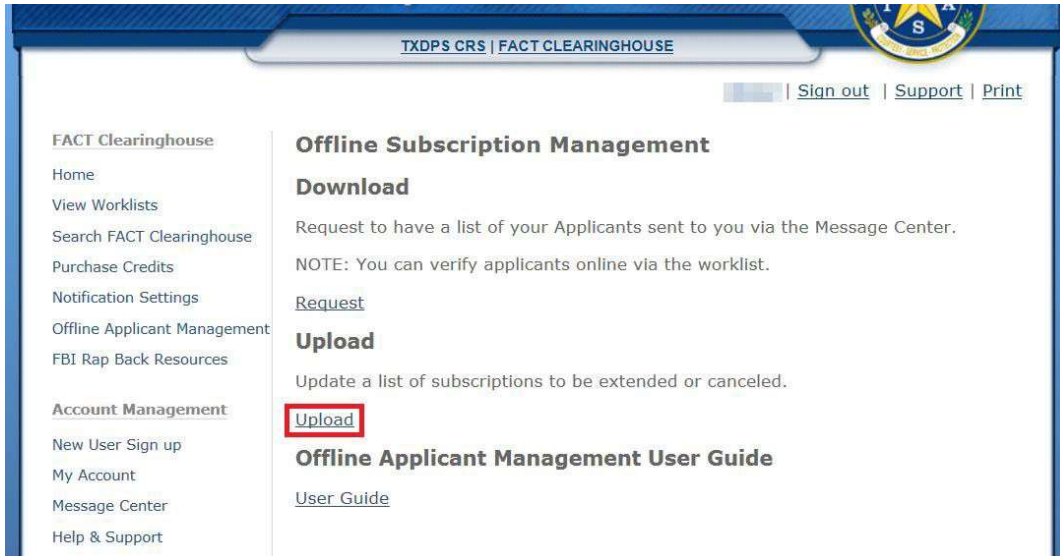
1. Open the Applicant List as explained in the Open Your Applicant List section.
2. Open a basic text editor like Notepad.
  - a. Notepad is included with all Windows systems and can usually be found under the Accessories folder in the Start Menu.
3. Copy the SID for each of the applicants you want to cancel OR validate and paste them into Notepad.
  - a. **Do NOT put SIDs to cancel and SIDs to validate on the same list.**
  - b. Ensure there are no spaces, tabs, or extra returns. The file will not upload correctly if there is anything other than 8-digit SID numbers followed immediately by a return to the next line.
4. Save the file to your computer. The file name does not matter, however it is recommended to include the list purpose e.g. SIDs\_to\_Validate.



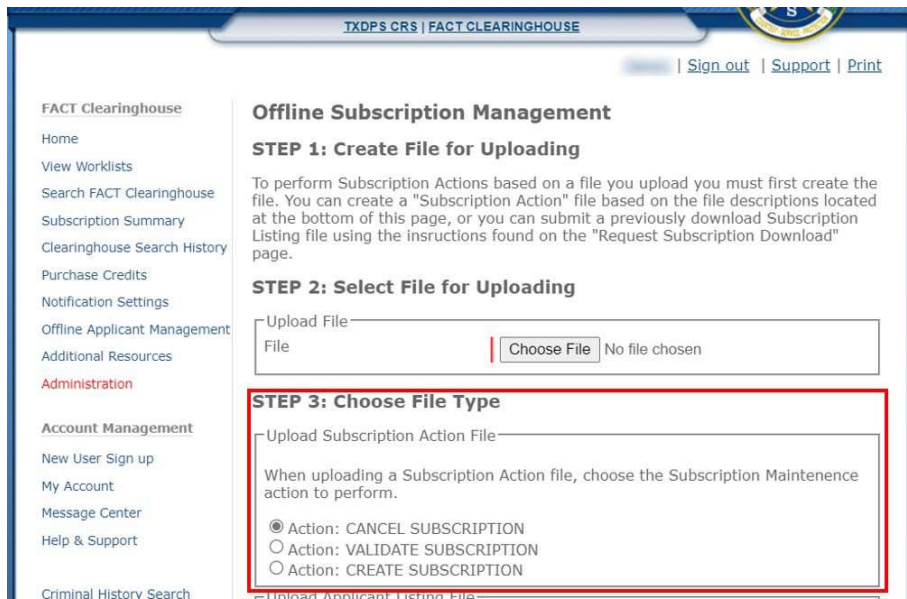
### Uploading a Cancellation or Validation List

The Notepad files for cancelling and validating subscriptions will look identical. **Be especially careful when selecting which purpose you're uploading the file for, as it is possible to cancel subscriptions to applicants you're trying to validate by having the wrong option selected when uploading.**

1. Navigate to the Offline Applicant Management page and select Upload.



2. Click the Browse button and find the Notepad file you created and saved on your computer.
3. Select the action you wish to perform.
  - a. Cancel Subscription – Will disable/cancel all subscriptions on the uploaded file.
  - b. Validate Subscription – Will validate all subscriptions on the uploaded file.
  - c. Create Subscription – Will create subscriptions to all individuals on the uploaded file. NOTE: This will require an ORI be included for each SID number uploaded.



4. Choose your Output File Format for the results of the upload.
  - a. Excel – Choose this option if you don't know what to choose. Will produce an output file in the standard xlsx Excel file format.
  - b. Tab-Separated-Values will provide a plain text file that separate values with tabs. This file is intended for importing data to a database.
  - c. Comma-Separated-Values will provide a plain text file that separate values with commas. This file is intended for importing data to a database.
5. Click the Upload button.
  - a. If the file was created correctly and the upload processed, a message will appear at the top of the page stating File Submitted. You will receive a message in your Message Center for confirmation.
  - b. If there was an error with the file, a message will appear at the top of the page stating File Error. Check the file for any errors such as spaces, tabs, or extra returns, and upload the corrected file.

Output File Format

Excel (Recommended)

Tab-Separated-Values

Comma-Separated-Values

**NOTE:**

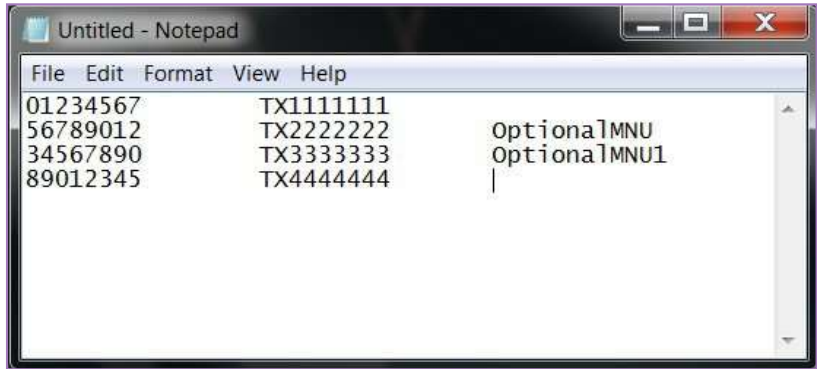
- CSV format will provide a plain text file that separate values with commas. This file is intended for importing data to a database.
- TSV format will provide a plain text file that separate values with tabs. This file is intended for importing data to a database.

Back Upload

## Create Subscriptions

### Creating a New Subscription List

1. Open a basic text editor like Notepad.
  - a. Notepad is included with all Windows systems and can usually be found under the Accessories folder in the Start Menu.
2. Input the individual's SID number, hit Tab, ORI number, hit Tab, and then MNU if desired. For the next person, hit Return after the MNU.
  - a. The ORI number is the ORI of the organization that originally had the applicant printed.
  - b. The MNU is an optional number for keeping track of an applicant, for example, an employee number. There is a limit of fifty characters for this field.
  - c. Ensure there is a tab after the ORI, even if an MNU is not inputted.
  - d. Ensure there are no spaces, extra tabs, or extra returns. The file will not upload correctly if there is anything other than what is required followed immediately by a return to the next line.
3. Save the file to your computer. The file name does not matter, however it is recommended to include the list purpose e.g. New\_Subscriptions.



### Uploading a New Subscription List

1. Navigate to the Offline Applicant Management page and select Upload.
2. Click the Choose File button and find the file you created and saved on your computer.
3. Select the Create Subscription action.
4. Click the Upload button.
  - a. If the file was created correctly and the upload processed, a message will appear at the top of the page stating File Submitted. You will receive a message in your Message Center for confirmation.
  - b. If there was an error with the file, a message will appear at the top of the page stating File Error. Check the file for any errors such as spaces, extra tabs, or extra returns, and upload the corrected file.

**FACT Clearinghouse**

- Home
- View Worklists
- Search FACT Clearinghouse
- Subscription Summary
- Clearinghouse Search History
- Purchase Credits
- Notification Settings
- Offline Applicant Management
- Additional Resources

**Account Management**

- New User Sign up
- My Account
- Message Center
- Help & Support

### Offline Subscription Management

#### STEP 1: Create File for Uploading

To perform Subscription Actions based on a file you upload you must first create the file. You can create a "Subscription Action" file based on the file descriptions located at the bottom of this page, or you can submit a previously download Subscription Listing file using the instructions found on the "Request Subscription Download" page.

#### STEP 2: Select File for Uploading

Upload File

File  No file chosen

#### STEP 3: Choose File Type

Upload Subscription Action File

When uploading a Subscription Action file, choose the Subscription Maintenance action to perform.

- Action: CANCEL SUBSCRIPTION
- Action: VALIDATE SUBSCRIPTION
- Action: CREATE SUBSCRIPTION

## Contact Information

If your agency has any further questions regarding Offline Applicant Management, please contact the Fingerprint Services Unit.

Fingerprint Services Unit  
Fingerprint.service@dps.texas.gov  
512-424-2474, Option 6