

NCIC File Entry Validations Cycle:

2026

SBI USE		TO BE COMPLETED BY AGENCY			
SENT FROM SBI* 2026		VALIDATING MONTH		DUE BEFORE 2026	
January	7	October	2025	February	27
February	11	November	2025	March	27
March	11	December	2025	April	24
April	8	January	2026	May	29
May	6	February	2026	June	26
June	10	March	2026	July	31
July	8	April	2026	August	28
August	5	May	2026	September	25
September	9	June	2026	October	30
October	7	July	2026	November	27
November	11	August	2026	December	25
December	9	September	2026	January 2027	29

* **EVOLVE** participating agencies will receive electronic notification each month.

Things to Know

Introduction

In July 2008 the SBI, the FBI CJIS Systems Agency (CSA) for North Carolina deployed a statewide integrated validation system for North Carolina law enforcement and criminal justice agencies with NCIC File Entry records. EVOLVE (Enhanced Validations On-Line Verified Electronically) automates the NCIC record validation process and allows local agencies to perform validations on-line through a web-based browser.

In April 2006, the SBI began participation in the FBI's CJIS Automated Validation process. North Carolina agencies could meet their NCIC record validating responsibilities through this streamlined system in Omnixx. This includes completing an appropriate modify transaction for each record, then transmitting that record through the SBI to the FBI for validation.

What This Means

Sent from the SBI:

- Validation notifications are sent electronically by the SBI to agencies with active NCIC records on the month and date shown in the "Sent from the SBI" column.

Validating Month:

- On a monthly basis, the NCIC 2000 System extracts active records on file for validation purposes. The "Validating Month" column shows the month of entry for the active records to be validated by your agency.

Due Before:

- Your agency must complete the validations listed for the "Validating Month" before the date shown in the "Due Before" column to prevent a purge of records.

Validations With EVOLVE

The EVOLVE site is found at <https://evolve.ncdci.gov>

1. Dates:

- EVOLVE will send an e-mail stating when the next month's validations are ready.
- EVOLVE sends out weekly reminder e-mails to agencies until all files are validated for that month's cycle.
- Files not validated within 30 days will generate an automated \$.F (*Failure to Validate Notification*), sent to the ORI that entered the record.
- Files not validated within 60 days will be purged. The ORI record holder will receive a \$.P (*Purge Failure to Validate Notification*). Purged files cannot be retrieved.

2. Validating Records in EVOLVE:

- When validating records in EVOLVE, the system inserts the user name automatically by last name, comma, first name. (Smith,John)
- When selecting "AS IS" in EVOLVE, do not go into Omnixx for anything further.
- When selecting "MODIFY" in EVOLVE, you will still need to go into Omnixx and do a Modify transaction. (MW, MSOR, MG, MV, MF, ML, MP, etc.) Don't forget to enter the VLN field.
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3. Validating Sex Offender Records (SOR):

- "AS IS": Agencies can mark a sex offender record with the "AS IS" transaction and EVOLVE will send a transaction to NCIC. Do not go into Omnixx for anything further.
- "MODIFY": Agencies can mark the record as "MODIFY" in EVOLVE, you will still need to go into Omnixx and do a Modify transaction. (MSOR, NRS, SCH, SLE, VIO, EMSA, EIOS or JCC)
- "CANCEL": The "CANCEL" transaction has been disabled for sex offender records. If the agency marks a sex offender record as "canceled" in EVOLVE, it will not send the message to NCIC and the record will not be canceled.

4. Remember:

- **Module 3 Certification** is required for this process.
- Agencies who enter records using ORIs other than the main ORI for their agency should know that the \$.F (*Failure to Validate Notification*) and \$.P (*Purge Failure to Validate Notification*) are sent to the ORI of the record, not the main agency ORI.
- Validation information is posted in Omnixx Links under Compliance, FBI Validation Procedures and available on-line in EVOLVE.

5. Questions:

- EVOLVEHelp@ncsbi.gov

Validations With Omnixx

1. Dates:

- **Files not validated within 30 days** will generate an automated \$.F (*Failure to Validate Notification*), sent to the ORI that entered the record.
- **Files not validated within 60 days** will be purged. The ORI record holder will receive a \$.P (*Purge Failure to Validate Notification*). Purged files cannot be retrieved.

2. Validating Records in Omnixx:

The **proper VLN field format** in each modify transaction consists of:

- a unique employee, agency given number (e.g., an employee ID number, a badge number; not the last four of a SSN)
- a space
- the employee's first initial
- a space
- then as much of the employee's last name as the field will allow (3 - 30 characters)
- Example: 3545 S JOHNSON

3. Non-Terminal Agencies:

- Non-Terminal Agencies should manually validate their records and advise the entering agency when completed. The entering agency will then be able to perform the online validation process for the Non-Terminal Agency, entering any supplied information.

4. Remember:

- **Module 3 Certification** is required for this process.
- Agencies who **enter records using ORIs other than the main ORI for their agency** should know that the \$.F (*Failure to Validate Notification*) and \$.P (*Purge Failure to Validate Notification*) are sent to the ORI of the record, not the main agency ORI.
- Validation information is provided in the monthly validation packet each agency receives and posted in Omnixx Links under Compliance, FBI Validation Procedures.

5. Questions:

- (919) 582-8640, Compliance Unit