

SEX OFFENDER REGISTRATION AND PUBLIC PROTECTION FILE



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Title: Module 5 – Sex Offender Registration and Public Protection File

Purpose:	To present users an overview of the transactions used to enter and maintain the following records: - The sex offender and public protection file - Violations and address verification procedures - Juvenile registrations
Training Objectives:	At the end of this instruction, Users will be able to achieve the following objectives: 1. Identify the different types of sex offenders and discuss registration time frames for each type of sex offender. 2. Be able to identify all violations associated with the sex offender registration file. 3. Identify and discuss the procedures that the Sheriff's Office must follow when completing: • The Pending Registration process • The Registration process • The Address Verification process • The Juvenile Registration process • Online Identifier Verifications and Changes 4. Discuss the appropriate hit confirmation procedures to follow when confirming a sex offender violation. 5. Identify and discuss the procedure to follow when validating a sex offender registration record.
Hours:	Seven (7)
Instructional Method:	Lecture—Discussion—Live Demo—Exercises
Training Materials:	Student Training Manual/Workbook Modern Web Browser High-Speed Internet Connection Computer Slide Projector Computer Slideshow Computer

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I. CONTENTS OF THE LAW

A. INTRODUCTION

1. The North Carolina Sex Offender and Public Protection Registration Programs are codified in Article 27A of Chapter 14 of the North Carolina General Statutes. (NCGS. §§ 14-208.5 - 208.45) Article 27A is comprised of five (5) parts:
 - a. Part 1. Registration Programs, Purpose, and Definitions Generally
 - b. Part 2. Sex Offender and Public Protection Registration Program
 - c. Part 3. Sexually Violent Predator Registration Program
 - d. Part 4. Registration of Certain Juveniles Adjudicated for Committing Certain Offenses
 - e. Part 5. Sex Offender Monitoring
2. The North Carolina Sex Offender and Public Protection Registry was created by the NC General Assembly in Session law 1995-545 in honor of Amy Jackson.
3. The first registration provisions became effective January 1, 1996.
4. The registry laws were amended, effective April 1, 1998, to include offender address verification and public access to the Registry via the Internet.
5. Effective August 1999, information in the NC Sex Offender Registry with an FBI number began being forwarded to NCIC and maintained in the NCIC Sexual Offender Registry (SOR) File.
6. Effective October 1, 1999, juveniles who had been adjudicated delinquent for committing certain offenses are required to register as sexual offenders.
7. Effective October 1, 2001, Recidivists, Aggravated Offenders, Nonresident Students and Workers are required to register.
8. Effective October 9, 2002, NC Sex Offenders were required to notify the Sheriff if enrolling or working in an institution of higher education.
9. Effective December 1, 2003, individuals convicted of Secret Peeping Law must register as a sexual offender if ordered by the courts. This applies only to offenses committed on or after December 1, 2003.
10. Effective November 30, 2005, NC joins the National Sex Offender Public Registry Website.
11. Effective December 1, 2005, individuals convicted of Sexual Battery, Felonious Indecent Exposure, or Solicitation of a Child by Computer to

Commit an Unlawful Sex Act are required to register as a sexual offender. This applies to those offenses committed on or after December 1, 2005.

12. The registry laws were amended August 16, 2006 to implement a satellite-based monitoring system, expand the definition of "Sexual Contact" relating to Sexual Battery, to make it a Class G Felony for a sex offender to reside within 1000 feet of a public or nonpublic school or child care facility, and requiring offenders to report in person for registration and report in person for address verification processes semiannually. Most of these additions were effective December 1, 2006, however the satellite-based monitoring was effective a month later, January 1, 2007.
13. Effective December 1, 2006, individuals convicted of Statutory Rape of a person who is 13, 14, or 15 years of age where the defendant is at least 6 years older are required to register as a sexual offender. Individuals convicted of Sexual Servitude as it relates to subjecting or maintaining another person for sexual servitude. This applies to all offenses committed on or after December 1, 2006.
14. Effective December 1, 2007, a new procedure was established for determining satellite-based monitoring obligations of offenders requiring the District Attorney to present certain evidence in specified cases so that the court can determine whether or not the offender is enrolled in a satellite-based monitoring program. If the court has not made this determination, a procedure is established requiring the Department of Corrections to make the determination, and to schedule a court hearing if necessary.
 - a. This legislation also makes it a Class E Felony to intentionally interfere with the proper functioning of the satellite-based monitoring device. It also provides that sex offenders placed on unsupervised probation must submit, at reasonable times, to warrantless searches of the defendant's person, vehicle and premises for purposes specified by the court.
 - b. At the request of the North Carolina Sheriffs' Association, this bill requires registered sex offenders that move from one county to another in NC to notify both the Sheriff of the county they are currently registered in that they are departing, and to notify the Sheriff of the new county into which they are moving. This section was effective July 11, 2007.
15. In August 2008 the NC legislature passed three new laws, including the "Jessica Lunsford Act." These laws made many changes to include reducing the time period sex offenders have to report changes in their registration information, banning certain offenders from premises regularly used by children including schools, children museums, childcare centers, nurseries, playgrounds, etc.
 - a. Effective December 1, 2008, the ten (10) days reporting period was shortened to three (3) business days for the offender to report in

- person to register, change address, verify address and other information that is required to be reported.
- b. Effective December 1, 2008, Offenders are prohibited from: Obtaining a Name Change under G. S. § 101. Certain offenders registered under Article 7A or if the victim was under the age of 16 are prohibited from knowingly being on the premises of any place intended primarily for the use, care or supervision of minors. (Class H Felony) Some exceptions do apply.
 - c. Effective May 1, 2009, individuals required to register must provide the Sheriff with any online identifiers and email addresses the offender uses or intends to use. Passwords shall not be collected from the offender.
16. Effective December 1, 2009, individuals convicted of Indecent Liberties with a Student are required to register - N.C.G.S. § 14-202.4 (a). This applies to persons convicted or released from a penal institution on or after December 1, 2009.
17. Effective December 1, 2009, persons required to register are disqualified from driving a commercial motor vehicle that requires a CDL with a 'P' or 'S' endorsement – (school bus drivers require this endorsement). Violations are a Class F Felony.
- a. **Exceptions to this law:** *A person, who was registered on December 1, 2009 and who has a valid CDL with a 'P' or 'S' endorsement that was issued before December 1, 2009, is not disqualified until their license expires, provided they do not commit a subsequent offense that requires registration.*
 - b. A person, who drives a commercial passenger vehicle or school bus and who does not have a valid CDL with a 'P' or 'S' endorsement because that person was convicted of a violation that requires registration, is guilty of a Class F Felony.
18. Effective December 1, 2009, any person that makes a false affidavit, or knowingly swears or affirms falsely, to any matter or thing required to be affirmed to or be sworn to by terms of G. S. § 20-37.14A (Prohibit issuance/renewal of CDL with a 'P' or 'S' endorsement to persons required to register), will be guilty of a Class I Felony.
19. Effective December 1, 2011, persons required to register must provide the registering Sheriff with the name and any alias names used at the time of the conviction for the offense requiring registration and the name, as it appears on the judgment imposing the sentence for the conviction.
20. Effective December 1, 2011, the venue for petitions to terminate registration requirements changed slightly. For out-of-state convictions, the offender must petition the court in the jurisdiction where they reside and they must also provide written notification to the Sheriff in the county of conviction of

the petition to terminate registration requirements. For NC convictions, the petition must be filed in the county of conviction. For further information, refer to the NC SOR Publication. (The Petition And Order For Termination Of Sex Offender Registration, AOC-CR-262 can be found at www.nccourts.gov)

21. Effective December 1, 2015, House Bill 383 for reorganization, renaming, and renumbering various sexual offenses to make them more easily distinguishable from one another was placed in effect. These changes apply to all offenses committed on or after December 1, 2015.
 - a. Chapter 14 of the General Statutes is amended by adding a new article to read as 'Article 7B – Rape and Other Sex Offenses':
 - 1) N.C.G.S. §14-27.21 – First-degree forcible rape (formerly First-degree rape §14-27.1)
 - 2) N.C.G.S. §14-27.22 – Second-degree forcible rape (formerly Second-degree rape §14-27.3)
 - 3) N.C.G.S. §14-27.23 – Statutory rape of a child by an adult (formerly Rape of a child; adult offender §14-27.2A)
 - 4) N.C.G.S. §14-27.24 – First-degree statutory rape (New section)
 - 5) N.C.G.S. §14-27.25 – Statutory rape of a person who is 15 years of age or younger (formerly Statutory rape or sexual offense of a person who is 15 years of age or younger §14-27.7A)
 - 6) N.C.G.S. §14-27.26 – First-degree forcible sexual offense (formerly First-degree sexual offense §14-27.4)
 - 7) N.C.G.S. §14-27.27 – Second-degree forcible sexual offense (formerly Second-degree sexual offense §14-27.5)
 - 8) N.C.G.S. §14-27.28 – Statutory sexual offense with a child by an adult (formerly Sexual offense with a child; adult offender §14-27.4A)
 - 9) N.C.G.S. §14-27.29 – First-degree statutory sexual offense (New section)
 - 10) N.C.G.S. §14-27.30 – Statutory sexual offense with a person who is 15 years of age or younger (New section)
 - 11) N.C.G.S. §14-27.31 – Sexual activity by a substitute parent or custodian (formerly Intercourse and sexual offenses with certain victims; consent no defense §14.27.7(a))
 - 12) N.C.G.S. §14-27.32 – Sexual activity with a student (formerly §14-27.7(b))
 - 13) N.C.G.S. §14-27.33 – Sexual Battery
 - b. Changes in the registration of certain delinquent juveniles (§7B-2509) – the below re-codified offenses and new sections are effective December 1, 2015 for all offenses committed on or after that date.
 - 1) G.S. §14-27.21 – First-degree forcible rape
 - 2) G.S. §14-27.22 – Second-degree forcible rape
 - 3) G.S. §14-27.24 – First-degree statutory rape (New section)
 - 4) G.S. §14-27.26 – First-degree forcible sexual offense
 - 5) G.S. §14-27.27 – Second-degree forcible sexual offense
 - 6) G.S. §14-27.29 – First-degree statutory sexual offense (New

section, **not a reportable offense**)

B. PURPOSE

1. The Sex Offender and Public Protection Registry was enacted by the General Assembly to assist local law enforcement efforts to protect their communities by requiring sex offenders, sexually violent predators, recidivists, aggravated offenders and nonresident students or workers to register. See N.C.G.S. § 14-208.5.
2. The information maintained in the Sex Offender Registration file (NC SOR file) will be used by local law enforcement to protect their communities, conduct investigations and quickly apprehend offenders who commit sex offenses and certain offenses against a minor.
3. This file facilitates the exchange of relevant information about sex offenders among law enforcement agencies to promote public safety.
4. The NC SOR file provides for public access to information about adult offenders who are required to register and facilitates the exchange of information between the public and law enforcement officials. **The NCIC SOR File and the Juvenile Sex Offender Registration records are restricted to Law Enforcement Use ONLY.**

C. REGISTRATION TYPE CODES: This information is used to indicate the specific type of sex offender registration required by law. The REGISTRATION TYPE is a critical field which determines specific edits, registration requirements, and if the record will be forwarded to NCIC and/or to the Internet. It is very important that you select the appropriate code which identifies the proper registration type. These type codes are available in the SOR transactions through DCIN.

NOTE: For definitions and categories of offenders required to register, refer to the NC SOR Publication found in the Links menu of Omnixx Force.

REGULAR: R – Required to register under standard requirements of Article 27A Chapter 14.

PREDATOR: P – Ordered by a North Carolina court to register as a sexually violent predator.

JUVENILE: J – Has been adjudicated in a juvenile court and ordered to register as a juvenile sex offender.

AGGRAVATED: LA – Convicted of an aggravated offense committed on or after 10/01/2001.

RECIDIVIST: LR – Has a prior conviction, at any date for a reportable offense and then has another reportable conviction and the most recent offense was committed on or after 10/01/2001.

AGGRAVATED & RECIDIVIST: LB – Qualifies as both aggravated and recidivist.

NONRESIDENT STUDENT: NS – Enrolled in any type of school in the state on a part time or full-time basis, has a reportable conviction or required to register in

person's state of residency. Offense must have been committed on or after 10/01/2001.

NONRESIDENT STUDENT AGGRAVATED: NSLA – Convicted for an aggravated offense committed on or after 10/01/2001.

NONRESIDENT STUDENT RECIDIVIST: NSLR – Has a prior conviction, at any date, for a reportable offense and then has another reportable conviction with the most recent conviction on or after 10/01/2001.

NONRESIDENT STUDENT AGGRAVATED & RECIDIVIST: NSLB – Qualifies as both aggravated and recidivist.

NONRESIDENT WORKER: NW – Has employment or carries on a vocation in the State with or without compensation given or government or educational benefits, either on a part time or full-time basis for more than 14 days, or for an aggregate period exceeding 30 days in a calendar year. Individual has a reportable conviction or required to register in person's State of residence and the offense was committed on or after 10/01/2001.

NONRESIDENT WORKER AGGRAVATED: NWLA – Convicted for an aggravated offense and the offense was committed on or after 10/01/2001.

NONRESIDENT WORKER RECIDIVIST: NWLR – Has a prior conviction, at any date, for a reportable offense and then has another reportable conviction and the most recent offense was committed on or after 10/01/2001.

NONRESIDENT WORKER AGGRAVATED & RECIDIVIST: NWLB – Qualifies as both aggravated and recidivist.

D. REGISTRATION TIME FRAMES

1. Currently, the law mandates that the Sheriff provide the registrant with written proof of registration, the "Duty to Register as a Sex Offender" form, at the time of registration.
2. **Regular Offenders** are required to register for a period of 30 years following the date of initial county registration.
 - a. After 10 years of active registration on the North Carolina registry, a part 2 offender may petition the superior court, in the NC county of conviction, to terminate their registration requirements. Offenders with out-of-state convictions requiring registration in NC may petition the superior court in their county of residence, to terminate their registration requirements in NC. Termination may or may not be granted by the court. For more information on part 2 offenders, refer to the NC Sheriff's Association Publication.
 - b. Regardless of whether they petition the court or not, offenders registered **after 12/01/2008** will be automatically removed from the registry after 30 years of active registration in NC.
 - c. Offenders registered **prior to 12/01/2008** will not be automatically removed from the registry at the end of their registration (30 yr.) period in NC.
 - d. NC Registrations in NCIC will show retention of "NONEXP" (non-expiring) until they are terminated or canceled for offenders registered **prior to 12/01/2008**. NCIC will show the actual termination date

(30 years) for all others registered **after 12/01/2008**.

3. **Aggravated Offenders, Recidivists and Sexually Violent Predators** remain on the registry for a lifetime.
4. **Juvenile Offenders** will expire on their 18th birthday or earlier if the court orders them to be removed from the registry.

E. MINIMUM RETENTION OF RECORDS

NOTE: *Prior to destruction of any records you should consult with your attorney and the NC Department of Cultural Resource's Records Retention Schedule.*

1. Generally, the Sheriff shall maintain registration information and the corresponding documentation until all of the offender's registration requirements have been terminated or the offender is known to be deceased. For sexually violent predators, the Sheriff shall maintain the registration information and corresponding documentation until the offender is known deceased or for 90 years. See the following for the Sexual Offender Record retention schedule: https://files.nc.gov/dncr-archives/documents/files/county_sheriff_office_20151115_0.pdf
2. DCIN shall maintain registration information permanently even after the individual's registration time frame expires, or they have successfully petitioned the court to be removed or are deceased.
3. Documentation Maintained By Sheriff:
 - a. Sex Offender Registration Card (CIIS-59)
 - b. CCH response attached to CIIS-59
 - c. Duty to Register Form
 - d. Front, Right and Left Photographs
 - e. Medical Treatment Forms – Confidential information not to be provided to the public (Predators Only)
 - f. Written and Automated Notifications
 - g. Address Verification information (letters and green cards)
 - h. Change of Information Forms
 - i. Online Identifier Signed Forms and Reports
 - j. Copy of all transactions performed
 - k. Any other documentation deemed necessary

NOTE: Never release medical or victim information to the public. Juvenile Sex Offender records cannot be disseminated to the public since they are not public records.

F. OFFENDER CHANGE OF INFORMATION REQUIREMENTS

1. When an offender changes his or her address within NC, he/she must report

in person and provide written notice of the new address to the current registering Sheriff no later than the third (3rd) business day and to the Sheriff in the new residence county within ten (10) days of the change. The current registering Sheriff will immediately make the change to the NC SOR record.

NOTE: Change of Information Form can be found in the Forms Section of the manual.

2. When an offender intends to move to another state, he/she shall report in person and provide a written notification to the Sheriff in the county of current residence at least three (3) business days before the date he/she intends to leave the state to establish residence in another state or jurisdiction. The written notification shall include: the address, municipality, county, and state of intended residence.
 - a. If it appears to the Sheriff that the record photograph of the sex offender no longer provides a true and accurate likeness of the offender, then the Sheriff shall take a photograph of the offender to update the registration. A minimum of three (3) photos should be taken: Front, Right and Left photos.

NOTE: All three photos are loaded in SORTS for each offender using: <https://ncsexoffenderportal.ncsbi.gov> secure website. The image should also be added or replaced in the NCIC entry using the EIM transaction if applicable.

- b. If the offender indicates their intent to reside in another state or jurisdiction and later decides to remain in this state he/she shall, within three (3) business days after the date they indicated to be leaving the state, report in person to the Sheriff's Office where they indicated the intended change, of his/her intent to remain in this State. The Sheriff will promptly record this information in the DCIN.
3. If the registered offender moves to another county in NC, the Sheriff shall forward **original documentation** to the Sheriff of the new county of residence. Copies of all documentation should be retained by the previous registering Sheriff.
4. If the update indicates a new county, DCIN will provide an on-line notification of the change of address to the Sheriff of the new county of residency.
5. The Sheriff in the new county of residence will now become the holder of the record and make any future changes to the record.
6. If the registered offender changes or obtains a new Online Identifier, they must report in person to the registering Sheriff to provide the new or changed identifiers within ten (10) days of the change.

7. If the registered offender changes his/her name pursuant to Chapter 101 of the General Statutes or by any other method, they must report in person within three (3) business days to the registering Sheriff and provide the name change.

G. RESIDENTIAL - WORK RESTRICTIONS AND PROHIBITED ACTIVITIES

1. Certain activities for offenders registered in North Carolina may be prohibited or restricted. Refer to the NC Sheriff's Association Publication found in Omnixx Force/Links/Sex Offender Registration/Resources: Registration Program.

H. VIOLATION CODES

1. When an individual who is required to register commits any of the following, he/she will be guilty of a Class F Felony:
 - a. Fails to Register – **FTR**
 - b. Fails to Change Address – **FTC**
 - c. Fails to Verify Address – **FTV**
 - d. Forges or Falsifies any Information or Verification Notices – **FFD**
 - e. Fails to Inform Student Status – **FTS**
 - f. Fails to Inform Work Status – **FTW**
 - g. Fails to Report in Person – **FRP**
 - h. Reports Intent to Reside in Another State or Jurisdiction, but Remains in NC Without Reporting to the Sheriff – **FMS**
 - i. Fails to Notify of Out of County Employment with Temp Residence within NC – **FOC**
 - j. Fails to Notify of Online Identifier Changes – **FID**
2. **ENTRY INTO NCIC WANTED PERSON FILE** – Individuals who commit violations of this law may be entered into NCIC provided the following conditions are met:
 - a. Documentation Required for Warrant Issuance:
 - 1) Fails to Register, Fails to Report in Person
 - a) Copy of Pending Record from DCIN
 - b) Copy of Duty to Register
 - c) Any other documentation pertaining to reporting in person such as address verification weekly report, green return receipt requested card, written notifications from the sex offender, etc.
 - 2) Fails to Change Address, Fails to Verify Address, Forges or Falsifies Information or Verification Notices & Fails to Inform Student or Worker Status, Fails to Report in Person, Fails to Notify of Out of County Employment with Temp Residence, Fails to Report back to resident county Sheriff of Intent to Remain in this State, or Fails to Notify of Online Identifier Changes:
 - a) Copy of Sex Offender Registration Card and/or,
 - b) Copy of signed Duty to Register Form

- c) Copy of the address verification weekly report and/or green return receipt requested card
 - d) Copy of written notifications from the offender
 - e) Copy of signed Offender's Review Report for Online Identifiers
- b. This information will be presented to the magistrate or judge to obtain a warrant. You should consult with the District Attorney prior to charging the offender.
- c. Enter the warrant into the NCIC Wanted Person file. For entry into NCIC the entering agency must select the "No Extradition" code (4) from the Extradition Limitation field, for any non-extraditable felony warrants. Also, at the time of entry, the Sheriff must use the designated NCIC offense codes for violation of sex offender registration laws. (Use OFFENSE Field Help to locate these codes)

II. REGISTRATION PROCESS – PENDING

The pending registration process establishes the status of a sexual offender, sexually violent predator, recidivist, aggravated offender, and non-resident student or worker. The pending status indicates the individual has been notified of his/her duty to register and has not currently registered with the Sheriff's Office. Establishment of these records initiates the time frames for registration requirements. Within the pending registration process there are five (5) basic categories of registrants; individuals released from incarceration, individuals receiving no active time from court, individuals moving into NC from another state, individuals residing or moving out of NC and non-resident students and workers.

Note: If the releasing agency is the same as the county of residence and the sex offender is present, you may skip the pending registration process and complete the actual registration process using the Enter Sex Offender Registration (ESO-Action 2 or 5) transaction. If the individual refuses to register at the time of release, then you must complete the pending registration process using the Enter Sex Offender Registration (ESO-Action 1 or 4) transaction.

A. INDIVIDUALS RELEASED FROM A LOCAL JAIL

1. At least ten (10) days, but no more than thirty (30) days before an individual is due to be released, an official with the holding agency shall inform the individual of his/her duty to register with the Sheriff in the county in which he/she will reside.

NOTE: "Duty to Register as a Sex Offender" Form can be found in the FORMS section of this manual and in the Links Menu of Omnixx Force.

2. The official will require the individual to sign the Duty to Register Form indicating the individual was informed, or if the individual refuses to sign the document, the official will certify that the individual was informed.
3. The releasing facility will then take the following steps:
 - a. Obtain and verify the information for the front portion of the Sex Offender Registration card. This information can be added once the fingerprints are submitted.
 - b. Photograph the individual. You should have a minimum of three (3) digital photos: Front, Right and Left.

NOTE: All three images are downloaded in SORTS for each offender using: <https://ncsexoffenderportal.ncsbi.gov> secure website once the registration is completed.

- c. Perform a Query Sex Offender Registration (QSO) transaction on the individual to determine if he/she was previously registered in North Carolina.
 - 1) If the individual has never registered before, use the Enter Sex Offender Registration (ESO-Action 1) transaction to enter the complete pending registration record using the information from the Sex Offender Registration card.
 - 2) If the individual has registered for a previous offense, use the Enter Sex Offender Registration (ESO-Action 4) transaction to enter the current registered name and SRN from the existing registration record.
- d. Perform a QH/QR inquiry on the individual to determine the individual's FBI number and offense information. Place the FBI number on the Enter Sex Offender Registration (ESO-Action 1 or 4) transaction.
- e. Sheriff must collect the following information:
 - 1) Registrant's full name, all aliases, date of birth, sex, race, height, weight, eye color, hair color, SMT's, drivers' license number and state, home address, and mailing address if different than the resident address.
 - 2) Type of offense for which the registrant was convicted, date of conviction and sentence imposed if any, date of offense and victim's age. **Note: All convictions must be entered on the registry.**
 - 3) Current photographs. A minimum of three photographs are taken: Front, Left and Right. Post all three digital photos in SORTS once the registration is complete.
 - 4) A statement indicating whether the registrant is a student, or expects to enroll as a student within one (1) year of registering, the name and address of any educational institution at which the person is or expects to enroll as a student; and,

- 5) A statement indicating whether the registrant is employed or expects to be employed at an institution of higher education within one (1) year of registering, the name and address of any institution of higher education at which the person is or expects to be employed.
- 6) Any Online Identifiers the person uses or intends to use.
- 7) If the registrant is an aggravated offender, recidivist or sexually violent predator the following registration information is also required under N.C.G.S. § 14-208.22:
 - a) Identifying factors;
 - b) Offense History; and
 - c) Documentation of any treatment received by the person for the person's mental abnormality or personality disorder.
- f. **Currently, the Sheriff makes the determination whether the individual qualifies as a Recidivist or Aggravated Offender. It is recommended that the Sheriff review the individual's CCH record, court documents, and consult with a legal advisor in order to make that determination.**
- g. The releasing agency will then enter a pending registration record using the Enter Sex Offender Registration (ESO-Action 1 or 4) transaction, which will notify the Sheriff of the county of residence of the pending registration by an on-line terminal message. The pending registration type will be PJ (Pending Jail).
 - 1) **Releasing County Different than County of Residence:** If the releasing county is different than the county of residence, the Sheriff will enter the pending record using the Enter Sex Offender Registration (ESO-Action 1 or 4) transaction and forward documentation to the residence Sheriff.
- h. Once the record has been entered, the releasing Sheriff should forward the partially completed form to the Sheriff in the county in which the individual is planning to reside.
4. After release the individual will have three (3) business days to report in person to register with the Sheriff's Office in the county where he/she will reside.
5. If the individual does not report in person within three (3) business days, the "pending" NC SOR record will automatically change the status to "FTR" on the fourth (4th) day from the date of release. The FTR status will remain in effect until the Enter Sex Offender (ESO) registration transaction is completed.

B. INDIVIDUALS RECEIVING NO ACTIVE TIME

1. Upon conviction of a reportable offense, the court shall conduct the notification procedures as specified by law and either the bailiff,

probation officer or other court official shall complete the Court Notification Form. See AOC-CR-261 form. A copy of this notification will be forwarded to the Sheriff of the county of residency and local Sheriff if not the county of residency.

Note: If the county of conviction is the same as the county of residency, the Sheriff's Office will complete the actual registration process using the Enter Sex Offender Registration (ESO-Action 2 or 5) transaction. You should skip the Pending Process. (See Registration Process on page 40 of this manual.)

2. The official will require the individual to sign court documents indicating he/she has been notified of his/her responsibility to register.
3. The bailiff or probation officer will then arrange for the offender to be taken immediately to the Sheriff's Office for the registration process.
4. **County of Conviction Different than County of Residency:** If the county of conviction is different than the county of residency, the Sheriff will enter the pending registration information on the Enter Sex Offender Registration (ESO-Action 1 or 4) transaction. The Sheriff in the county of conviction will then take the following steps:
 - a. Perform a Query Sex Offender (QSO) transaction on the individual to determine if the individual was previously registered.
 - 1) If the individual has never registered before, use the Enter Sex Offender Registration (ESO-Action 1) transaction to enter the complete pending registration record using the information obtained from the offender.
 - 2) If the individual has registered for a previous offense, use the Enter Sex Offender Registration (ESO-Action 4) transaction to enter the current registered name and SRN from the existing registration record.
 - b. Obtain and verify the information for the front portion of the Sex Offender Registration card. Sheriff may utilize portions of the Court Notification Form.
5. Perform a QH/QR inquiry on the individual to determine the individual's FBI number and offense information. Place the FBI number on the Enter Sex Offender Registration (ESO) transaction.
6. **Sheriff must also review the CCH record to determine if the individual can be registered as a recidivist or aggravated offender. It is recommended that the Sheriff should also review the individual's CCH record, court documents, and consult with a legal advisor in order to make that determination.**

7. The Sheriff in the county of conviction will then enter a "Pending" registration record using the Enter Sex Offender Registration (ESO-Action 1 or 4) transaction which will notify the Sheriff in the county of residency of the pending registration by online terminal message. The pending registration type will be PC (Pending Court).
8. Photograph the individual. You should have a minimum of three (3) digital photos: Front, Right and Left.

NOTE: All three images are downloaded in SORTS for each offender using: <https://ncsexoffenderportal.ncsbi.gov> secure website once the registration is completed.

9. If the offender does not report in person within one (1) day after the day of conviction, the individual's status will change to FTR and a hit confirmation is requested from the agency that entered the pending registration.
10. Once the individual reports in person and completes the actual registration process with the Sheriff of residency, the individual's status will be "ACTIVE".

C. INDIVIDUAL CONVICTED IN ANOTHER STATE, MOVING TO NC

1. If an individual moves to North Carolina from another state and has a reportable conviction, this individual must report in person to the Sheriff's Office in the county where they will reside within three (3) business days of establishing residency in this State, or whenever the individual has been present in this State for fifteen (15) days, whichever comes first.
2. The Sex Offender Coordination Unit (SOCU) in Raleigh will receive an out-of-state notification indicating the sex offender is moving to NC if they were registered in the other state. After receiving the notification information, SOCU will forward the information to the Sheriff in the county in which the individual is expected to reside.
3. The Sheriff will then take the following steps:
 - a. Perform a QH/QR inquiry on the individual to determine the individual's FBI number and offense information. **Sheriff must also review the CCH record to determine if the individual is required to register in NC and whether the offender can be registered as a recidivist or aggravated offender. In order to accomplish these responsibilities, it is recommended that the Sheriff should review the individual's CCH record, court documents, and consult with a legal advisor.**

- b. Perform a Query Sex Offender (QSO) transaction on the individual to determine if the individual was previously registered in NC. If the individual was previously registered, use the MSOR to modify the address or contact the SOCU. Do not create a new registration. If the offender's previous registration was terminated due to a petition, contact the SOCU prior to updating the record.
- c. You may wish to run an Out-of-State Sex Offender inquiry (SOQ) transaction to review the original registering state's record.
 - a. Place the FBI number on the Enter Sex Offender Registration (ESO-Action 1 or 4) transaction.
 - b. Complete all applicable fields on the Enter Sex Offender Registration (ESO-Action 1 or 4) transaction from information contained within the letter of notification and other information as provided by inquiries. The "pending" registration type will be PI (Pending Move to NC).
 - c. Use NCGS 14-208.7.A for "Registered as a result of out-of-state conviction" in the Other State Offense Data field.
 - d. The pending record will remain in "pending" status until the individual completes the actual registration process.

D. INDIVIDUALS RELEASED FROM NC DAC

1. At least ten (10) days, but no more than thirty (30) days before an individual is due to be released, an official with NC DAC shall inform the individual of his/her duty to register with the Sheriff in the county where he/she will reside. This notification will be completed by providing the offender with a copy of the Duty to Register form. See *pages 107-117 in Forms Section of this manual*.
2. DAC will require the individual to sign this document indicating the individual was so informed, or if the individual refuses to sign the statement, they will certify that the individual was informed.
3. DAC will obtain, to the extent possible, the information as required on the front portion of the Sex Offender Registration card.
4. Once the individual is released, he/she will have three (3) business days to report in person to register with the Sheriff's Office in the county in which he/she will reside.
5. After the release of the individual, DOC will download the identifying information on this individual into the DCI Network. DAC transfers data to DCIN every 2 hours Monday through Friday from 8 AM to 6 PM; Saturdays at 10 AM, 2 PM, and 6 PM, and on Sundays at 2 PM and 6 PM. This will establish the pending record within the DCI Network.

NOTE: The record will not be submitted to NCIC until the offender officially registers and the Enter Sex Offender Registration (ESO-Action 3) transaction is performed.

6. DCIN will send an on-line notification of the pending registration to the Sheriff of the county in which the individual is expected to reside.

NOTE: If the offender resides or intends to reside in a different NC county than the one indicated on the pending registration, any Sheriff's Office may Register the Pending Registration.

7. **Sheriff must review the CCH record to determine if he/she is required to register in NC and whether the offender can be registered as a recidivist or aggravated offender. In order to accomplish these responsibilities, it is recommended that the Sheriff review the individual's CCH record, court documents, and consult with a legal advisor.**
8. If the offender does not report in person to the Sheriff's Office within three (3) business days of being released, the "pending" NC SOR record will automatically change the status to "FTR" on the fourth (4th) day from the date of release. The FTR status will remain in effect until the Enter Sex Offender Registration (ESO-Action 3) transaction is completed.

E. INDIVIDUAL MOVING OUT-OF-STATE

1. If an individual is released from a penal institution he/she must report to the Sheriff's Office in person within three (3) business days; or if convicted with no active time and his/her address indicates moving out-of-state or if the individual's residence is out-of-state, they must report in person to the Sheriff's Office immediately and provide the Sheriff with written notification that will include: the address, municipality, county and state of intended residence. **The Sheriff will take the following steps:**
 - a. Perform a Query Sex Offender (QSO) transaction on the individual to determine if the individual was previously registered in NC.
 - b. You may wish to run an Out-of-State Sex Offender inquiry (SOQ) transaction to determine if the individual is currently registered in their state of residence.
 - c. Perform a QH/QR inquiry on the individual to determine the individual's FBI number and offense information. Place the FBI number on the Enter Sex Offender Registration (ESO-Action 1 or 4) transaction.
 - d. **Sheriff must also review the CCH record to determine if the individual can be registered as a recidivist or**

aggravated offender. Sheriff may also need to review the court records.

- e. Complete all applicable fields on the Enter Sex Offender Registration (ESO-Action 1 or 4) transaction from information contained within the letter of notification and other information as provided by inquiries. The "pending" registration type will be PO (Pending Out-of-State Move). Place 'OS' in the County field and appropriate state in the State field. Enter the NC Statute and all mandatory offense fields.
2. The DCI Network will generate an automatic notification to the new state of residency.
3. Photograph the individual. You should have a minimum of three (3) digital photos: Front, Right and Left.

NOTE: All three images are downloaded in SORTS for each offender using: <https://ncsexoffenderportal.ncsbi.gov> secure website once the Registration is completed.

4. The Sheriff should enter the out-of-state address information on the Enter Intending to Move Out-of-State (EIOS) transaction in order to keep track of the registration record until the offender actually reports to the out-of-state registering agency, or to the current Sheriff that entered the pending out-of-state record. The Sheriff shall follow up after three (3) business days to confirm the offender did register in the intended jurisdiction. The registering Sheriff will update the new address using the (MSOR) transaction.
5. If the offender reports his/her intent to reside in another state or jurisdiction but later decides to remain in this state, they must report back in person to the registering Sheriff within three (3) business days after the date they indicated their intent to move, to inform the Sheriff of their intent to remain in NC. Failure to comply is a Class F Felony and the Sheriff may enter a violation on this offender (FMS). Warrant should also be obtained and entered in NCIC Wanted Persons file.

F. NONRESIDENT STUDENTS OR WORKERS

1. If a nonresident student or worker is registered as a sex offender in his/her state of residency, then he/she must report in person to the Sheriff's Office to register when enrolled as a student or when employed in North Carolina. If the individual has a reportable conviction, then he/she must register within the appropriate time frames.
2. To register the individual, the Sheriff must take the following steps:
 - a. Perform a Query Sex Offender Registration (QSO) transaction on

- the individual to determine if the individual was previously registered in NC.
- b. Sheriff may wish to run an Out-of-State Sex Offender inquiry (SOQ) transaction to review the original registering state's record.
 - c. Perform a QH/QR inquiry on the individual to determine the individual's FBI number and offense information. Place the FBI number in the Enter Sex Offender Registration (ESO-Action 1 or 4) transaction.
 - d. The QH/QR will also assist in obtaining information on the charges for which the individual is registering. The NC registration requirement could be the result of:
 - 1) NC reportable conviction, or
 - 2) Out-of-state reportable conviction, or
 - 3) Federal reportable conviction, or
 - 4) Their state of residency requires registration.
 - e. **Sheriff must review the CCH record to determine if the individual can be registered as a recidivist or aggravated offender. Sheriff may also need to review the court documents. Then select the appropriate registration type code.**
 - f. Select 14-208.7.A1 which is Nonresident Student or Worker. Sheriff may enter the conviction information in the Other State Offense Data fields.
 - g. Complete all applicable fields on the Enter Sex Offender Registration (ESO-Action 1 or 4) transaction from information contained within the letter of notification and other information as provided by other inquiries. The pending registration type Law Enforcement/Criminal Justice Use Only 21 Rev. 06/28/20179 will be PN (Pending Nonresident Student or Worker). The registration type code will be one of the appropriate Nonresident codes.
 - h. The sex offender record will remain in a 'pending' status until the individual completes the actual registration process and the Enter Sex Offender Registration (ESO-Action 3) transaction is performed.
3. Sheriff must complete the Nonresident Information Form and keep in the sex offender file.

NOTE: The Nonresident Information Form can be found in the FORMS section of this training manual.

4. Once the pending record has been entered, the Sheriff would then complete the Nonresident Student or Worker Information (NRS-Action Enter) transaction. Information provided on this form will be placed in the detailed record under the Nonresident Address History segment.

5. Each night the computer will search for any nonresident records missing the additional information collected on the Nonresident Student or Worker Information (NRS) transaction. If information is missing, DCIN will send a message each day until the additional information is added to the registration record.

G. ACTION KEYS FOR (ESO) ENTER SEX OFFENDER REGISTRATION

The ESO transaction form is used for entering all sex offenders, both pending and registered. The Action Keys below will be used to determine the type of entry transaction you wish to perform.

NOTE: These Action Keys are explained in each section where they will be used for entry transactions.

1. **ACT1 – New Pending Registration** – Individual has never registered as a sex offender in North Carolina AND does not reside in your county; OR has indicated their intent to move after released from jail or convicted with no active time served.
2. **ACT2 – New Registration** – Individual has never registered as a sex offender in North Carolina and comes into the Sheriff's Office to register in the county where they reside.
3. **ACT3 – Register a Pending Registration** – Individual is in the NC SOR as 'Pending' and reports to the Sheriff's Office in the county where he/she resides to register.
4. **ACT4 – Second Pending Registration** – Individual has previously been entered in the NC SOR and pre-existing information is available to the Sheriff. A second or subsequent reportable conviction requires another registration to be entered and the individual has not yet registered with the Sheriff in the county where they reside. A pending registration record must be entered. **NOTE: If the offender resides in your county, you can skip this process and go straight to ACT5.**
5. **ACT5 – Second Registration** – Individual is currently in NC SOR and has registered for a previous offense, then has another reportable conviction and reports to the Sheriff's Office in the county where they reside to register for this second reportable conviction.

III. REGISTRATION TRANSACTIONS – PENDING

A. QUERY SEX OFFENDER REGISTRATION – LAW ENFORCEMENT/CRIMINAL JUSTICE USE (QSO) –

This transaction is used to retrieve information on all types of Sexual Offenders. This inquiry is

used for law enforcement/criminal justice only. Responses returned will be based on the type of inquiry performed. This transaction may be used to obtain a detailed record, an individual search, and an area or status listing.

1. INQUIRY FOR INDIVIDUAL SEARCH

- a. Inquiries by NAME and/or optional fields of DOB or AGE, RACE, SEX and COUNTY. Inquiries by NAME and DOB will search both the NC Sex Offender Registry and NCIC SOR file.
- b. DCIN matched records (based on name soundex and exact DOB) will provide a three line response containing basic physical description, the SRN (Sex Offender Registration Number), City, County, (or state if out of state), Registration Status – (ACTIVE, PRIOR, PENDING, EXPIRED, TERMINATED, OS), Minimum Registration Period (10YEARS, LIFETIME, UNTIL JUVENILE’S 18TH BIRTHDAY), Petition Eligibility – (MAY PETITION COURT AFTER 10 YEARS OF INITIAL COUNTY REGISTRATION, INELIGIBLE, COURT MAY TERMINATE JURISDICTION (Juveniles), Violation Status – (FTR, FTV, FTC, FFD, FTS, FTW, FRP, FMS, FOC, FID and NVL), Registration Date (if applicable) and FBI number if applicable.
- c. NCIC matched records (based on name sound alike and exact DOB) will provide the complete NCIC record. If the ‘Active Only’ field is left blank NCIC will provide records with any status: Active (valid record), Expired (record has reached the end of the retention period), and Inactive or Cancelled (record cleared or individual is moving between states and not currently registered in new resident state). If this field contains a “Y”, only Active NCIC records will be returned.

NOTE: All offenders in NC SOR will show a status of “NONEXP” in NCIC if entered prior to December 1, 2008. Those entered after December 1, 2008 will show an expiration date of 30 years after the initial county registration. Pending records are not in NCIC.

2. INQUIRY FOR DETAILED RECORD

- a. Inquiries by the Sex Offender Registration Number (SRN) or Department of Corrections Number (DOC) or NAME and FBI number will search both NC SOR and NCIC SOR files.
- b. DCIN responses to the detailed record request will provide full identification information (SMT’s, Alias Names, Additional Numerical Identifiers) as well as Registration Period (LIFETIME (Unless Petition Granted), MANDATORY LIFETIME, UNTIL JUVENILE’S 18TH BIRTHDAY), Petition Eligibility – (MAY PETITION COURT AFTER 10 YEARS OF INITIAL COUNTY REGISTRATION, INELIGIBLE, COURT MAY TERMINATE JURISDICTION (Juveniles), Registration Status (ACTIVE, PENDING, PRIOR, EXPIRED, TERMINATED, OS), Registration Date, and the Violation Status (FTR, FTV, FTC, FFD, FTS, FTW, FRP, FMS, FOC, FID and NVL if

applicable). The detailed response will also include the Offense and Conviction information which will include the date of offense and victim's age fields effective 12/01/2008, the Address History Segment, Address Verification History Segment, Violation History Segment, Nonresident Segment (if applicable), Registration History Segment, Intended to Move Out-of-State Segment (if applicable), and Termination Information Segment (if applicable).

- c. NCIC will provide a detailed response with a record status of Active (valid record), Expired (record has reached the end of the retention period), and Inactive or Cancelled (record cleared or individual moving between states and not currently registered in new resident state).

NOTE: All offenders in NC SOR will show a status of "NONEXP" in NCIC if entered prior to December 1, 2008. Those entered after December 1, 2008 will show an expiration date of 30 years after the initial county registration. Pending records are not in NCIC.

3. **This inquiry must be completed prior to performing any type of entry transaction.**
4. If the individual has a prior established record in NC SOR, the already established SRN and NAME from the prior record must be used when adding a new pending record for the individual. The Enter Sex Offender Registration (ESO-Action 4) transaction would be used in this instance. **Both SRN and NAME fields must be entered exactly as they appear in the base record.**

B. ENTER SEX OFFENDER REGISTRATION (Pending) (ESO – Action 1 or 4) – This transaction will be used to establish the Pending Registration status of a Sexual Offender, Sexually Violent Predator, Recidivist, Aggravated Offender, and Nonresident Student or Worker. Pending status indicates the individual has been notified of his/her duty to register and has not currently registered with the Sheriff's Office in his/her county of residence. You must choose the appropriate Action Key when making the entry.

1. This transaction is used to enter pending registration status for individuals who have been released from jail (Code PJ), received no active time from court (Code PC), moving into NC from out-of-state (Code PI), or nonresident student or worker (Code PN). If individual is moving out-of-state or his/her residence is in another state (Code PO) and the Sheriff must place OS in the COUNTY field of the address.
 - a. **Action 1 – New Pending Registration** – The offender has never been entered in NC SOR. He/she has not yet registered with the Sheriff in the county where he/she resides but the Pending registration must be entered.

- b. **Action 4 – Second Pending Registration** – The offender was previously registered in NC SOR. Pre-existing information is available to the Sheriff's Office through a QSO inquiry (current registered name and SRN). A second or subsequent reportable conviction requires another registration to be entered by the Sheriff. The offender has not registered for this additional offense with the Sheriff in the county in which he/she resides, therefore a Pending registration must be entered.

2. **MANDATORY FIELDS:**

a. **If Individual is Currently in the Sex Offender Registration File:**

- 1) ORI, ACTION (4), NAME, SRN, REG TYPE, PENDING REGISTRATION TYPE, OFFENSE DATA
- 2) And any information from the Registration Card that is different from the information in the current registration record.

b. **If Individual Has Never Been Entered in the Sex Offender Registration File:**

- 1) ORI, ACTION (1), NAME, REG TYPE, PENDING REGISTRATION TYPE, ADDRESS (Predefined Address Options-ADO or Street Address, COUNTY, CITY, STATE, ZIP), IN CUSTODY INDICATOR, RACE, SEX, DOB, HGT, WGT, EYE, HAIR; **AND** AGGRAVATED OFFENSE, NC OFFENSE DATA (NCGS, DATE OF CONVICTION, COURT COUNTY, DOCKET NUMBER, PROBATION and/or CONFINEMENT); **OR** OTHER STATE OFFENSE DATA (OTHER STATE CONVICTION, OUT OF STATE NOTIFICATION DATE, APPLICABLE NCGS, OTHER STATE STATUTE, OTHER STATE STATUTE DESCRIPTION, DATE OF CONVICTION, COUNTY, PROBATION and/or CONFINEMENT.
- 2) Any additional information from the Registration Card and responses from inquiries made.

3. Aggravated Offense

- a. REGISTRATION TYPE field must contain an Aggravated Offender code.
- b. The AGGRAVATED OFFENSE field is mandatory and must contain a Y for entering an aggravated offense.
- c. Sheriff will select the appropriate NCGS. If no matching Statute is available, select 14-208.6a – Other Aggravated Offense.
- d. If the individual has multiple offenses and at least one is for an aggravated offense, the Sheriff must list the Aggravated Offense on the Enter Sex Offender Registration (ESO) transaction along with the Aggravated Registration Type Code. All additional

offenses will then be entered on the Enter Sex Offender Supplemental (ESSO) transaction.

4. Always use the ORI of the Sheriff making the Pending record entry.
5. **Timeliness** – Records must be entered immediately when the conditions for entry are met, not to exceed three (3) days upon receipt (electronic or hard copy) by the entering agency.
6. **Completeness and Accuracy**
 - a. Complete records include all critical information that was available on the person or property at the time of entry. Critical information is defined as data fields that will: (1) increase the likelihood of a positive hit on the subject or property and aid in the identification of a subject or property; or (2) assist in compliance with applicable laws and requirements. (NCIC 2000 Operating Manual)
 - b. Sheriff must collect the following information:
 - 1) Registrant's full name, all aliases, date of birth, sex, race, height, weight, eye color, hair color, driver's license number and state of issuance, home address and mailing address if different than the resident address.
 - 2) Type of offense for which the registrant was convicted, date of offense, date of conviction, age of victim if known and sentence imposed.
 - 3) Current photographs if the offender is available. A total of at least 3 photographs must be taken: Front, Left and Right. Once the Pending registration is entered, all three photos must be posted through SORTS for approval by the SOCU in Raleigh.
 - 4) A statement indicating whether the registrant is a student, or expects to enroll as a student within one (1) year of registering, the name and address of any educational institution at which the person is or expects to enroll as a student; and
 - 5) A statement indicating whether the registrant is employed or expects to be employed at an institution of higher education within one (1) year of registering, the name and address of any institution of higher education at which the person is or expects to be employed.
 - 6) If the registrant is an aggravated offender, recidivist, or sexually violent predator, then the following registration information is also required under N.C.G.S. § 14-208.22: Identifying factors; Offense History; and documentation of any treatment received by the person for the person's mental abnormality or personality disorder.

- b. This transaction should include the individual's FBI number if applicable.
 - c. Review of the entry is recommended and encouraged prior to transmission. Any inaccurate or incomplete information must be corrected.
 - d. Second Party Check required and must be notated in the case file for this offender.
 - e. If the SCARS, MARKS & TATTOOS field (SMT) is used, the SMT TEXT field will be used to describe the SMT. You should enter the size, location, color or shape of the scar, mark or tattoo, but **do not** indicate the reason or cause of the scar or mark, such as surgical procedures, gunshot or stab wounds, implants, or missing internal organs unless you have discussed it with the legal advisor for your agency. (You may also wish to review the NCIC Code Manual for a list of abbreviations to be used for scars, marks and tattoos).
7. DCIN will assign a Sex Offender Registration Number (SRN) to the individual's record if there is no prior registration record in the system. If there is an existing record, you must use the SRN which has already been assigned to that individual.
 8. **No test entries are allowed since information is placed immediately on the Internet.**
 9. If the individual has more than one identifier of the same type or if there are multiple reportable convictions, the additional information must be recorded using the Enter Sex Offender Supplemental (ESSO) transaction.
 10. Pending registration records will NOT be forwarded to NCIC.

C. MODIFY SEX OFFENDER REGISTRATION RECORD (MSOR) – This transaction is used to modify and update the identifying fields in a Sex Offender Registration Record. This transaction is used for all Pending or Active Registration records. Modifications must be completed in a timely manner according to NCIC policy, within three (3) days of receiving the updated information.

1. This form can be used to add information left blank on the entry form, change (replace) information in the base record, or delete non mandatory information from the base record in the NC SOR file if it's determined to be invalid.
2. Information that can be added or replaced in the record:
 - a. The CORRECTED NAME field is used to correct the name if entered incorrectly in the base record, or to modify the name when the offender has notified the Sheriff of a change in name

either through G.S. Chapter 101 or by other means. The incorrect name will not be removed from the record but placed as an additional or alias name. To remove an incorrect name, you must use the Cancel Sex Offender (XSO) transaction after you have completed the Modify Sex Offender Record (MSOR) transaction. If you have more than one name for this individual; additional names are entered on the Enter Sex Offender Supplemental (ESSO) transaction.

- b. The CORRECTED PRIMARY DATE OF BIRTH (DOB1) field should only be used to correct the Primary DOB if it was entered incorrectly in the base record. The incorrect DOB will not be removed from the record but placed as an additional identifier in the record. To remove the incorrect DOB from the record, you must use the Cancel Sex Offender (XSO) transaction after the Modify Sex Offender Record (MSOR) is completed.
- c. To correct additional or alias DOB information, you must delete the incorrect DOB using the Cancel Sex Offender (XSO) transaction and re-enter the correct additional DOB on the Enter Sex Offender Supplemental (ESSO) transaction.
- d. Correct the address and/or physical descriptors by simply typing in the correct information. The In-Custody indicator is mandatory when an address is entered or modified, or an address option is used.
- e. This transaction may only be used to modify an address during the Address Verification process IF the In-Custody indicator is set at local, state, federal, private or other in custody. If the Flag is set at "N" for Not in Custody, an error message will be received advising the Address Verification of Sex Offender (AVSO) transaction must be used.
 - 1) N – Not in Custody
 - 2) L – Local Jail
 - 3) S – State DOC
 - 4) F – Federal FBOP
 - 5) P – Private Facility
 - 6) C – Other in Custody
- f. Add the individual's FBI number to the record if available.
- g. Add information in the REMARKS field pertaining to any non-compliance issues or violations associated with this offender. This will ensure that all agencies have access to the non-compliance status of this offender.

3. Modifying Offense Data:

- a. This portion of the transaction can be used to change the offense data in an active pending record. Each offense will have an Offense Number which is a unique Key number associated to the offense data assigned by the computer. **Example:** K001, K002.

- b. When modifying an offense segment you must use the complete offense number to identify which offense you wish to modify.
 - c. If modifying the Aggravated Offense field, place a Y or N in this field and complete the OFFENSE NUMBER field.
- 4. Only the most recent Pending Sex Offender Registration Record can be modified.
- 5. MANDATORY FIELDS:
 - a. ORI, SRN, NAME
 - b. And any information to be added or corrected.
 - c. **If modifying the SMT information, do not enter any information that would be a violation of HIPAA Law.**

D. ENTER SEX OFFENDER SUPPLEMENTAL (ESSO) – This transaction is used to add additional identifying information and additional offenses to a Sex Offender Registration Record.

- 1. Any additional names are added in the PERSON'S ALIAS NAME field. If an alias name needs to be corrected, you must use the Cancel Sex Offender Descriptors and Offense Data (XSO) transaction to delete the incorrect alias name and then enter the appropriate name in the Person's Alias Name field on the Enter Sex Offender Supplemental (ESSO) transaction.
- 2. If there are multiple offenses for the same individual, the first offense is placed in the Enter Sex Offender (ESO) transaction and all additional offenses will be added on the Enter Sex Offender Supplemental (ESSO) transaction.
- 3. If the additional offense is an aggravated offense, you must place a Y in the AGGRAVATE OFFENSE field.
- 4. If adding an additional out of state offense you must include the OUT-OF-STATE NOTIFICATION DATE. The out-of-state notification date is the date the Sheriff received the notification or letter from DCIN.
- 5. If there are multiple operator license numbers for the same individual, the first license number is entered on the Enter Sex Offender (ESO) transaction and all additional numbers are entered on the Enter Sex Offender Supplemental (ESSO) transaction.
- 6. If there are additional physical descriptors such as scars, marks or tattoos, the first one must be entered on the Enter Sex Offender (ESO) transaction and all additional SMT info is entered on the Enter Sex Offender Scar Mark Tattoo Data (ESMT) transaction. Up to ten (10) Scars, Marks and Tattoos can be added for each Enter Sex Offender Scar Mark Tattoo Data (ESMT) transaction.

- a. If the SCARS, MARKS & TATTOOS field (SMT) is used, the SMT TEXT field will be used to describe the SMT. You should enter the size, location, color or shape of the scar, mark or tattoo, but **do not** indicate the reason or cause of the scar or mark, such as surgical procedures, gunshot or stab wounds, implants, or missing internal organs unless you have discussed it with the legal advisor for your agency. (You may also wish to review the NCIC Code Manual for a list of abbreviations to be used for scars, marks and tattoos).

E. ENTER SEX OFFENDER SCAR MARK TATTOO DATA (ESMT) – This transaction is used to add up to ten additional scars, marks and tattoos per transaction to an active sex offender registration. The first SMT must be entered on the ESO transaction.

1. If the SCARS, MARKS & TATTOOS (SMT) field is used to add additional descriptors, the SMT TEXT field will be used to describe the SMT. You may enter the size, location, color or shape of the scar, mark or tattoo, but **do not** indicate the reason or cause of the scar or mark, such as surgical procedures, gunshot or stab wounds, implants, or missing internal organs, etc. **Do not enter any information that could be a violation of the HIPAA law.**
2. The XSO (Cancel Sex Offender Descriptors) transaction is used to remove any incorrect or invalid scars, marks or tattoos.

F. CANCEL SEX OFFENDER (DESCRIPTORS & OFFENSE DATA) (XSO) – This transaction is used to delete (remove from the record) an incorrect or invalid identifier, or to delete an offense which was entered in error or is invalid. This transaction may also be used to delete the complete current pending record.

1. If your cancelation is being made due to entry of incorrect data, (i.e. alias name spelled wrong), you must re-enter the correct information using the Enter Sex Offender Supplemental (ESSO) transaction.
2. **At least one DOB must remain in the record therefore you cannot delete the last DOB. This transaction may be used to delete the incorrect additional DOB information that was entered on the Enter Sex Offender Supplemental (ESSO) transaction. If the primary DOB was entered incorrectly, you should use the Modify Sex Offender Record (MSOR) transaction to correct the DOB on the base record.**
3. You should always perform a Query Sex Offender (QSO) transaction prior to deletion to obtain the correct offense number for the offense you wish to delete. **You must use the complete offense number to delete an offense. You can only delete pending offenses**

entered by your agency. Example of Offense Number: K001, K002

4. If you wish to delete the complete pending registration record because it should never have been entered, then you would place a 'Y' in the DELETE ALL PENDING field. This will delete the entire pending record including personal identifiers and all offense data that has been entered into the current pending registration record.

IV. REGISTRATION PROCESS

The registration process establishes the actual registration of a sexual offender, sexually violent predator, recidivist, aggravated offender and nonresident student or worker. The actual registration process may be related to a pending record in the system for those individuals who have been released from incarceration, individuals receiving no active time from court, individuals moving into NC from another state and nonresident students and workers. The registration process may also be initiated in circumstances where no prior pending record exists. Establishment of the registration record is the date of initial county registration and begins the minimal retention period of registration.

A. INDIVIDUALS RELEASED FROM LOCAL JAIL

1. At least ten (10) days but no more than thirty (30) days before an individual is due to be released, an official with the holding agency shall inform the individual of his/her duty to register with the Sheriff in the county in which he/she will reside.

NOTE: The Duty to Register Form can be found in the FORMS section of this training manual and in the Links Menu of Omnixx Force.

2. The official will require the individual to sign a written statement (Duty to Register Form) that the individual was informed, or if the individual refuses to sign the statement, the official will certify that the individual was informed.
3. The registering Sheriff will then take the following steps:
 - a. The Sheriff shall collect the following information:
 - 1) Registrant's full name;
 - 2) All aliases;
 - 3) Date of Birth;
 - 4) Physical descriptors (height, weight, hair color, eye color, race, sex, SMT's);
 - 5) Drivers' license number and state;
 - 6) Fingerprints (LiveScan);
 - 7) Home address and mailing address if different than resident address;

- 8) Statement indicating what the person's name and alias name(s), if any the person was using at the time of the conviction for the offense requiring registration, and the name of the person as it appears on the judgment imposing sentence for the conviction;
- 9) Statement indicating whether the person is a student or expects to enroll as a student within a year of registering
- 10) Statement indicating whether the person is employed or expects to be employed at an institution of higher education within a year of registering;
- 11) Type of offense, date of offense, date of conviction;
- 12) *Age of victim;
- 13) Sentence imposed;
- 14) **Any Online Identifier the person uses or intends to use
- 15) If the registrant is an aggravated offender, recidivist, or sexually violent predator, then the following registration information is also required under N.C.G.S. § 14-208.22:
 - a) Identifying factors;
 - b) Offense History; and
 - c) Documentation of any treatment received by the person for the person's mental abnormality or personality disorder.

NOTE: **Online Identifier is defined in N.C.G.S. § 14-208.6(1n) as electronic mail address, instant message screen name, user ID, chat or other Internet communication name, but it does not mean social security number, date of birth, or pin number. Electronic mail is defined in N.C.G.S. § 14-208.6(1d) as the transmission of information or communication by the use of the Internet, a computer, a facsimile machine, a pager, a cellular telephone, a video recorder, or other electronic means sent to a person identified by a unique address or address number and received by that person.

- b. Photograph the offender. A minimum of three (3) digital photos are taken: Front, Left and Right profiles. All three digital images are downloaded in SORTS for each offender using <https://ncsexoffenderportal.ncsbi.gov> secure website once registration is complete. This system requires your agency's User ID and password to access.
 - 1) **Offender's name(s) at time offense was committed and at time of conviction, along with any alias names used are entered into the ON Track application in SORTS once the photos have been uploaded.**

NOTE: The digital photograph should also be attached to the NCIC SOR record by completing the Enter Image (EIM) transaction once accepted in NCIC SOR.

- c. Perform a Query Sex Offender Registration (QSO) transaction on the individual to determine if the individual was previously registered in NC SOR or is in a Pending status.
 - 1) If the individual has never registered before in NC SOR, use the Enter Sex Offender Registration (ESO-Action 2) transaction to enter the complete registration using the information from the sex offender registration card. You must also indicate in the IDF field if the offender uses or intends to use Online Identifiers.
 - 2) If the individual has a Pending Registration record, use the Enter Sex Offender Registration (ESO-Action 3) transaction and complete the NAME, SRN, DATE OF REGISTRATION and ONLINE IDENTIFIERS.

NOTE: If the offender resides or intends to reside in a different NC county than the one indicated on the pending registration, any Sheriff's Office may Register the Pending Registration.

- 3) If the individual is registered for a previous offense, use the Enter Sex Offender Registration (ESO-Action 5) transaction and complete the NAME, SRN, DATE OF REGISTRATION, REGISTRATION TYPE, ONLINE IDENTIFIERS, and OFFENSE DATA for current conviction.
 - 4) **Online Identifiers (Effective May 1, 2009) IDF field is mandatory on all Enter Sex Offender (ESO) transactions using Action 2, 3 or 5.**
 - d. Perform a QH/QR inquiry on the individual to determine the individual's FBI number and offense information. Place the FBI number, if available, on the Enter Sex Offender Registration (ESO) transaction.
 - e. **Sheriff must also review the CCH record to determine if the individual can be registered as a recidivist or aggravated offender. Sheriff may also need to review the court documents to make the determination.**
- 4. Once the individual has completed the actual registration process with the Sheriff in the county of residence, the individual's status will be 'ACTIVE'.
 - 5. Once the registration is Active and you receive the SRN, perform a QSO and provide response to the fingerprint technician for processing. Fingerprint the offender using LiveScan for SOR profile and complete the exact same Name, DOB, Sex and SRN from the QSO response on

LiveScan before printing and submitting to the SBI. This information is mandatory in order to use LiveScan SOR Profile.

- a. **Make sure the fingerprint technician is using the correct SRN, name as registered, DOB and Sex from the QSO response. Do not rely on information taken from the offender at time of fingerprinting, and do not type "NMN" in any field. Remember the SRN will contain numbers and an 'S' character. Example: 019771S1 Common errors are using '5' instead of 'S' and will cause the prints to be rejected in LiveScan.**
- b. All other information required for the card must be written in after it is printed. Automatic submission to SBI once the card is printed.
- c. Once the card is printed, you must fill in the remaining information, **or** attach a copy of the CCH record and place in case file.
- d. These fingerprints will be maintained in the State database only for Sex Offender Registrations in NC and not forwarded to the FBI.

NOTE: This will cross search all fingerprints in the system and send a notification via LiveScan back to the Sheriff's office. This notification must be printed and placed in the case file for each offender.

- e. If the fingerprints are rejected, the offender must be reprocessed.
6. If you indicated 'Y' in the IDF (Online Identifier) field on the Enter Sex Offender (ESO) indicating the offender uses or intends to use Online Identifiers, you must enter all Online Identifiers using the Enter Online Identifiers (EIO) transaction to complete the registration process.
7. The Sheriff will provide the offender with written proof (The Duty to Register Form) of registration at this time.

B. INDIVIDUALS RECEIVING NO ACTIVE TIME

1. Upon conviction of a reportable offense, the court shall conduct the notification procedures as specified by law and either the bailiff, probation officer or other court official shall complete the Court Notification Form.
2. The official will require the individual to sign court documents indicating he/she has been notified of his/her responsibility to register.

3. The bailiff or probation officer will then arrange for the offender to be taken immediately to the Sheriff's Office to initiate the registration process.
4. Prior to making the entry the Sheriff will take the following steps:
 - a. Will obtain and verify the information for the front portion of the sex offender registration card. Sheriff may utilize portions of the Court Notification Form.
 - b. The Sheriff shall collect the following information:
 - 1) Registrant's full name;
 - 2) All aliases;
 - 3) Date of Birth;
 - 4) Physical descriptors (height, weight, hair color, eye color, race, sex, SMT's);
 - 5) Drivers' license number and state;
 - 6) Fingerprints (LiveScan);
 - 7) Home address and mailing address if different than the resident address;
 - 8) Statement indicating what the person's name and alias name(s), if any, the person was using at the time of the conviction for the offense requiring registration, and the name of the person as it appears on the judgment imposing sentence for the conviction;
 - 9) Statement indicating whether the person is a student or expects to enroll as a student within a year of registering;
 - 10) Statement indicating whether the person is employed or expects to be employed at an institution of higher education within a year of registering;
 - 11) Type of offense, date of offense, date of conviction;
 - 12) *Age of victim;
 - 13) Sentence imposed;
 - 14) **Any Online Identifier the person uses or intends to use
 - 15) If the registrant is an aggravated offender, recidivist, or sexually violent predator, then the following registration information is also required under N.C.G.S. § 14-208.22:
 - a) Identifying factors;
 - b) Offense History; and
 - c) Documentation of any treatment received by the person for the person's mental abnormality or personality disorder.

NOTE: **Online Identifier is defined in N.C.G.S. § 14-208.6(1n) as electronic mail address, instant message screen name, user ID, chat or other Internet communication name, but it does not mean social security number, date of birth, or pin number. Electronic mail is defined in N.C.G.S. § 14-208.6(1d) as the transmission of information or communication by the use of the Internet, a

computer, a facsimile machine, a pager, a cellular telephone, a video recorder, or other electronic means sent to a person identified by a unique address or address number and received by that person.

- c. Photograph the individual. A minimum of three digital photographs are taken: Front, Left and Right profiles. All three digital images previously taken of the offender are downloaded in SORTS for each offender using <https://ncsexoffenderportal.ncsbi.gov> secure website once registration is complete. This system requires you to enter your DCIN User ID and password to access.
 - 1) **Offender's name(s) at time offense was committed and at time of conviction, along with any alias names used, are entered into the ON Track application in SORTS once the photos have been uploaded.**

NOTE: The digital photograph should also be attached to the NCIC SOR record by completing the Enter Image (EIM) transaction once accepted in NCIC SOR.

- d. Perform a Query Sex Offender Registration (QSO) transaction on the individual to determine if the individual was previously registered in NC SOR or in a Pending status.
 - 1) If the individual has never registered before in NC SOR, use the Enter Sex Offender Registration (ESO-Action 2) transaction to enter the complete registration using the information from the sex offender registration card. You must also indicate in the IDF (Online Identifier) field if the offender uses or intends to use Online Identifiers.
 - 2) If the individual has a Pending registration record, use the Enter Sex Offender Registration (ESO-Action 3) transaction and complete the NAME, SRN, DATE OF REGISTRATION and ONLINE IDENTIFIERS fields.

NOTE: If the offender resides or intends to reside in a different NC county than the one indicated on the pending registration, any Sheriff's Office may Register the Pending Registration.

- 3) If the individual has registered for a previous offense, use the Enter Sex Offender Registration (ESO-Action 5) transaction and complete the NAME, SRN, DATE OF REGISTRATION, REGISTRATION TYPE, ONLINE IDENTIFIERS, and OFFENSE DATA for current conviction.
- 4) **Online Identifiers (IDF) field is mandatory on all Enter Sex Offender (ESO) transactions using Action 2, 3 or 5.**

5. Perform a QH/QR inquiry on the individual to determine the individual's FBI number and offense information and place the FBI number on the Enter Sex Offender Registration (ESO) transaction if applicable.
6. **Sheriff must also review the CCH record to determine if the individual can be registered as a recidivist or aggravated offender. Sheriff may also need to review the court documents to make a determination.**
7. Once registration is Active and you receive the SRN, perform a QSO transaction and provide the response to the fingerprint technician for processing. Fingerprint the offender using LiveScan device for SOR profile and fill in the exact same Name, DOB, Sex and SRN from the QSO response for the card in LiveScan prior to printing and submitting. This information is mandatory in order to use LiveScan SOR Profile.
 - a. **Make sure the fingerprint technician is using the correct SRN, name as registered, DOB and Sex from the QSO response. Do not rely on information taken from the offender at time of fingerprinting. Remember the SRN will contain numbers and an 'S' character. Example: 019771S1 Common errors are using '5' instead of 'S' and will cause the prints to be rejected in LiveScan.**
 - b. All other information required for the card must be written in after it is printed. Automatic submission to SBI once the card is printed.
 - c. Once the card is printed, you must fill in the remaining information, **or** attach a copy of the CCH record and place in case file.
 - d. These fingerprints will be maintained in the State database only for Sex Offender Registrations in NC and not forwarded to the FBI.

NOTE: This will cross search all fingerprints in the system and send a notification via Livescan back to the Sheriff's office. This notification must be printed and placed in the case file for each offender.

- e. If the fingerprints are rejected, the offender must be reprocessed.
8. Once the individual has completed the actual registration process with the Sheriff in the county of residence, the individual's status will be 'ACTIVE'.

9. If you indicated 'Y' in the IDF (Online Identifier) field on the ESO indicating the offender uses or intends to use Online Identifiers, you must enter all Online Identifiers in the Enter Online Identifiers (EOI) transaction to complete the registration process.
10. The Sheriff will provide the offender with written proof (The Duty to Register Form) of registration at this time.

C. INDIVIDUALS CONVICTED IN ANOTHER STATE – MOVING TO NC

1. If an individual moves to North Carolina from another state and has a reportable conviction for an offense that requires registration in the state of conviction and/or requires registration in NC, this individual must register in person within three (3) business days of establishing residency in this state or whenever the individual has been present in NC for fifteen (15) days, whichever comes first.
2. A pending registration record should already be in the system as discussed in the Pending Process section of this outline.
3. The registering Sheriff will then take the following steps:
 - a. Obtain and verify the information for the front portion of the sex offender registration card.
 - b. The Sheriff shall collect the following information:
 - 1) Registrant's full name;
 - 2) All aliases;
 - 3) Date of Birth;
 - 4) Physical descriptors (height, weight, hair color, eye color, race, sex, SMT's);
 - 5) Drivers' license number and state;
 - 6) Fingerprints (LiveScan);
 - 7) Home address and mailing address if different than the resident address;
 - 8) Statement indicating what the person's name and alias name(s), if any, the person was using at the time of the conviction for the offense requiring registration, and the name of the person as it appears on the judgment imposing sentence for the conviction;
 - 9) Statement indicating whether the person is a student or expects to enroll as a student within a year of registering;
 - 10) Statement indicating whether the person is employed or expects to be employed at an institution of higher education within a year of registering;
 - 11) Type of offense, date of offense, date of conviction;
 - 12) *Age of victim;
 - 13) Sentence imposed;
 - 14) **Any online identifier the person uses or intends to use

- 15) If the registrant is an aggravated offender, recidivist, or sexually violent predator, then the following registration information is also required under N.C.G.S. § 14-208.22:
 - a) Identifying factors;
 - b) Offense History; and
 - c) Documentation of any treatment received by the person for the person's mental abnormality or personality disorder.
- c. Photograph the individual. A minimum of three (3) digital photographs are taken: Front, Left and Right profiles. All three digital images previously taken of the offender are downloaded in SORTS for each offender using <https://ncsexoffenderportal.ncsbi.gov> secure website once the registration is complete. This system requires you to enter your DCIN User ID and password to access.
 - 1) **Offender's name(s) at time offense was committed and at time of conviction, along with any alias names used are entered into the ON Track application in SORTS once the photos have been uploaded.**

NOTE: The digital photograph should also be attached to the NCIC SOR record by completing the Enter Image (EIM) transaction once accepted in NCIC SOR.

- d. Perform a Query Sex Offender Registration (QSO) transaction on the individual to determine if the individual was previously registered in NC SOR or in a Pending status.
 - 1) If the individual has never registered before in NC SOR, use the Enter Sex Offender Registration (ESO-Action 2) transaction to enter the complete registration using the information from the sex offender registration card. You must also indicate in the IDF field if the offender uses or intends to use Online Identifiers.
 - 2) If the individual has a Pending registration record, use the Enter Sex Offender Registration (ESO-Action 3) transaction and complete the NAME, SRN, DATE OF REGISTRATION and ONLINE IDENTIFIER.

NOTE: If the offender resides or intends to reside in a different NC county than the one indicated on the pending registration, any Sheriff's Office may Register the Pending Registration.

- 3) If the individual has registered for a previous offense, use the Enter Sex Offender Registration (ESO-Action 5) transaction and complete the NAME, SRN, DATE OF REGISTRATION, REGISTRATION TYPE, ONLINE IDENTIFIER and OFFENSE DATA for current conviction.

- 4) **Online Identifiers IDF field is mandatory on all Enter Sex Offender (ESO) transactions using Action 2, 3 or 5.**
 - e. You may also wish to run an Out-of-State sex offender inquiry (SOQ) transaction to review the original registering state's record.
 - f. Perform a QH/QR inquiry on the individual to determine the individual's FBI number. The QH/QR inquiry will also assist in obtaining information on the convictions for which the individual is registering.
 - g. **Sheriff must also review the CCH record to determine if the individual can be registered as a recidivist or aggravated offender. Sheriff may also need to review the court documents to make a determination.**
4. Once the individual has completed the actual registration process with the Sheriff in the county of residence, the individual's status will be 'ACTIVE'.
5. Once registration is Active and you receive the SRN, perform a QSO and provide the response to the fingerprint technician. Fingerprint the offender using LiveScan device for SOR profile and fill in the exact same Name, DOB, Sex and SRN from the QSO response for the card in LiveScan prior to printing and submitting. This information is mandatory in order to use LiveScan SOR Profile.
 - a. **Make sure the fingerprint technician is using the correct SRN, name as registered, DOB and Sex from the QSO response. Do not rely on information taken from the offender at time of fingerprinting. Remember the SRN will contain numbers and an 'S' character. Example: 019771S1 Common errors are using '5' instead of 'S' and will cause the prints to be rejected in LiveScan.**
 - b. All other information required for the card must be written in after it is printed. Automatic submission to SBI once the card is printed.
 - c. Once the card is printed, you must fill in the remaining information, **or** attach a copy of the CCH record and place in case file.
 - d. These fingerprints will be maintained in the State database only for Sex Offender Registrations in NC and not forwarded to the FBI.

NOTE: This will cross search all fingerprints in the system and send a notification via Livescan back to the Sheriff's office. This notification must be printed and placed in the case file for each offender.

- e. If the fingerprints are rejected, the offender must be reprocessed.
6. If you indicated 'Y' in the IDF (Online Identifier) field on the Enter Sex Offender (ESO) indicating the offender uses or intends to use Online Identifiers, you must enter all Online Identifiers in the Enter Online Identifiers (EOI) transaction to complete the registration process.
7. The sheriff will provide the offender with written proof of registration at this time.

D. INDIVIDUALS RELEASED FROM NC DAC

1. At least ten (10) days but no more than thirty (30) days before an individual is due to be released, an official with NC DOC shall inform that individual of his/her duty to register with the Sheriff in the county in which he/she will reside.
2. DOC will require the individual to sign a written statement that the individual was so informed, or if the individual refuses to sign the statement, certify that the individual was informed.
3. DOC will obtain, to the extent possible, the information as required on the front portion of the Sex Offender Registration Card.
4. Once the individual is released, he/she will have three (3) business days to report in person to the Sheriff's Office in the county in which he/she will reside to register.
5. After the release of the individual, DOC will download the identifying information on this individual into the DCI Network. DOC transfers data to DCIN every 2 hours, Monday through Friday, 8 AM – 6 PM, and on Sundays at 6 PM. This will establish the Pending record in DCIN.
NOTE: The record will not be submitted to NCIC until the offender officially registers and the Enter Sex Offender Registration (ESO-Action 3) transaction is performed.
6. DCIN will send an on-line notification of the Pending registration to the Sheriff of the county in which this individual is expected to reside.
NOTE: If the offender resides or intends to reside in a different NC county than the one indicated on the pending registration, any Sheriff's Office may Register the Pending Registration regardless of the county indicated.
7. When the offender reports to the Sheriff in the county where he/she resides, the Sheriff will take the following steps:
 - a. Verify if the offender is currently registered in NC by performing a QSO transaction. If the offender is currently registered, verify

if the Pending record is removed, or if the offender is required to register for a second or subsequent registration.

- 1) If the offender was incarcerated in NC DOC for probation or parole violation only, and/or no new convictions exist that require registration, the Pending record is cancelled by performing the XSO transaction.
 - 2) If the offender was incarcerated in NC DOC for additional or subsequent offense convictions that require registration, proceed with the following steps to register the offender for a second or subsequent registration.
- b. Will obtain and verify the information for the front portion of the sex offender registration card.
- c. The Sheriff shall collect the following information:
- 1) Registrant's full name;
 - 2) All aliases;
 - 3) Date of Birth;
 - 4) Physical descriptors (height, weight, hair color, eye color, race, sex, SMT's);
 - 5) Drivers' license number and state;
 - 6) Fingerprints (LiveScan);
 - 7) Home address and mailing address if different than the resident address;
 - 8) Statement indicating what the person's name and alias name(s), if any, the person was using at the time of the conviction for the offense requiring registration, and the name of the person as it appears on the judgment imposing sentence for the conviction;
 - 9) Statement indicating whether the person is a student or expects to enroll as a student within a year of registering;
 - 10) Statement indicating whether the person is employed or expects to be employed at an institution of higher education within a year of registering;
 - 11) Type of offense, date of offense, date of conviction;
 - 12) *Age of victim;
 - 13) Sentence imposed;
 - 14) **Any Online Identifier the person uses or intends to use
 - 15) If the registrant is an aggravated offender, recidivist, or sexually violent predator, then the following registration information is also required under N.C.G.S. § 14-208.22:
 - a) Identifying factors;
 - b) Offense History; and
 - c) Documentation of any treatment received by the person for the person's mental abnormality or personality disorder.
- d. Photograph the individual. A minimum of three digital photographs are taken: Front, Left and Right profiles. All three digital images previously taken are loaded in SORTS via the

secure website: <https://ncsexoffenderportal.ncsbi.gov> once the registration is complete. This system requires your DCIN User ID and password to access.

- 1) **Offender's name(s) at time offense was committed and at time of conviction, along with any alias names used are entered into the ON Track application in SORTS once the photos have been uploaded.**

NOTE: The digital photograph should also be attached to the NCIC SOR record by completing the Image Entry (EIM) transaction once accepted in NCIC SOR.

- e. Perform a Query Sex Offender Registration (QSO) transaction to determine the individual's registration status. If a 'Pending' NC SOR record is not on file, contact the CIIS Sex Offender Coordination Unit (SOCU). All DOC releases should have a 'Pending' registration record in NC SOR one (1) day after the offender is released.
 - 1) Review, compare and verify the information on the QSO response with the information on the completed Sex Offender Registration card.
 - 2) **The registering Sheriff is responsible for verifying all information in the NC SOR file on the offender.**
 - 3) When making the registration entry on the Enter Sex Offender Registration (ESO-Action 3) transaction, you must use the NAME and SRN from the existing registration and enter the DATE OF REGISTRATION along with the ONLINE IDENTIFIER.
 - 4) **Online Identifiers IDF field is mandatory on all ESO transactions using Action 2, 3 or 5.**
- f. Perform a QH/QR inquiry on the individual to determine the individual's FBI number and offense information.
- g. **Sheriff must also review the CCH record to determine if the individual can be registered as a recidivist or aggravated offender. Sheriff may also need to review the court documents to make a determination.**
8. Once the individual has completed the actual registration process with the Sheriff in the county of residence, the individual's status will be 'ACTIVE'.
9. Once registration is Active and you receive the SRN, perform a QSO and provide the response to the fingerprint technician for processing. Fingerprint the offender using LiveScan device for SOR profile and fill in the exact same Name, DOB, Sex and SRN from the QSO response for the card in LiveScan prior to printing and submitting. This information is mandatory in order to use LiveScan SOR Profile.

- a. **Make sure the fingerprint technician is using the correct SRN, name as registered, DOB and Sex from the QSO response. Do not rely on information taken from the offender at time of fingerprinting. Remember the SRN will contain numbers and an 'S' character. Example: 019771S1 Common errors are using '5' instead of 'S' and will cause the prints to be rejected in LiveScan.**
- b. All other information required for the card must be written in after it is printed. Prints are automatically submitted to SBI once the card is printed.
- c. Once the card is printed, you must fill in the remaining information, **or** attach a copy of the CCH record and place in the case file.
- d. These fingerprints will be maintained in the State database only for Sex Offender Registrations in NC and not forwarded to the FBI.

NOTE: This will cross search all fingerprints in the system and send a notification via LiveScan back to the Sheriff's Office. This notification must be printed and placed in the case file for each offender.

- e. If the fingerprints are rejected, the offender must be reprocessed.
10. If you indicated 'Y' in the IDF (Online Identifier) field on the Enter Sex Offender (ESO) indicating the offender uses or intends to use Online Identifiers, you must enter all Online Identifiers in the Enter Online Identifiers (EOI) transaction to complete the registration process.
11. The sheriff will provide the offender with written proof of registration at this time.

E. NONRESIDENT STUDENT OR WORKER

1. **Nonresident Student:** A person who is not a resident of North Carolina but who is enrolled in any type of school in the state on a part-time or full-time basis; **AND** **Either** has a "reportable conviction" on or after 10/01/2001(see SOR Publication); **OR** is required to register in their state of residency.
2. **Nonresident Worker:** A person who is not a resident of North Carolina but who has employment or carries on a vocation in the state, on a part-time or full-time basis, with or without compensation or government or educational benefit, for more than 14 days, or for an aggregate period exceeding 30 days in a calendar year; **AND** **Either** has a "reportable conviction" on or after 10/01/2001 (see SOR Publication); **OR** is required to register in their state of residency.

3. Prior to making the entry, the Sheriff shall take the following steps:
 - a. Will obtain and verify the information for the front portion of the sex offender registration card.
 - b. The Sheriff shall collect the following information:
 - 1) Registrant's full name;
 - 2) All aliases;
 - 3) Date of Birth;
 - 4) Physical descriptors (height, weight, hair color, eye color, race, sex, SMT's);
 - 5) Drivers' license number and state;
 - 6) Fingerprints (LiveScan);
 - 7) Home address and mailing address if different than the resident address;
 - 8) Statement indicating what the person's name and alias name(s), if any, the person was using at the time of the conviction for the offense requiring registration, and the name of the person as it appears on the judgment imposing sentence for the conviction;
 - 9) Type of offense, date of offense, date of conviction;
 - 10) *Age of victim;
 - 11) Sentence imposed;
 - 12) A statement indicating whether the registrant is a student, or expects to enroll as a student within one (1) year of registering, the name and address of any educational institution at which the person is or expects to enroll as a student;
 - 13) A statement indicating whether the registrant is employed or expects to be employed at an institution of higher education within one (1) year of registering, the name and address of any institution of higher education at which the person is or expects to be employed;
 - 14) **Any Online Identifiers the offender uses or intends to use;
 - 15) If the registrant is an aggravated offender, recidivist, or sexually violent predator, then the following registration information is also required under N.C.G.S. § 14-208.22:
 - a) Identifying factors;
 - b) Offense History; and
 - c) Documentation of any treatment received by the person for the person's mental abnormality or personality disorder.
 - c. Photograph the individual. A minimum of three digital photographs are taken: Front, Left and Right profiles. All three digital images previously taken are loaded in SORTS via the secure website: <https://ncsexoffenderportal.ncsbi.gov> once the registration is complete. This system requires your DCIN User ID and password to access.

- 1) **Offender's name(s) at time offense was committed and at time of conviction, along with any alias names used are entered into the ON Track application in SORTS once the photos have been uploaded.**

NOTE: The digital photograph should also be attached to the NCIC SOR record by completing the Image Entry (EIM) transaction once accepted in NCIC SOR.

- d. Perform a Query Sex Offender Registration (QSO) transaction on the individual to determine if the individual was previously registered in NC SOR or in a Pending status.
 - 1) If the individual has never registered before in NC SOR, use the Enter Sex Offender Registration (ESO-Action 2) transaction to enter the complete registration using the information from the sex offender registration card.

NOTE: The individual may be registered in NCIC SOR; however, follow the above procedures to register in NC SOR file. When NCIC receives an entry that matches the FBI number of an existing 'Active' record, a notice is sent to the current registering agency and the new registering agency. A determination is made on whether one record will be cleared.

- 2) If the individual has a Pending registration record, use the Enter Sex Offender Registration (ESO-Action 3) transaction and complete the NAME, SRN, DATE OF REGISTRATION and ONLINE IDENTIFIER.

NOTE: If the offender resides or intends to reside in a different NC county than the one indicated on the pending registration, any Sheriff's Office may Register the Pending Registration.

- 3) If the individual has registered for a previous offense, use the Enter Sex Offender Registration (ESO-Action 5) transaction and complete the NAME, SRN, DATE OF REGISTRATION, REGISTRATION TYPE, ONLINE IDENTIFIER and OFFENSE DATA for current conviction.
- 4) **Online Identifiers (Effective May 1, 2009) IDF field is mandatory on all Enter Sex Offender (ESO) transactions using Action 2, 3 or 5.**
- e. Perform an Out-of-State Sex Offender (SOQ) transaction to review the original registering state's record.
- f. Perform a QH/QR inquiry on the individual to determine the individual's FBI and other state SID numbers. The QH/QR inquiry will also assist in obtaining information on the charges for which the individual is registering.

- e. If the fingerprints are rejected, the offender must be reprocessed.
7. If you indicated 'Y' in the IDF field on the ESO indicating the offender uses or intends to use Online Identifiers, you must enter all Online

- e. If the fingerprints are rejected, the offender must be reprocessed.

Identifiers in the Enter Online Identifiers (EOI) transaction to complete the registration process.

8. The sheriff will provide the offender with written proof of registration at this time.
9. Sheriff must complete the Nonresident Information Form and keep in the offender's file.

NOTE: The Nonresident Information Form can be found in the FORMS section of this manual.

10. Once the record has been entered, the Sheriff must complete the Nonresident Student or Worker Information (NRS) transaction. Information provided on this form will be placed in the detailed record under the Nonresident Address History segment. After completing both forms, the individual's status will be 'ACTIVE'.
11. Each night the computer will search for any nonresident records missing the additional information collected on the Enter Nonresident Student or Worker Information (NRS) transaction. If information is missing, DCIN will send an automatic on-line notification to the registering Sheriff each day until the additional information is added to the registration record.

F. NC RESIDENT STUDENT OR WORKER – CAMPUS SEX CRIME ACT

Student means a person who is enrolled on a full-time or part-time basis, in any postsecondary public or private educational institution, including any trade or professional institution, or other institution of higher education.

Worker means a person who has employment that is full-time or part-time for a period of time exceeding 14 days or for an aggregate period of time exceeding 30 days during any calendar year, whether financially compensated, volunteered, or for the purpose of government or educational benefit.

1. An institution of higher education is any postsecondary public or private institution. This includes any trade or professional institution, college or university.
2. At the time of registration, the Sheriff will have the offender complete the NC Sexual Offender Working or Attending Institutions of Higher Education section on the Requirement for Sex Offender and Public Protection Registration Form.

NOTE: The Requirements for Sex Offender and Public Protection Form can be found in the FORMS section of this manual.

3. The NC Student or Worker Information for an Institution of Higher Education Form will collect the following information: Full time or Part time Student or Worker status, SRN, Sex Offender Name, Name of School, Intended Start Date, Actual Start Date and Termination Date.
4. **During the initial registration process, the Sheriff will collect:**
 - a. A statement indicating whether the registrant is a student, or expects to enroll as a student within one (1) year of registering, the name and address of any educational institution at which the person is or expects to enroll as a student; **AND**
 - b. A statement indicating whether the registrant is employed or expects to be employed at an institution of higher education within one (1) year of registering, the name and address of any institution of higher education at which the person is or expects to be employed.
5. Once the information has been collected, the Sheriff will then complete the Add/Modify/Delete School Enrollment/Employment (SCE) transaction. Information provided on this transaction will be placed in the detailed record under the School Student/Employment Status segment. DCIN will then notify the law enforcement agency having jurisdiction over the institution of higher education.

NOTE: See sample notification for Campus Sex Crime Act in the FORMS section of this manual.

6. If the offender **changes academic status** by enrolling as a student or terminating enrollment as a student (person enrolled on a full-time or part-time basis, in any postsecondary public or private educational institution, including any trade or professional institution, or other institution of higher education) MUST, within three (3) business days, report IN PERSON to the Sheriff of the county with whom the person is registered and provide written notice of offender's new status.
7. If the offender **changes employment status at institution of higher education** (Postsecondary public or private education institution, including any trade or professional institution, college, or university) MUST, within three (3) business days, report IN PERSON to the Sheriff of the county with whom the person is registered and provide written notice of offender's new status.
8. If the offender fails to notify the Sheriff that he/she is enrolled as a student or employed at an institution of higher education or fails to notify the Sheriff of any change in status, he/she is guilty of a Class F Felony. Sheriff should then complete the ADD/Modify/Delete SOR Violations (VIO) transaction. This will place the individual in a Violation Status. Warrants should also be obtained for any violation

and entry into NCIC Wanted Persons is encouraged once warrant is obtained.

V. REGISTRATION TRANSACTIONS

A. QUERY SEX OFFENDER REGISTRATION – LAW ENFORCEMENT USE (QSO) – This transaction is used to retrieve information on all registered sexual offenders. This inquiry is used for law enforcement/criminal justice only. Responses returned will be based on the type of inquiry performed. This transaction may be used to obtain a detailed record, an individual search, and an area or status listing.

1. INQUIRY FOR INDIVIDUAL SEARCH

- a. Inquiries by NAME and/or optional fields of DOB or AGE, RACE, SEX and COUNTY. Inquiries by NAME and DOB will search both the NC Sex Offender Registry and NCIC SOR file.
- b. DCIN matched records (based on name soundex and exact DOB) will provide a three line response containing basic physical description, the SRN (Sex Offender Registration Number), City, County, (or state if out-of-state), Registration Status – (ACTIVE, PRIOR, PENDING, EXPIRED, TERMINATED, OS), Minimum Registration Period (30YEARS, LIFETIME, JUVENILE), Petition Eligibility – (MAY PETITION COURT AFTER 10 YEARS OF INITIAL COUNTY REGISTRATION, INELIGIBLE, COURT MAY TERMINATE JURISDICTION (Juveniles), Violation Status – (FTR, FTV, FTC, FFD, FTS, FTW, FRP, FMS, FOC, FID and NVL), Registration Date (if applicable) and FBI number if applicable.
- c. NCIC matched records (based on name sound alike and exact DOB) will provide the complete NCIC record. If the 'Active Only' field is left blank NCIC will provide records with any status: Active (valid record), Expired (record has reached the end of the retention period), and Inactive or Cancelled (record cleared or individual is moving between states and not currently registered in new resident state). If this field contains a "Y", only Active NCIC records will be returned.

NOTE: All offenders in NC SOR will show a status of "NONEXP" in NCIC if entered prior to December 1, 2008. Offenders entered after that date will show an expiration date of 30 years after the date of initial county registration.

2. INQUIRY FOR DETAILED RECORD

- a. Inquiries by the Sex Offender Registration Number (SRN) or Department of Corrections Number (DOC) or NAME and FBI number will search both NC SOR and NCIC SOR files.
- b. DCIN responses to the detailed record request will provide full identification information (SMT's, Alias Names, Additional

Numerical Identifiers) as well as the Minimum Registration Period (LIFETIME, MANDATORY LIFETIME, UNTIL JUVENILE'S 18TH BIRTHDAY), Petition Eligibility – (MAY PETITION COURT AFTER 10 YEARS OF INITIAL COUNTY REGISTRATION, INELIGIBLE, COURT MAY TERMINATE JURISDICTION (Juveniles), Registration Status (ACTIVE, PENDING, PRIOR, EXPIRED, TERMINATED, OS), Registration Date and the Violation Status (FTR, FTV, FTC, FFD, FTS, FTW, FRP, FMS, FOC, FID and NVL if applicable). The detailed response will also include the Offense and Conviction information along with the Date of Offense and Victim's Age, the Address History Segment, Address Verification History Segment, Violation History Segment, Nonresident Segment (if applicable), Registration History Segment, Intended to Move Out-of-State Segment (if applicable), and Termination Information Segment (if applicable).

- c. NCIC will provide a detailed response with a record status of Active (valid record), Expired (record has reached the end of the retention period), and Inactive or Cancelled (record cleared or individual moving between states and not currently registered in new resident state).

NOTE: All offenders in NC SOR will show a status of "NONEXP" in NCIC if entered prior to December 1, 2008. Offenders entered after that date will show an expiration date of 30 years after the date of initial county registration.

3. **This inquiry must be completed prior to performing any type of entry transaction.**
4. If the individual has a prior established record in NC SOR, the already established SRN and NAME from the prior record must be used when adding a new pending record for the individual. The Enter Sex Offender Registration (ESO-Action 4) transaction would be used in this instance. **Both SRN and NAME fields must be entered exactly as they appear in the base record.**

B. ENTER SEX OFFENDER REGISTRATION (ESO-ACTION 2, 3 or 5) – This transaction is used to create the initial registration of a sexual offender.

1. This transaction is used to enter the actual registration status for an individual that has been released from incarceration, received no active time from court, moving into NC from out of state, or a nonresident student or worker.
 - a. **Action 2 – New Registration:** This Action key is used to establish the original (New) registration of a sex offender that has been convicted of a reportable offense, has never registered before, and is not currently in a 'Pending' status.

- b. **Action 3 – Register a Pending Registration:** This Action key is used when a 'Pending' registration was previously entered for this individual (they are currently in a status of 'Pending') and he/she has now registered with the Sheriff in the county where they currently reside.

NOTE: If the offender resides or intends to reside in a different NC county than the one indicated on the pending registration, any Sheriff's Office may Register the Pending Registration.

- c. **Action 5 – Second Registration:** This Action key is used when the offender has a current active sex offender registration number. If the offender has a sex offender registration that has been terminated by petition, contact the SOCU and request that the "inactive" registration be reactivated. Then proceed with registration using the "initial" registration number.
 - d. **Always perform additional inquiries before making entries (QSO, QH/QR, SOQ).**
2. Aggravated Offense:
- a. REGISTRATION TYPE must contain an Aggravated Offender code.
 - b. The AGGRAVATED OFFENSE field is mandatory and must contain Y for aggravated offenses.
 - c. Sheriff will select the appropriate NCGS. If no matching Statute is available, then select 14-208.6a – Other Aggravated Offense.
 - d. If individual has multiple offenses, and at least one offense is for an aggravated offense, Sheriff must enter the Aggravated Offense in the Enter Sex Offender Registration (ESO-Action 2 or 5) transaction, along with an Aggravated Registration Type code. All additional offenses will then be entered on the Enter Sex Offender Supplemental (ESSO) transaction.
3. **MANDATORY FIELDS:**
- a. Registering with **No Previous Record** in NC SOR:
 - 1) ORI, ACTION-2, NAME, DATE OF REGISTRATION, REGISTRATION TYPE, ADDRESS (Predefined Address Options-ADO or Street Address), COUNTY, CITY, STATE, ZIP, IN CUSTODY INDICATOR, RACE, SEX, DOB, HGT, WGT, HAIR, EYE, ONLINE IDENTIFIERS and OFFENSE DATA.
 - b. Registering with **Pending Record** in NC SOR:
 - 1) ORI, ACTION-3, NAME, SRN, DATE OF REGISTRATION, ONLINE IDENTIFIERS.
 - c. Registering with a **Previous Registration Record** in NC SOR:
 - 1) ORI, ACTION-5, NAME, SRN, DATE OF REGISTRATION, REGISTRATION TYPE, ONLINE IDENTIFIERS and OFFENSE

DATA.

4. Always use the ORI of the Sheriff making the record entry.
5. **Timeliness** – Entries must be made immediately when the conditions for entry are met, not to exceed three (3) days upon receipt of the information by the entering agency.
6. **Completeness and Accuracy**
 - a. Review of entry is recommended and encouraged prior to transmission. Any information in the record that is inaccurate, missing, or incomplete must be corrected.
 - b. Second Party Check is required and must be notated in the case file.
7. **No test entries are allowed since information is posted directly to the Internet.**
8. DCIN will assign a Sex Offender Registration number (SRN) to the individual's record if there is no prior registration record or pending registration record in the system.
9. If the individual has more than one identifier of the same type or if there are multiple reportable offenses and convictions, the additional information must be recorded on the Enter Sex Offender Supplemental (ESSO) transaction.

C. MODIFY SEX OFFENDER RECORD (MSOR) – This transaction is used to modify or update the identifying fields in a sex offender registration record. Modifications must be completed in a timely manner according to NCIC policy, within three (3) days of receiving the information to be modified in the record.

1. This transaction can be used to add information left blank on the entry transaction, change (replace) information in the base record, or delete information from the base record within the Sex Offender Registration Record (Pending or Registered).
2. This transaction may not be used to modify an address during the Address Verification process. If the Modify Sex Offender Registration (MSOR) transaction is used during the Address Verification process, DCIN will forward a 'reject' message to the Sheriff's terminal indicating "Must use the Address Verification of Sex Offender (AVSO) transaction unless the new address is 'flagged' as being in custody of a local, state, private, federal or other facility".
3. Information that can be added or replaced in the record:
 - a. The CORRECTED NAME (RNM) is used only to correct the name if

entered incorrectly in the base record. The incorrect name will not be removed from the record but will be placed as an additional or alias name. To remove the incorrect name, you must use the Cancel Sex Offender (XSO) transaction after the Modify Sex Offender Record (MSOR) has been completed. If you have more than one name for this offender, additional names are entered using the Enter Sex Offender Supplemental (ESSO) transaction.

- b. The CORRECTED PRIMARY DATE OF BIRTH (DOB1) field is used only to correct the Primary DOB if it was entered incorrectly in the base record. The incorrect date of birth will not be removed from the record but will be placed as an additional identifier. To remove the incorrect date of birth, you must use the Cancel Sex Offender (XSO) transaction after the Modify Sex Offender Record (MSOR) has been completed.
- c. To correct additional or alias DOB information, you must delete the incorrect DOB and re-enter the correct additional DOB on the Enter Sex Offender Supplemental (ESSO) transaction.
- d. To correct or add the Online Identifier field to indicate if the offender uses or intends to use Online Identifiers. This field will accept 'Y' to indicate the offender uses or intends to use Online Identifiers, or 'N' to indicate the offender does not use or intend to use Online Identifiers. If 'Y' is indicated, the Enter Online Identifier (EOI) transaction must be completed to add all Online Identifiers.
- e. Correction of an address: NEW ADDRESS field 'N' will cause the address to be replaced in the base record and no historical file of the old address will be maintained.
- f. Change of address: NEW ADDRESS field "Y" will cause the address to be replaced in the base record, but the old address information will be appended to the bottom of the record for tracking purposes. If the NEW ADDRESS field is "Y" then you must enter the DATE OF ADDRESS CHANGE field to indicate the date the new address became effective. You must also complete the COUNTY field even if the new address is within the same county.

NOTE: The IN CUSTODY INDICATOR is mandatory when an address is entered or modified or if the Pre-Defined Address Option is used. If the NEW ADDRESS is flagged as being a Federal, State, Local, Private or Other facility where the offender is incarcerated, the COUNTY field is still mandatory and should remain the same as the current registering county unless the Sheriff determines that the offender's county of residence has changed. The Sheriff's Offices in both counties should work together to determine if a change in the county is required.

- g. An immediate on-line change of address notification is generated to the Sheriff in the new county of residency whenever the NEW ADDRESS field is "Y".
- 4. When a sex offender moves to another NC county during the validation cycle in NCIC, there are some additional guidelines you should be aware of. There will possibly be a three (3) step process to complete the validation in order for this record to remain in NCIC. See page 98 of this manual (Validation Process)
 - a. You do not have to wait for the NCIC SOR record to be posted on your validation list to validate in NCIC using the MXS transaction. NCIC SOR records can be validated at any time by the registering Sheriff's Office.
 - b. For this reason, you should validate the record in NCIC first using the SOR Validation (MXS) transaction before you perform the Modify Sex Offender Record (MSOR) to change their address to another NC County. **This will eliminate the possibility of the record being purged from NCIC and showing on our list for your agency's non-validated records.**
- 5. If the new address is NC Department of Correction, the Sheriff must use the PREDEFINED ADDRESS OPTION (ADO field) for DOC. The Sheriff will not be able to modify any part of the DOC address. Ownership of the record will stay with the current registering Sheriff. **Do not change the county field when using this option.** The address on the record will show as:

NC DEPT. OF CORRECTIONS
2020 YONKERS ROAD-COMBINED RECORDS
RALEIGH, NC 27604

- 6. If the new address is out-of-state, the Sheriff must place 'OS' in the COUNTY field. **When 'OS' is placed in the COUNTY field, DCIN will send a notification to NCIC. Once this notification is received, the record will be cleared from NCIC SOR file and placed in an Inactive status with the last NC address. The status will remain Inactive until the offender registers with the new resident state.**
- 7. If the address is 'Unknown', the Sheriff must use the PREDEFINED ADDRESS OPTION (ADO field) for UNKNOWN ADDRESS. Any part of the address may be modified except AddressLine1. Otherwise all fields will default to 'Unknown' values. NCIC also requires the Sheriff to place 'Absconder' in the REMARKS field if they are legally required to register. The address on the record will show as:

UNKNOWN

UNKNOWN, YY 00000

8. If the address is a Federal Prison, the Sheriff must use the PREDEFINED ADDRESS OPTION (ADO field) for FBOP. Any part of the FBOP address may be modified except AddressLine1. The address on the record will show as:

FEDERAL BUREAU OF PRISONS
UNKNOWN, NC 00000

9. If the offender is being deported by Immigration Customs Enforcement (ICE), the Sheriff must use the PREDEFINED ADDRESS OPTION (ADO field) for ICE. Any part of the address may be modified except AddressLine1. The Sheriff is required to enter the STATE and COUNTRY code the individual is being deported to. The address on the record will show as:

ICE – DEPORTED
UNKNOWN, (State/Country) 00000

10. You may correct physical descriptors by simply typing in the correct information.
11. If the SCARS, MARKS & TATTOOS (SMT) field is used, the SMT TEXT field will be used to describe the SMT. You may enter the size, location, color or shape of the scar, mark or tattoo, but **do not** indicate the reason or cause of the scar or mark, such as surgical procedures, gunshot or stab wounds, implants, or missing internal organs, etc. **Do not enter any information that could be a violation of the HIPAA law.**
12. Online Identifiers (IDF) field may be used to change the information in the record if the offender uses or intends to use Online Identifiers. Your options are: 'Y' – Yes they use or intend to use Online Identifiers, OR 'N' – No they do not use or intend to use Online Identifiers. If 'Y' is indicated, the Enter Online Identifiers (EOI) transactions must be completed to enter all Online Identifiers.
13. Adding an individual's FBI number to the record.

NOTE: Only CIIS Sex Offender Coordination Unit can delete an FBI number.

14. Modifying Offense Data:
 - a. This portion of the screen can be used to change the offense data in a Sex Offender Registration Record. Each offense will have an Offense number which is a unique key number

associated to the offense data assigned by the computer.

Example: K001, K002

- b. When modifying an offense segment, you must use the complete offense number to identify which offense you wish to modify.
- c. This transaction will allow you to modify an offense which was entered by your agency and any previous offenses entered by a previous Sheriff.
- d. If you are modifying multiple offenses, you will need to complete a Modify Sex Offender Record (MSOR) transaction for each offense, making sure to place the correct offense number in the OFFENSE NUMBER field. **Examples:** K001, K002
- e. **Liability for offense information entered is the responsibility of the current registering Sheriff.** Before changes are made to previous offense data, you must verify and have documentation to support your modification. If there is a problem, contact CIIS Sex Offender Coordination Unit by email: SORHelp@ncsbi.gov.

D. ENTER ONLINE IDENTIFIERS (EOI) – This transaction is used to maintain (Enter, Modify, Delete) the Online Identifiers of a registered offender and may only be used by the registering sheriff (holder of the record). The offender must be registered (no Pending Records) and have a NC address in order to add Online Identifiers.

1. You may add or modify one or more Online Identifiers with a maximum of seven (7) per transaction.
 - a. **ENTER Online Identifiers:**
 - 1) **ORI, ACT (ENTER), NAM, SRN, STAT (Active Status) and UID (User ID) field.**
 - 2) **IDK (Online ID Key)** fields are automatically generated on the ENTER transaction and cannot be entered by the Sheriff.
 - b. **MODIFY Online Identifiers:**
 - 1) **ORI, ACT (MODIFY), NAM, SRN, IDK (Online ID Key),** and at least one of each of the following: **UID (User ID) and STAT (Active Status).**
2. You may delete only one Online Identifier per transaction and the identifier will be completely removed from the record. **If the Online Identifier has been verified, it cannot be deleted.** The identifier should only be deleted if it was entered in error and should never have been added to the record.
 - a. **DELETE Online Identifiers:**
 - 1) **ORI, ACT (DELETE), NAM, SRN, IDK (Online ID Key).**

E. QUERY ONLINE IDENTIFIERS (QOI) – This transaction may only be used by the registering Sheriff or holder of the record to query all ACTIVE and INACTIVE Online Identifiers for a registered offender. It is used to retrieve and print the verification form for the offender to review and sign. This

information will be available at a later date to all law enforcement agencies.

1. There are two options for this transaction:
 - a. **Option 1 – Offender’s Review Report:** Used to retrieve all ACTIVE Online Identifiers that must be reviewed and verified by the offender. This form must be printed and signed by the offender during the address verification process and must be maintained in the offender’s case file.
 - b. **Option 2 – Sheriff’s Detail Report:** Used to retrieve all ACTIVE and INACTIVE Online Identifiers for the offender’s registration record.

F. INTENDING TO MOVE OUT-OF-STATE (EIOS) – This transaction is used to add, modify or delete out-of-state address information for Active registered offenders residing in NC if they have notified the Sheriff in their county of residence of their intent to reside in another state.

1. **This transaction is performed prior to the Modify Sex Offender Registration (MSOR) transaction. The Sheriff will receive an on-line notification through DCIN on the date of the intended move as a reminder to check the status of the offender and follow up on the intended move. This will be the only notification sent to the Sheriff.**
 - a. Checking the status of the offender includes running a QSO or SOQ transaction to determine if the offender is registered in the new state of residence. If they are currently registered in another state and the NCIC response for NC is still showing Active, notify the Sex Offender Coordination Unit in Raleigh to have the record removed from NCIC. SOCU email is SORHelp@ncsbi.gov.
 - b. NCIC records must be removed in a timely manner (**within three (3) days**) when an offender has relocated to another state and the other state has registered the offender.
2. This transaction may only be used for adult offenders in an Active status that are currently residing and registered in North Carolina. You may only add one (1) intended to move out-of-state address per Name and SRN.
3. This transaction is used to Enter an intended out-of-state address to the sex offender’s registration record when the offender has provided the written notification of their intent to move to another state to the current registering Sheriff. The written notification is made on the Sex Offender Change of Information form.

NOTE: The Sex Offender Change of Information Form can be found in the FORMS section of this manual.

4. This transaction should also be used to Modify the intended out-of-

state address or dates of the intended move if the information was entered incorrectly, or for any changes to the address or dates made by the offender.

5. This transaction is used to Delete the current information for the intended out-of-state address if the offender has decided to remain in this State or if this information was entered in error.

6. **MANDATORY FIELDS:**

- a. **ENTER** Intending to Move Out-of-State
 - 1) **ORI, ACTION-ENTER, SRN, NAME, IDT** (Date of Intended Move), **INTENDED ADDRESS**.
- b. **MODIFY** Intending to Move Out-of-State
 - 1) **ORI, ACTION-MODIFY, SRN, NAME**, and any other fields that are changed.
- c. **DELETE** Intending to Move Out-of-State
 - 1) **ORI, ACTION-DELETE, SRN, NAME**

G. ENTER SEX OFFENDER SUPPLEMENTAL (ESSO) – This transaction is used to add additional identifying information and additional offenses to a Sex Offender Registration Record either Pending or Registered.

1. Fields in the base record must be completed before any supplemental entry for that same field will be accepted. If the field is left blank in the base record, you must use the Modify Sex Offender Record (MSOR) transaction to place the first identifier of that type into the base record. You would then use the Enter Sex Offender Supplemental Record (ESSO) transaction to add the additional identifiers of the same type.
2. Any additional names are added in the ALIAS NAME field. If an alias name needs to be corrected, you must use the Cancel Sex Offender (XSO) transaction to delete the incorrect alias and then enter the correct name in the ALIAS NAME field on the Enter Sex Offender Supplemental Record (ESSO) transaction.
3. If there are multiple offenses for the same individual, the first offense is placed in the Enter Sex Offender Record (ESO) transaction and all additional offenses will be added on the Enter Sex Offender Supplemental Record (ESSO) transaction. When entering additional offenses, the OFFENDER REG TYPE is mandatory.
4. If the additional offense is for an Aggravated Offense (committed on or after 10/01/2001), you must place a Y in the AGGRAVATED OFFENSE field.

NOTE: NCIC will only maintain one offense in their record. Therefore, the offense entered on the Enter Sex Offender (ESO) transaction will

be maintained in the NCIC record and any additional offenses entered on the Enter Sex Offender Supplemental Record (ESSO) transaction would not be submitted to NCIC.

5. If there are additional physical descriptors such as scars, marks or tattoos, the first one must be entered on the Enter Sex Offender (ESO) transaction and all additional SMT info is entered on the Enter Sex Offender Scar Mark Tattoo Data (ESMT) transaction. Up to ten (10) Scars, Marks and Tattoos can be added for each Enter Sex Offender Scar Mark Tattoo Data (ESMT) transaction.

H. ENTER SEX OFFENDER SCAR MARK TATTOO DATA (ESMT) – This transaction is used to add up to ten additional scars, marks and tattoos per transaction to an active sex offender registration. The first SMT must be entered on the ESO transaction.

1. If the SCARS, MARKS & TATTOOS (SMT) field is used to add additional descriptors, the SMT TEXT field will be used to describe the SMT. You may enter the size, location, color or shape of the scar, mark or tattoo, but **do not** indicate the reason or cause of the scar or mark, such as surgical procedures, gunshot or stab wounds, implants, or missing internal organs, etc. **Do not enter any information that could be a violation of the HIPAA law.**
2. The XSO (Cancel Sex Offender Descriptors) transaction is used to remove any invalid or incorrect scars, marks or tattoos.

I. CANCEL SEX OFFENDER (DESCRIPTORS & OFFENSE DATA) (XSO) –

This transaction is used to delete (remove from record) an incorrect or invalid identifier or to delete an offense which was entered in error or is invalid (Pending or Registered). This transaction may only be performed by the Sheriff of the county in which the registration occurred or the current record holder.

1. If your cancelation is being made due to an entry of incorrect data, (i.e. alias name spelled wrong) you must enter the correct information using the Enter Sex Offender Supplemental Record (ESSO) transaction.
2. **At least one DOB must remain in the record therefore you cannot delete the last DOB in the record.** This transaction may be used to delete any additional DOB information that was entered on the Enter Sex Offender Supplemental (ESSO) transaction if it was entered incorrectly. To change or modify the primary DOB, you must use the Modify Sex Offender Record (MSOR) Transaction first to enter the correct primary date of birth.
3. You should always perform a Query Sex Offender Registration (QSO) transaction by SRN prior to deletion to obtain the correct OFFENSE

NUMBER and DATE OF REGISTRATION for the offense you wish to delete. You must use the complete Offense Number to delete an offense. **At least one offense must remain in the record; therefore, you cannot delete the last offense in the individual's record.** The last offense in a Registered Registration segment cannot be deleted by the Sheriff. ***To delete a Registered Registration segment, contact the CIIS Sex Offender Coordination Unit.***
Examples of Offense Number: K001, K002.

4. Registered Registration Segment: This transaction will only allow deletion of an offense within the most current registration segment entered by the current registering Sheriff.
5. Pending Registration Segment: This transaction will allow deletion of any or all pending offenses. If you wish to delete the complete pending registration segment because it should never have been entered, then you would place a Y in the DELETE COMPLETE CURRENT PENDING RECORD field. This will delete the entire pending registration segment. If this is the only registration for this individual, all personal identifiers and all offense data that has been entered for this individual will be deleted.

J. ENTER NONRESIDENT STUDENT OR WORKER INFORMATION (NRS – ACTION ENTER) – This transaction is used to add additional information to the nonresident student or worker record. Complete the Nonresident Student or Worker Information Form prior to entry.

NOTE: The Nonresident Student or Worker Information Form can be found in the FORMS section of this manual.

1. This transaction must be used to enter the name and address of the school the nonresident offender will be attending.
2. This transaction must be used to enter the name and address of the nonresident offender's place of employment. The address must be a NC address for nonresident workers. An example would be if the offender lives in Rock Hill, SC and drives to Charlotte to work each day. The NC place of employment would be a Charlotte address.
3. A contact person may be entered for the school or business; however, this information is only available for law enforcement and may not be released to the public. The contact person information will not be placed on the Internet.
4. This transaction is also used to collect the offender's out-of-state resident address.

5. The Date of Address is the date the offender completed and signed the Nonresident Student or Worker Information Form.
6. This information will be placed in the Nonresident Address History segment of the base record. This segment will provide only the current information. This is not a true address history segment.

K. MODIFY NONRESIDENT STUDENT OR WORKER INFORMATION (NRS-ACTION MODIFY) – This transaction is used to modify or change the nonresident student or worker address segment. Complete the Nonresident Student or Worker Information Form prior to modification.

NOTE: The Nonresident Student or Worker Information Form may be found in the FORMS section of this manual.

1. This transaction may be used to modify the name or address of the school where the nonresident offender will be attending.
2. This transaction may also be used to modify the name or address of the nonresident offender's place of employment within NC.
3. This transaction is also used to modify the offender's out-of-state resident address.
4. If modifying, you must complete all fields in the appropriate section.
5. When modifying the date of address, use the date the offender completed and signed the Nonresident Student or Worker Information Form.

L. ADD/MODIFY/DELETE SCHOOL ENROLLMENT/EMPLOYMENT (SCE) – This transaction is used to add, modify or delete the student status or work status of a NC registered offender who will be attending or working in an institution of higher education. Complete the NC Student or Worker Information for an Institution of Higher Education form prior to completing this transaction.

NOTE: The NC Student or Worker Information for an Institution of Higher Education Form can be found in the FORMS section of this manual.

1. This transaction is used when a registered offender notifies the registering Sheriff that he/she will be attending or working in an institution of higher education.
2. This transaction is used to indicate the Intended Start Date of the student status or worker status. **OR,**

3. This transaction is used to indicate the Actual Start Date of the student status or worker status. **OR,**
4. This transaction is used to indicate the Termination Date of the student status or worker status.
5. The Sheriff will need to select the appropriate school from the SCHOOL NAME ID field. The school must be in the database to have this information entered. If the school is not on the list, contact the CIIS Sex Offender Coordination Unit to have it added to the database before continuing.
6. Only enter 'satellite' campus information if the physical location is in another county from the main campus. For example, the main campus for NC Wesleyan College is in Rocky Mount (Nash County); however, there is a satellite campus in Raleigh (Wake County). The Raleigh campus information would be entered. Conversely, Wake Technical Community College has multiple locations within Wake County but information would not be collected on each satellite campus, only the main campus.
7. The Sheriff will need to utilize the PURPOSE INDICATOR field to indicate Student or Work status.
8. Once this transaction has been completed, a notification will be sent to the law enforcement agency having jurisdiction of the institution of higher education.

NOTE: See sample notification for Campus Sex Crime Act in the FORMS section of this manual.

9. This information will not be placed on the Internet record or in NCIC, but it will be included in the NC SOR response.

M. ENTER TEMPORARY OUT-OF-STATE ADDRESS NOTIFICATION (EOAN)

This transaction is used when a NC registered offender will be temporarily out-of-state due to work or attending school while remaining a resident of NC. Complete the Temporarily Out-of-State Address Information Form prior to completing this transaction.

NOTE: The Temporarily Out-of-State Address Information Form can be found in the FORMS section of this manual.

1. This transaction is used when a registered offender notifies the Sheriff of his/her intent to be out-of-state temporarily due to work or attending school.

2. NC does not currently require the offender to notify the Sheriff in these instances; however, if the offender does notify the Sheriff, then this transaction must be used to notify the gaining state.
3. When entering the OUT-OF-STATE ADDRESS TYPE, use 'S' if you have entered the name of a school, or 'B' if you have entered the name of a business.
4. The Date of Address is the date the offender completed and signed the Temporarily Out-of-State Address Information Form.
5. Any information entered on this transaction will not be maintained in the sex offender registration record.
6. After transmission an automatic notification will be sent to the appropriate state.

N. ENTER OR MODIFY A SECONDARY ADDRESS (EMSA) – This transaction is used to add, modify or delete a secondary address for a Sex Offender Registration Record. Complete the Sex Offender Secondary Address Form prior to entry.

NOTE: The Sex Offender Secondary Address Form can be found in the FORMS section of this manual.

1. This transaction may be used to enter, modify or delete a secondary address for a registered offender that does not receive his/her mail at his/her physical address. *Sheriff must make every effort to obtain a physical address.*
2. In the detailed sex offender registration record, the secondary address will be listed directly under the physical address.
3. DCIN will not keep a history of a secondary address in the Address History segment.
4. When a secondary address has been added (Action-ENTER) to the sex offender registration record, the verification letter will be mailed to the secondary address.
5. When modifying the secondary address (Action-MODIFY), all address fields are mandatory.
6. To delete the complete secondary address (Action-DELETE), all secondary address information will be removed and will not be kept in the Address History segment.

O. ADD/MODIFY/DELETE SOR VIOLATIONS (VIO) – This transaction is used to add, modify or delete a violation status for a registered offender currently in a Violation Status. These violations may not be visible in the NCIC record, only in the NC SOR file. When an offender is non-compliant with state and federal laws, such as these violations, information pertaining to the violation(s) is placed in the Remarks field under Offender Data section of the MSOR or ESO transaction. This will ensure that all agencies are aware of the violation status of the offender.

1. This transaction may be used to add, modify or delete a specific violation currently on a sex offender registration record.
2. Sheriff may only **Enter** one violation at a time.
3. Sheriff has the ability to show a violation status of FFD (Forged or Falsifies Data), FTS (Failed to Inform Student Status), FTW (Failed to Inform Work Status), FTC (Failed to Change Address), FRP (Failed to Report in Person), FMS (Reports Intent to Move, But Remains in NC) and FOC (Failed to Notify of Out of County Employment), FID (Failed to Notify Changes in Online Identifiers).
4. The SET DATE must be used when entering, modifying or clearing a violation.
5. To set a violation status for FTC (Failed to Change Address), you must either select the UNKNOWN ADDRESS in the Predefined Address Options (ADO) field or enter the complete address.
6. The IN CUSTODY Indicator is mandatory when an address is entered or an address option is selected on the Add/Modify/Delete SOR Violations (VIO) transaction. One of the options below must be used:
 - a. If 'AUN' or 'ICE' address option is used, the Custody flag must be set to 'N' (not in custody)
 - b. If the address of a local or county jail is used, the Custody flag must be set to 'L' (Local LE)
 - c. If 'DOC' address option is used, the Custody flag must be set to 'S' (State-DOC)
 - d. If 'FBOP' address option is used, the Custody flag must be set to 'F' (Federal – FBOP)
 - e. If the address for a Private facility is used, the Custody flag must be set to 'P' (Private)
 - f. If the address entered is any other type of facility, the Custody flag must be set to 'O' (Other In Custody)
7. The CUSTODY RELEASE DATE field is used to show the date the offender was released from a local, state, private or federal jail or prison. The Custody Release Date is for anytime the offender was released and is not based on if the latest offense qualified under the

sex offender registry rules. The offender may have been in custody for probation violation or some other criminal activity.

8. Information entered in the COMMENTS field will only be available on the law enforcement record and will not be placed in the Public Registry or the Internet.
9. Violation History information will be maintained in the Violation segment of the detailed record. Violation information that is entered and then deleted due to errors will not be maintained in the Violation segment of the detailed record.

P. ADD/MODIFY/DELETE OUT OF COUNTY EMPLOYMENT (OCE) –
This transaction is used to enter, change or delete out of county employment information when a NC Registered Sex Offender will be working within NC, if they are working outside of their resident county **and** they maintain a temporary residence in the same county they are working.

NOTE: Out of County Employment Notice can be found in the FORMS section of this manual.

1. An individual who is required to register as a sex offender in NC shall notify the Sheriff of the county in which they are registered, of his/her place of employment and temporary residence, which could include: hotel, motel or other transient lodging place if they meet the following conditions:
 - a. The offender is employed in a vocation in a county in the State, other than the county in which the person is registered, for more than ten (10) business days within a thirty (30) day period; or for an aggregate period exceeding thirty (30) days in a calendar year, on a part time or full time basis, with or without compensation, government or educational benefits; **AND**
 - b. He/she maintains a temporary residence in **THAT** county for more than ten (10) business days within a thirty (30) day period; or for an aggregate period exceeding thirty (30) days in a calendar year.
2. The notice must be made to the Sheriff within the following time limits:
 - a. Within 72 hours after the offender knows or should know that he/she will be working and maintaining a temporary residence in a county within NC other than the county in which he/she is registered; for more than ten (10) business days in a thirty (30) day period; **OR**
 - b. Within ten (10) days after the offender knows or should know that he/she will be working and maintaining a temporary residence in a county within NC other than the county in which

he/she is registered; for an aggregate period exceeding thirty (30) days in a calendar year.

3. The DATE OF TEMPORARY ADDRESS (ADT) field will be mandatory for all transactions.
4. The Sheriff will enter the address of the temporary residence and the employer information along with a contact person if one is available.
5. This transaction is also used to terminate the out of county information when the employment and/or temporary residence is terminated by the offender or the employer.

VI. ADDRESS VERIFICATION PROCESS

This process documents address verification for all registered offenders. The verification of address is required by law on the anniversary date of the initial registration and every six (6) months afterwards for an offender. For sexually violent predators, recidivists, and aggravated offenders, the process is every ninety (90) days from the date of initial registration.

A. ADDRESS VERIFICATION LETTER

1. The CIIS Sex Offender Coordination Unit will print and mail an Address Verification Letter to each offender prior to his/her anniversary date and every six (6) months afterwards for registered offenders, and every ninety (90) days for Recidivists, Aggravated Offenders, and Sexual Predators.

NOTE: See sample Verification Letter in the FORMS section of this manual.

2. Letters will be printed every Tuesday morning for registered offenders whose verification dates fall seven (7) days after the printing of the letter. The verification letters will be mailed to each registered offender on his/her anniversary date and every six (6) months afterwards. Verification letters will be mailed out every ninety (90) days for Sexually Violent Predators, Recidivists and Aggravated Offenders.
3. The required verification information will include:
 - a. The offender's home address and mailing address.
 - b. Online Identifiers (Effective May 1, 2009): Every offender must verify, by signing the form, whether they still use or intend to use any previously reported Online Identifiers. The offender must also report any new or different Online Identifiers they use or intend to use.
 - c. Name under which they are registered: Offenders must verify

whether they still use or intend to use the name under which they last registered and last reported to the Sheriff. New or changed names must be provided to the Sheriff.

- d. Photographs: During verification, if it appears to the Sheriff that the record photographs no longer provide a true and accurate likeness, the Sheriff shall take new photographs of the offender.
- e. If all three images (front, left and right) are not on the record and public registry, the Sheriff should ensure those additional photos are taken and posted in SORTS via the secure website: <https://ncsexoffenderportal.ncsbi.gov>. This system requires your DCIN User ID and password to access.
 - (1) **Offender's name(s) used at time offense was committed and at time of conviction, along with any alias names used is entered into the ON Track application in SORTS once the photos have been uploaded.**
- f. Verify digitized prints are on file for this offender in the Statewide Automated Fingerprint Identification System (SAFIS) by performing a Query Sex Offender (QSO) transaction. If they are not, he/she should be fingerprinted on Livescan for SOR Profile when the offender reports to the Sheriff's Office for the verification process.

NOTE: For offenders with digitized prints in SAFIS, beside the SID# you will see: **Digitized Fingerprints on File****. If the response does not reflect this, you should fingerprint the offender when they report in person to verify their address, if possible.**

- 4. Once the letters are printed, the letter date will be placed in the registration record response.
- 5. DCIN will send an automatic ADDRESS VERIFICATION LETTER NOTIFICATION to the Sheriff for each verification letter mailed. The notification will be sent to the primary ORI (or other designated ORI) on the date the letters were printed between 2:00 a.m. and 7:00 a.m.

NOTE: See sample of notification in the FORMS section of this manual.

- 6. The letter will be mailed certified, return receipt requested to the offender with the green card going back to the Sheriff with: Attn: SORU. The certified letter will also be tracked through the SBI's mailing system and a weekly report will be posted in the Links menu of Omnixx Force. The report lists by county the address verification letters sent out for that week. It will include the SRN, offender name, address and tracking number. As new tracking information becomes available, the report will be updated to reflect new information.
- 7. Signature delivery receipt information will be electronically stored and

available to the Sheriff's Office if needed. The same information is also available through the US Postal Service branch that delivered the letter, or on the US Postal Service website – www.usps.com. Enter the tracking number in the Track and Confirm section.

B. VERIFICATION LETTER RECEIVED BY THE OFFENDER

1. Post office will return the green return receipt requested card to the Sheriff with the delivery date of the letter and signature. The SOCU publishes a weekly list of tracking numbers and the list is maintained in links. The weekly report will also be updated to reflect the address verification information per county for each week. The weekly report can be found in the Links menu of Omnixx Force. The weekly report will also contain information on confirming and tracking through the US Postal Service website.

NOTE: *The green return receipt requested cards are maintained in the case file along with the verification letter signed by the offender.*

2. Sheriff will enter the following information into the Sex Offender Registration file using the Address Verification for Sex Offender (AVSO) transaction:
 - a. Offender's NAME, SRN, DATE OF VERIFICATION LETTER, and DATE LETTER DELIVERED, which will be indicated in block C of the green return receipt requested card and the weekly report will also be updated to reflect this information. The date letter delivered will be the date the letter was received by the offender.
 - b. Once the Date Letter Delivered is entered, DCIN will begin calculating the three (3) business days for which the offender must return the verification letter to the Sheriff, in person.
 - 1) If the offender is currently incarcerated in a local, state, private or federal correctional facility, the offender will be unable to report in person to verify his/her address.
 - 2) If the offender is currently incarcerated in a local, state, private or federal correctional facility, a "Failure to Verify" violation will not be placed on the offender's record until three (3) business days from the release date.
 - 3) The Sheriff can confirm that the offender is currently in custody of a local jail, DOC, Federal or private facility. The verification letter will be returned to the Sheriff with a confirmation date on the letter only to confirm the offender is in custody and the official at that facility that has confirmed the "in custody" status of the offender. The Sheriff may perform the AVSO transaction using the Confirm Offender In Custody Section. This option will have no bearing on the Verification process, but only confirm the "In Custody" status of the offender.

3. Once the offender reports in person to the Sheriff with the Address Verification Letter, the Sheriff must enter the following information on the AVSO transaction:
 - a. NAME, SRN, DATE OF VERIFICATION LETTER, DATE VERIFICATION LETTER SIGNED, VERIFIED BY and VERIFIED ONLINE IDENTIFIERS. The Date Verification Letter Signed and delivered in person by the offender. Verified By code used must be: "IN PERSON". This is the only allowable option as of 12/01/2006.

NOTE: *Due to the law requiring the offender to report in person to verify his/her address and identifiers, the Date Verification Letter Signed is the date the offender reports in person to the Sheriff's Office for the verification process. If the offender signed the letter before reporting to the Sheriff in person, it is suggested he/she sign the letter again in person at the Sheriff's Office.*

- b. If a new or corrected address is received through the verification process, the Sheriff will enter: DATE MOVED/CORRECTED and STREET ADDRESS, COUNTY, CITY, STATE and ZIP. This will automatically update the address field on the sex offender record.
- c. **Online Identifiers:** Every offender must verify whether they use or intend to use any previously reported Online Identifiers. The offender must also report any new or different Online Identifiers they use or intend to use. You should keep the offender in the office until the following is complete on the AVSO.
 - 1) **For offenders with NO Online Identifiers:** Place a "Y" in the "Verified Online Identifiers" field. This is to verify that you have discussed the Online Identifiers with the offender. This will create an automatic response from DCIN to be printed and signed by the offender. This will complete the offender's obligation. Complete the MSOR transaction to indicate 'N' for the IDF (Online Identifier) field.

NOTE: The MSOR will only need to be completed to add the IDF once per offender if they were registered prior to May 1, 2009.

- 2) **For offenders Using Online Identifiers:** Place a "Y" in the "Verified Online Identifiers" field. This is to verify that you have discussed the Online Identifiers with the offender. This will create an automatic response from DCIN to be printed and signed by the offender. The MSOR must be completed to add the Online Identifier (IDF field) to indicate 'Y'. All Online Identifiers must be entered on

the EOI (Enter Online Identifier) transaction following the MSOR. After entry of all identifiers, complete the QOI (Query Online Identifiers) and select Offender's Review Report. Print the response and have the offender sign the form and keep in the offender's file. This will complete the offender's obligation.

NOTE: The MSOR will only need to be completed to add the IDF once per offender if they were registered prior to May 1, 2009.

- d. If it appears to the Sheriff that the record photographs of the offender no longer provide a true and accurate likeness of the offender, then the Sheriff shall take new photos of the offender to include with the Verification form. The new photos are downloaded to the SORTS secure website via <https://ncsexoffenderportal.ncsbi.gov> for approval by the Sex Offender Coordination Unit.
 - 1) **Offender's name(s) used at time offense was committed and at time of conviction, along with any alias names used are entered into the ON Track application in SORTS once the photos have been uploaded.**
- e. If the offender's name has changed, they must indicate this using the Change of Information Form, and the new name must be entered on the Modify Sex Offender Registration (MSOR) using the Corrected Name Field.
- f. If he/she has not been fingerprinted on LiveScan and do not have digitized prints on file in SAFIS, this may be completed before he/she leaves the Sheriff's Office for the verification process.
 - 1) Perform a QSO transaction and provide the response to the fingerprint technician for processing. Fingerprint the offender on LiveScan for SOR Profile using the exact same SRN, Name, DOB and Sex from the QSO response. This information is mandatory in order to use LiveScan SOR Profile.
 - 2) **Make sure the fingerprint technician is using the correct SRN, name as registered, DOB and Sex from the QSO response. Do not rely on information taken from the offender at time of fingerprinting.**

NOTE: Remember the SRN will contain numbers and an 'S' character. Example: 019771S1. Common errors are using '5' instead of 'S' and will cause the prints to be rejected in LiveScan.

- 3) All other information required for the card must be done after it is printed. Fingerprints are automatically submitted to the SBI once the card is printed.

- 4) Once the card is printed, you must fill in the remaining information, **or** attach a copy of the CCH record and place in case file.
- 5) These fingerprints will be maintained in the State database only for Sex Offender Registrations in NC and **not** forwarded to the FBI.

NOTE: This will cross search all fingerprints in the system and send a notification via LiveScan back to the Sheriff's Office. This notification must be printed and placed in the case file for each offender.

- 6) If the fingerprints are rejected, the offender must be reprocessed.
4. If the Sheriff does not complete the Address Verification process above, the offender's registration will automatically show a status of "Failure to Verify" (FTV) violation either three (3) business days after he/she is released from prison or jail; or three (3) business days from the date the letter was delivered if he/she is not currently incarcerated or in custody of a local, state, private or federal facility. DCIN will generate an automatic FAILED TO VERIFY ADDRESS NOTIFICATION which will be sent to the Sheriff.

NOTE: See sample notification in the FORMS section of this manual.

- a. The registration record will contain a new active status of "Failure to Verify Address" (FTV) which will be displayed on the first line in the base record response.
- b. This status will remain active until the Sheriff receives the signed address verification letter from the offender in person and enters the DATE VERIFICATION LETTER SIGNED and VERIFIED BY. This will automatically clear the FTV violation.
- c. When an individual is arrested for a FTV charge and the Sheriff receives the verification letter in person from the offender, the Sheriff will enter the DATE VERIFICATION LETTER SIGNED and VERIFIED BY to clear the FTV violation.
- d. The Address Verification History Segment of the full record will show the history of the offender failing to respond in the required time frame and show the date the offender was in violation for Failure to Verify Address. This same segment will also display the Date of Verification which cleared the FTV violation.

INSTRUCTOR & STUDENT NOTE: *The following are additional scenarios in reference to Address Verification. Please use this section as a reference*

guide. Turn to page 83, Section VIII and continue with the slide presentation.

C. VERIFICATION LETTER UNDELIVERABLE

1. The Post Office returns the Return Receipt Requested Card marked "Undeliverable". The Track and Confirm report from the US Postal Service will not have a date or time the letter was delivered. It may show the dates and times the attempts were made to deliver the letter.
2. The Post Office will attempt to deliver the letter twice and if unsuccessful, will return the Address Verification Letter marked "Undeliverable" to the Sheriff's Office within five (5) days.
3. Once the Sheriff receives the Address Verification letter from the Post Office marked "Undeliverable", the Sheriff must attempt to verify the address by making at least one attempt to physically verify the address.
4. If a Deputy verifies the address by personal delivery to the offender:
 - a. The deputy will have the offender sign the green return receipt requested card and advise the offender he/she now has to return the letter in person to the Sheriff's Office within 3 business days to verify their address and Online Identifiers. The Sheriff will then enter the offender's NAME, SRN, DATE OF VERIFICATION LETTER and DATE LETTER DELIVERED.
 - 1) Once the Date Letter Delivered is entered, DCIN will begin calculating the three (3) business days for which the offender has to report in person to the Sheriff to return the verification letter.
 - 2) When the offender reports in person to the Sheriff and provides the Address Verification Letter, the Sheriff will enter the DATE VERIFICATION LETTER SIGNED, VERIFIED BY and VERIFIED ONLINE IDENTIFIERS on the Address Verification of Sex Offender (AVSO) transaction.
 - 3) If the letter is not returned in person within three (3) business days, the individual's status will become Failure to Verify (FTV) on the 4th day from the Date Letter Delivered.
 - 4) The offender is required to sign the verification form (Offender's Review Report) to verify any Online Identifiers the offender uses or intends to use. If the offender does not use Online Identifiers, he/she must sign the acknowledgement form generated from the AVSO transaction when 'N' is indicated in the VID field.
 - 5) If the letter is not returned in person within three (3) business days, the individual's status will become Failure

to Verify (FTV) on the 4th day from the Date Letter Delivered.

5. If the Deputy leaves the Address Verification letter with a relative or family member:
 - a. The Sheriff will then enter the offender's NAME, SRN, DATE OF VERIFICATION LETTER and DATE LETTER DELIVERED.
 - 1) Once the Date Letter Delivered is entered, DCIN will begin calculating the three (3) business days for which the offender has to report in person to the Sheriff to return the verification letter.
 - 2) When the offender reports in person to the Sheriff and provides the Address Verification Letter, the Sheriff will enter the DATE VERIFICATION LETTER SIGNED, VERIFIED BY and VERIFIED ONLINE IDENTIFIERS on the Address Verification of Sex Offender (AVSO) transaction.
 - 3) If the letter is not returned in person within three (3) business days, the individual's status will become Failure to Verify (FTV) on the 4th day from the Date Letter Delivered.
 - 4) The offender is required to sign the verification form (Offender's Review Report) to verify any Online Identifiers the offender uses or intends to use. If the offender does not use Online Identifiers, he/she must sign the acknowledgement form generated from the AVSO transaction when 'N' is indicated in the VID field.
 - 5) If the letter is not returned in person within three (3) business days, the individual's status will become Failure to Verify (FTV) on the 4th day from the Date Letter Delivered.
6. If the Deputy finds that the offender no longer lives at the address and it has been ten (10) days from attempted delivery of letter and:
 - a. The Deputy determines the offender's address to be unknown, the Sheriff must enter the FTC violation on the VIO transaction using the Set/Clear FTC Violation and the Predefined Address Option (ADO) field for 'Unknown Address'.

OR,
 - b. The Deputy obtains a possible new address for the offender which must be verified.
 - 1) Procedures for Verifying New Address:
 - a) The Sheriff in the new county will physically verify address. This can be done by a Deputy seeing the offender and/or by taking a picture of the offender to be verified by neighbors.
 - b) Check with local utility companies (power and water offices)

- 2) DMV records may be used as a 'pointer'; however, they may not be used for the sole verification of the address.

NOTE: The In Custody indicator is mandatory whenever address information is used.

- c. Once verified, the FTC violation must be cleared first using the VIO transaction and entering the CLEAR DATE under the Set/Clear FTC violation section along with the complete current address and the In Custody indicator. The AVSO transaction must be completed using the DATE MOVED/CORRECTED and the Predefined Address Option (ADO) of FTC which will use the current address used to clear the FTC violation on the VIO transaction.
- d. If new verified address is in a different county, an automatic Change of Address Notification will be sent to the Sheriff in the new county of residence.
- e. The FTC violation and violation date will remain in the Sex Offender Registration record, Address Verification History segment even after the violation is cleared.

D. RETURN RECEIPT REQUESTED CARD NOR LETTER RETURNED

1. If no DATE LETTER DELIVERED is entered by the Sheriff within 21 days from the date the Address Verification letter was generated, DCIN will send an automatic 'DATE OF DELIVERY ENTERED NOTIFICATION' to the Sheriff.
2. Once the Sheriff receives the notification, he should first check the weekly report in Omnixx Links to determine the tracking number. The Sheriff should then enter this number on the Track and Confirm section of the US Postal Service website at www.usps.com to determine if the letter was delivered and the date and time the letter was delivered, if any. If there is no date and time letter delivered, Sheriff must check with CIIS Sex Offender Unit to obtain the Certified Letter Number, and then contact the US Postal Service to track the letter.
3. If the Post Office does not have the Address Verification Letter, the Sheriff may request a copy of the letter from the CIIS Sex Offender Coordination Unit.
4. The Sheriff should send a Deputy to the address listed in an attempt to deliver the letter and verify the address and any Online Identifiers the offender uses or intends to use.
 - a. If the Deputy verifies the address by personal delivery to the offender:
 - 1) The deputy will have the offender sign the green return

receipt requested card and advise the offender he/she now has to return the letter in person to the Sheriff's office within 3 business days to verify their address and Online Identifiers. The Sheriff will then enter the offender's NAME, SRN, DATE OF VERIFICATION LETTER and DATE LETTER DELIVERED.

- 2) Once the Date Letter Delivered is entered, DCIN will begin calculating the three (3) business days for which the offender has to report in person to the Sheriff to return the verification letter.
 - 3) When the offender reports in person to the Sheriff and provides the Address Verification Letter, the Sheriff will enter the DATE VERIFICATION LETTER SIGNED, VERIFIED BY and VERIFIED ONLINE IDENTIFIERS on the Address Verification of Sex Offender (AVSO) transaction.
 - 4) The offender is required to sign the verification form (Offender's Review Report) to verify any Online Identifiers the offender uses or intends to use. If the offender does not use Online Identifiers, he/she must sign the acknowledgement form generated from the AVSO transaction when 'N' is indicated in the VID field.
 - 5) If the letter is not returned in person within three (3) business days, the individual's status will become Failure to Verify (FTV) on the 4th day from the Date Letter Delivered.
- b. If the Deputy leaves the address verification letter with a relative or family member:
- 1) The Sheriff will then enter the offender's NAME, SRN, DATE OF VERIFICATION LETTER and DATE LETTER DELIVERED.
 - 2) From the Date Letter Delivered entered, DCIN will begin calculating the three (3) business days for which the offender has to report in person to the Sheriff to return the verification letter.
 - 3) When the offender reports in person to the Sheriff and provides the Address Verification Letter, the Sheriff will enter the DATE VERIFICATION LETTER SIGNED, VERIFIED BY and VERIFIED ONLINE IDENTIFIERS on the Address Verification of Sex Offender (AVSO) transaction.
 - 4) The offender is required to sign the verification form (Offender's Review Report) to verify any Online Identifiers the offender uses or intends to use. If the offender does not use Online Identifiers, he/she must sign the acknowledgement form generated from the AVSO transaction when 'N' is indicated in the VID field.
 - 5) If the letter is not returned in person within three (3) business days, the individual's status will become Failure to Verify (FTV) on the 4th day from the Date Letter

Delivered.

5. If the Deputy finds the offender no longer lives at the address and it has been ten (10) days from attempted delivery of the letter and:
 - a. The Deputy determines the offender's address to be unknown, the Sheriff must enter the FTC violation on the VIO transaction using the Set/Clear FTC Violation and the Predefined Address Option (ADO) field for 'Unknown Address'; **OR**,
 - b. The Deputy obtains a possible new address for the offender which must be verified.
 - 1) Procedures for Verifying New Address:
 - a) The Sheriff in the new county will physically verify address. This can be done by Deputy seeing the offender and/or by taking a picture of the offender to be verified by neighbors.
 - b) Check with local utility companies (power and water offices).
 - 2) DMV records may be used as a 'pointer'; however, they may not be used for the sole verification of the address.

NOTE: The In Custody indicator is mandatory whenever address information is used.

- c. Once verified, the FTC violation must be cleared first using the VIO transaction and entering the CLEAR DATE under the Set/Clear FTC violation section along with the complete current address and the In Custody indicator. The AVSO transaction must be completed using the DATE MOVED/CORRECTED and the Predefined Address Option (ADO) of FTC which will use the current address used to clear the FTC violation on the VIO transaction.
- d. If new verified address is in a different county, an automatic Change of Address Notification will be sent to the Sheriff in the new county of residence.
- e. The FTC violation and violation date will remain in the Sex Offender Registration Record, Address Verification History Segment even after the violation is cleared.

E. ADDRESS VERIFICATION PROCESS FOR SEX OFFENDER REGISTRATION RECORDS WITH UNKNOWN ADDRESS, LOCAL JAIL ADDRESS OR NC DEPARTMENT OF CORRECTION ADDRESS

1. If a Sex Offender Registration Record has "Unknown" in the Street and City fields with an active status of FTV or FTC, DCIN **will not** generate an Address Verification Letter on the anniversary date.
2. Once the "Unknown" address is changed to a new address, DCIN will send an Address Verification Letter at the next sex offender

verification cycle.

3. If the offender is incarcerated in a penal institution, DCIN will generate the Address Verification Letter and it will be mailed to the address listed for the penal institution.
 - a. The offender will be unable to report in person, but he/she must notify the official in charge of the facility of his/her status as a person with legal obligations or requirements and must complete those requirements no later than 3 business days after release from custody or confinement.
 - b. If the offender is currently incarcerated in, or in custody of a local, State, private or Federal correctional facility, a 'Failure to Verify' Violation **will not** be placed on the offender's record until three (3) business days from his/her release date if the address is 'flagged' as "In Custody" and has a verifiable address for the letter to be sent.
 - c. The Sheriff can confirm that the offender is currently in custody at a local jail, DOC, Federal or private facility. The verification letter will be returned to the Sheriff with a confirmation date on the letter to only confirm the offender is in custody and the official at the facility that confirmed he/she is currently incarcerated. The Sheriff will perform the AVSO transaction using the **Confirm Offender in Custody Section**. This option will have no bearing on the verification process, but only confirm the 'in custody' status of the offender.

VII. ADDRESS VERIFICATION TRANSACTIONS

- A. **ADDRESS VERIFICATION OF SEX OFFENDER (AVSO)** – This transaction is used to document the address and Online Identifier verification process for registered sexual offenders, sexually violent predators, recidivists, aggravated offenders and registered juvenile offenders. The complete address verification process information will be placed in the Address Verification History Segment of the Sex Offender Registration Record.
 1. This transaction will only be **"active"** during the address verification process. This transaction may be used to enter or modify address information during the address verification process and to verify the use of Online Identifiers for the offender.
 2. If the Sheriff is attempting to change an offender's address using the Modify Sex Offender Record (MSOR) transaction to enter a new address when the offender is in the address verification process, DCIN will send a 'reject' message stating "Must use the Address Verification of Sex Offender (AVSO) transaction" unless the new address is 'flagged' as being "In Custody" of a local, state, private or federal facility.

3. This transaction is used to document the date the offender received his/her address verification letter (In the case of Juvenile Offenders, it should also be used to document the date the Chief Court Counselor received the Address Verification Letter for a juvenile in his/her jurisdiction. The Sheriff will enter the NAME, SRN, DATE OF VERIFICATION LETTER and DATE LETTER DELIVERED.
 - a. The green return receipt requested card will be forwarded to the Sheriff's Office and should contain the 'Date Letter Delivered' in block C on the card. This date is entered on the AVSO transaction in the Date Letter Delivered field.
 - b. This information can also be found in the weekly report posted in the Links menu of Omnixx Force under Sex Offender Registration /Address Verification then select the year, month and dates. The report will be updated weekly to reflect the date and time letter was delivered. This report may be printed to ensure the correct information is updated in the SOR file if the green card is not returned to the Sheriff's Office.
4. This transaction should also be used to document the date the offender returned the verification letter in person to the Sheriff's Office, verifying his/her address and Online Identifiers. The Sheriff will need to enter the NAME, SRN, DATE OF VERIFICATION LETTER, DATE VERIFICATION LETTER SIGNED, VERIFIED BY and VERIFIED ONLINE IDENTIFIERS.
5. **Online Identifiers (Effective May 1, 2009).** Every offender must verify whether they use or intend to use any previously reported Online Identifiers. The offender must also report any new or different Online Identifiers they use or intend to use. You should keep the offender in the office until the following is complete on the AVSO.
 - a. **For offenders with NO Online Identifiers:** Place a "Y" in the "Verified Online Identifiers" field. This is to verify that you have discussed the Online Identifiers with the offender. This will create an automatic response from DCIN to be printed and signed by the offender. This will complete the offender's obligation. Complete the MSOR transaction to indicate 'N' for the IDF (Online Identifier) field.
 - b. **For offenders Using Online Identifiers:** Place a "Y" in the "Verified Online Identifiers" field. This is to verify that you have discussed the Online Identifiers with the offender. This will create an automatic response from DCIN to be printed and signed by the offender. The MSOR must be completed to add the Online Identifier (IDF field) to indicate 'Y'. All Online Identifiers must be entered on the EOI (Enter Online Identifier) transaction following the MSOR. After entry of all identifiers, complete the QOI (Query Online Identifiers) and select Offender's Review Report. Print the response and have the

offender sign the form and keep in the offender's file. This will complete the offender's obligation.

NOTE: The MSOR will only need to be completed to add the IDF once per offender if they were registered prior to May 1, 2009.

6. This transaction is used to document the date the offender moved or to document any change of address information determined by the Sheriff during the address verification process.
7. The ADD/MODIFY/DELETE VIOLATIONS (VIO) transaction should also be used to document the date the offender is found to be in violation or cleared of a Failure to Change Address (FTC) violation associated with the address verification process.
8. The completion of the verification process will automatically clear any FTV violation on the individual.

B. MODIFY ADDRESS VERIFICATION OF SEX OFFENDER (AVSO) – This transaction is also used to change or delete information pertaining to the address verification process. It is also used to change or delete address information which has been entered into the Address Verification History Segment of a Sex Offender Registration Record.

1. This transaction will only be "active" during the Address Verification Process. It may be used to modify an address during the address verification process.
2. If the Sheriff is attempting to change an offender's address using the Modify Sex Offender Record (MSOR) transaction to enter a new address when the offender is in the address verification process, DCIN will send a 'reject' message stating "Must use the Address Verification of Sex Offender (AVSO) transaction" unless the new address is 'flagged' as being "In Custody" of a local, state, private or federal facility.
3. **Normal address changes (when not in Address Verification Process) is completed using the Modify Sex Offender Record (MSOR) transaction.**

VIII. JUVENILE REGISTRATION PROCESS

A. INTRODUCTION

1. The Sexual Offender and Public Registry laws include subsections: N.C.G.S. §§ 14-208.26 – 14-208.32 enacting the requirements for juveniles adjudicated delinquent of certain offenses to register as sexual offenders. These subsections were effective on October 1,

1999 and apply to all offenses committed on or after that date.

2. A juvenile transferred to superior court pursuant to N.C.G.S. § 7B-2200 who is convicted of a "sexually violent offense" or an "offense against a minor" must register IN PERSON just as an adult convicted of the same offense must register. The effective date for this provision is April 1, 1998. (Session Law 1997-516 does not specify whether offense, conviction, or other triggering event must occur on or after April 1, 1998. At the least, it applies to offenses COMMITTED on or after that date).

B. JUVENILE REGISTRATION REQUIREMENTS

1. Juvenile must be at least 11 years old at the time of the commission of the offense.
2. Changes in the registration of certain delinquent juveniles (§7B-2509) – the below re-codified offenses and new sections are effective December 1, 2015 for all offenses committed on or after that date.
 - a. G.S. §14-27.21 - First-degree forcible rape
 - b. G.S. §14-27.22 - Second-degree forcible rape
 - c. G.S. §14-27.24 - First-degree statutory rape (New section)
 - d. G.S. §14-27.26 - First-degree forcible sexual offense
 - e. G.S. §14-27.27 - Second-degree forcible sexual offense
 - f. G.S. §14-27.6 - Attempted Rape or Sexual Offense
 - g. The attempt, conspiracy, or solicitation of another to commit any of the offenses listed above or the aiding and abetting any of those offenses.
3. At the dispositional hearing if the court determines that the juvenile is a danger to the community and is ordered to register, the presiding judge will enter an order requiring the juvenile to register. If no order is issued, the juvenile will not be required to register.

C. RETENTION OF JUVENILE RECORDS

1. The access to a juvenile record automatically terminates on the juvenile's 18th birthday or when the juvenile court jurisdiction ends, whichever comes first.
2. DCIN shall maintain the registration information permanently; however, the records will have a registration status of inactive because the registration requirements will have ended.
3. If the juvenile offender later becomes an adult offender required to register, the Sheriff's Office must create a new Sex Offender Record for the adult record entry. Therefore, you will not use the SRN or registration name from the existing juvenile record to create an adult

registration. An adult record **CANNOT** be appended or linked to a juvenile record.

4. Juvenile registration information is not public information and is not available for public inspection. The registration information of a juvenile offender must be maintained separately by the sheriff and released only to law enforcement agencies and local boards of education. Under no circumstances shall the registration of a juvenile adjudicated delinquent be included in the county or statewide registries or be made available to the public via the Internet.

D. JUVENILE REGISTRATION PROCESS

1. The presiding judge will conduct the notification procedures by completing the appropriate documents advising the juvenile of the registration requirements.
2. The chief court counselor shall file the registration in the adjudicating county by completing the appropriate Juvenile Sex Offender Registration form and forwarding to the Sheriff. The juvenile's fingerprints and photograph would not have to be taken for registration purposes. However, the registering agency should ensure fingerprints and photographs have been taken and submitted to the SBI and FBI in accordance with N.C.G.S. § 7B-2102(b).
3. Upon receipt of the juvenile registration form, the Sheriff will perform a Query Sex Offender (QSO) to determine if the juvenile was previously registered.
 - a. If the juvenile has never registered before, use the Enter Sex Offender (ESO-Action 2) transaction to enter the complete juvenile registration record using the information from the Juvenile Sex Offender Registration form. The entering agency must use Registration Type 'J' in order for the record to be entered into the Juvenile Registration File.
 - b. If the juvenile has previously registered as a juvenile offender, you must use the Enter Sex Offender (ESO-Action 5) transaction with the current registered name and the SRN from the existing record.
 - c. **Juveniles cannot be entered as 'Pending'.**
 - d. You must collect any Online Identifiers the juvenile uses or intends to use and enter them on the EOI (Enter Online Identifiers) transaction after the registration is complete on the ESO.
4. The Sheriff must perform a QH/QR inquiry on the juvenile to determine the juvenile's FBI number from the Juvenile Investigative Record files if available. If available, enter the FBI number using the Modify Sex Offender Record (MSOR) transaction.

5. At the time of entry if residence county is different than adjudication county, the Sheriff in the adjudication county will enter the juvenile's registration record with the juvenile's parent's residence address, city and adjudication county. The Sheriff should then perform the Modify Sex Offender Record (MSOR) transaction to indicate the resident county name which will generate a notification to the resident county Sheriff notifying them of the juvenile's registration record.

E. JUVENILE CHANGE OF ADDRESS

1. The juvenile court counselor shall provide any new address information to the current registering Sheriff within three (3) business days of the change of address. Address changes will include those indicating the juvenile is placed in a detention facility or training school. Any changes in Online Identifiers must be submitted to the registering sheriff within 10 days.
2. The current registering Sheriff will enter the appropriate change into the Sex Offender Registration file by completing the Modify Sex Offender Registration (MSOR) transaction.
3. If a new county address is entered, DCIN will notify the new resident county Sheriff and that Sheriff will become the new record holder.
4. The original documentation is sent to the new resident Sheriff. Copies of these can be maintained in the case file at the original entering agency.
5. Unlike the adult registration file, there are no violations which can be entered for a juvenile failure to change address. Therefore, failure to change address violations will not be allowed to be entered into DCIN for juvenile offenders.

IX. JUVENILE REGISTRATION TRANSACTIONS

A. QUERY SEX OFFENDER REGISTRATION – LAW ENFORCEMENT USE (QSO)- Refer to previously covered material on pages 27-29 for this transaction. This inquiry must be completed prior to performing any type of entry transaction.

NOTE: Juvenile records are not forwarded to NCIC.

B. ENTER SEX OFFENDER REGISTRATION (ESO-Action 2 or 5) –

1. Special edits for Juvenile Registrations (type J) are made to ensure juvenile records are not mistakenly entered as adult offenders. If Registration Type J is entered, then:

- a. DATE OF REGISTRATION cannot be less than 10/01/1999.
- b. DATE OF BIRTH cannot be greater than 18 years of age.
- c. NCGS offense code can only be for those offenses specified in juvenile law.
- d. DATE OF CONVICTION cannot be less than 10/01/1999.
- e. DOCKET NUMBER must have a 'J' in the fifth position, representing Juvenile Court.
- f. CONFINEMENT field can be used without Date Released Local Jail/Prison.
- g. **Cannot use OTHER STATE conviction fields.**

2. **NO TEST ENTRIES ARE ALLOWED**

3. AGGRAVATED OFFENSE (**required on the transaction form, but will always be N for juveniles**) and OFFENSE DATA fields to complete the registration for this juvenile.

NOTE: The Juvenile record can contain only one DOB.

- C. MODIFY SEX OFFENDER RECORD (MSOR)** – This transaction is used to modify and update the identifying fields and address information in a sex offender registration record. **Refer to previously covered material on pages 32-34 for this transaction.**

NOTE: A juvenile may not have more than one DOB in their registration record. If the juvenile's DOB was entered incorrectly, you must use the Juvenile DOB field to correct it. The JUVENILE DOB field may be used to correct the juvenile's DOB.

- D. ENTER SEX OFFENDER SUPPLEMENTAL (ESSO)** – This transaction is used to add additional identifying information and additional offenses to an existing Sex Offender Registration Record. **Refer to previously covered material on pages 34-35 for this transaction.**

NOTE: **You may not enter additional DOB's for a juvenile sex offender. Only one DOB is allowed for juvenile records.

- E. CANCEL SEX OFFENDER (XSO)** – This transaction is used to delete (remove from the record) an incorrect or invalid identifier or to delete an offense which was entered in error or was invalid. This transaction may also be used to indicate the date the juvenile registration requirement ended. **Refer to previously covered material on pages 35-36 for this transaction.**

1. **** If the juvenile has reached the end of registration requirements, then place a 'Y' in the JUVENILE REGISTRATION REQUIREMENTS END field and the date that the registration will end.**

NOTE: Juvenile Court Counselor must submit the form indicating Juvenile Court Jurisdiction has ended. See sample in the FORMS section of this training manual.

F. JUVENILE CHIEF COURT COUNSELOR NAME OR ADDRESS CHANGE (JCC-Action ENTER or MODIFY) – This transaction is used to add or modify the Chief Court Counselor name and address information for a juvenile registration record.

1. The address information and any changes that may occur will be provided to the Sheriff by the Court Counselor assigned to the juvenile.
2. The Court Counselor should use the Juvenile Court Counselor Name or Address Change form provided by DCIN.

NOTE: This form can be found in the FORMS section of this training manual.

3. Sheriff must enter the address information on the (JCC-Action ENTER) transaction after completing the Enter Sex Offender (ESO) transaction.
4. Any changes to the name or address information must be modified in the record by using the (JCC-Action MODIFY) transaction.
5. This information is needed for the appropriate mailing of the Address Verification Letter.

X. JUVENILE ADDRESS VERIFICATION PROCESS

This process documents address verification for registered juvenile sexual offenders. The verification of address is required by law on the anniversary date of the initial registration and every six (6) months afterwards until registration requirements end.

A. ADDRESS VERIFICATION LETTER

1. CIIS Sex Offender Coordination Unit will print and mail the Address Verification Letter to the Chief/juvenile Court Counselor assigned to the juvenile prior to his/her anniversary date, and every six months afterwards.

NOTE: See example of Juvenile Verification Letter in the FORMS section of this training manual.

2. Letters will be printed every Tuesday morning for juvenile registered offenders whose anniversary date fall within 7 days after the printing of the letter. The anniversary date will be one year from the initial county registration date. Letters will also be printed and mailed every

six months following the anniversary date.

3. Once the letters are printed, the letter date will be placed on the registration record response.
4. DCIN will send an automatic ADDRESS VERIFICATION LETTER NOTIFICATION to the Sheriff for each verification letter mailed. The notification will be sent to the primary ORI (or other designated ORI) on the date the letters were printed between 2:00 a.m. and 7:00 a.m.

NOTE: See sample of notification in the FORMS section of this manual.

5. The letter will be mailed certified, return receipt requested to the juvenile Court Counselor with the green return receipt card going back to the Sheriff with: Attn: SORU. The certified letter will also be tracked through the SBI's mailing system, and a weekly report will be posted in the Links menu of Omnixx Force. The report lists by county the address verification letters sent out for that week. It will include the SRN, offender name, address and tracking number. As new tracking information becomes available, the report will be updated to reflect new information.

NOTE: The green return receipt requested card is maintained in the case file with the signed verification letter.

6. Signature delivery receipt information will be electronically stored and available to the Sheriff's Office if needed. The same information is also available through the US Postal Service branch that delivered the letter, or on the US Postal Service website – www.usps.com. Enter the tracking number in the Track and Confirm section.
7. ** The verification letter must be signed by the Court Counselor and the juvenile identifying any change in address and returned to the Sheriff within three (3) business days after the receipt of the letter.

B. VERIFICATION LETTER RECEIVED

1. The post office will return the green return receipt requested card to the Sheriff with the delivery date of the letter and signature. The weekly report will also be updated to reflect the address verification information per county for each week. The weekly report can be found in the Links menu of Omnixx Force. The weekly report will also contain information on confirming and tracking through the US Postal Service website.
2. Sheriff will enter the following information into the Sex Offender Registration file using the Address Verification for Sex Offender (AVSO) transaction:

- a. Juvenile Offender's NAME, SRN, DATE OF VERIFICATION LETTER, and DATE LETTER DELIVERED, which will be indicated on the Return Receipt Requested card in Block C. **The Date Letter Delivered will be the date the letter was received by the Chief Court Counselor.**
 - b. Once the Date Letter Delivered is entered, DCIN will begin calculating the three (3) business days for which the Court Counselor has to return the verification letter to the Sheriff by fax, mail or in person.
3. Once the Sheriff receives the Address Verification Letter, he must enter the following information on the Address Verification for Sex Offender (AVSO) transaction:
 - a. NAME, SRN, DATE VERIFICATION LETTER SIGNED, VERIFIED BY, and VERIFIED ONLINE IDENTIFIER fields. The Date Verification Letter signed will be the date the letter was signed by the juvenile. Verified By will be a code which indicates who verified the address.
 - b. If a new or corrected address is received through the verification process, the Sheriff will enter the DATE MOVED/CORRECTED and STREET ADDRESS, COUNTY, CITY, STATE and ZIP. This will automatically update the address field in the Juvenile Sex Offender Record.
 - c. **Online Identifiers** - Every offender must verify whether they use or intend to use any previously reported Online Identifiers. The offender must also report any new or different Online Identifiers they use or intend to use. For juvenile offenders, this information will be verified through the court counselor.
4. If the Sheriff **has not entered** the DATE VERIFICATION LETTER SIGNED and VERIFIED BY fields by the 4th day from the Date Letter Delivered, an automatic FAILED TO VERIFY ADDRESS notification will be sent to the Sheriff by DCIN.

NOTE: See sample of Juvenile Notification in the FORMS section of this training manual.

- a. The registration record will show a new active status of No Verification Letter Received (NVL) which will be displayed on the first line in the base record response.
 - b. This status will remain active until the Sheriff receives the signed Address Verification Letter from the Court Counselor and enters the DATE VERIFICATION LETTER SIGNED and VERIFIED BY fields on the AVSO transaction. Once these fields are entered, the NVL status will automatically be cleared by the system.
 - c. If the Sheriff receives a FAILED TO VERIFY ADDRESS NOTIFICATION, an inquiry (QSO) is performed to obtain the

name of the appropriate court official to contact in reference to the return of the letter. **There is no violation which can be enforced for a juvenile failure to verify;** however, the NVL status will not be cleared until the letter is received by the Sheriff and the record is updated using the AVSO transaction.

- d. The Address Verification History segment of the full record will still show the NVL (juvenile sex offender failing to respond within the required time frame).

C. NEITHER RETURN RECEIPT NOR LETTER RETURNED

1. If no DATE LETTER DELIVERED is entered by the Sheriff within 21 days from the date the Address Verification Letter was generated, DCIN will send an automatic NO DATE OF DELIVERY ENTERED NOTIFICATION to the Sheriff.
2. Once the Sheriff receives the notification, he will first check the weekly report in Omnixx Links to determine the tracking number. The Sheriff will then enter this number on the Track and Confirm section of the US Postal Service website at www.usps.com to determine if the letter was delivered and the date and time the letter was delivered, if any. If there is no date and time letter delivered, Sheriff must check with CIIS Sex Offender Coordination Unit to obtain the Certified Letter Number, and then contact the US Postal Service to track the letter.
3. If the Post Office does not have the Address Verification Letter or the Return Receipt Requested card, the Sheriff may request a copy of the letter from the CIIS Sex Offender Coordination Unit.
4. The Sheriff will then inquire (QSO) to determine the appropriate Court Counselor to contact for completion of the Address Verification Process.

XI. JUVENILE ADDRESS VERIFICATION TRANSACTIONS

- A. ADDRESS VERIFICATION OF SEX OFFENDER (AVSO)** – This transaction is used to document the address verification process for registered juvenile offenders. The complete address verification process information will be placed in the Address Verification History Segment of the Sex Offender Registration Record. **Refer to previously covered material on pages 86-88 for this transaction.**

NOTE: If an address is entered or an address option is used, the 'In Custody' indicator is mandatory.

NOTE: The MSOR will only need to be completed to add the IDF once per offender if they were registered prior to May 1, 2009.

- B. MODIFY ADDRESS VERIFICATION OF SEX OFFENDER (AVSO) – Refer to previously covered material on pages 88-89 for this transaction.**

XII.ACCESS TO JUVENILE OFFENDER REGISTRATION INFORMATION

- A.** Juvenile Registration records are available to law enforcement agencies and local boards of education only. This information is **NOT** public record and cannot be released to the public.
- B.** Juvenile Registration records will not be placed on the Public Sex Offender Registry on the Internet, public inquiry (QSOP), or displayed on any county or statewide registry printout.
- C.** Juvenile Registration records will not be sent to the NCIC Sexual Offender Registration File.
- D.** Sheriff's Offices must maintain Juvenile Registration records and forms in a separate file cabinet, locked and not accessible to anyone outside of law enforcement. These records must be kept separate from the adult registration files.

XIII. ACCESS, USE AND DISSEMINATION OF THE SEX OFFENDER REGISTRATION FILE

- A. LAW ENFORCEMENT REQUEST – QUERY SEX OFFENDER REGISTRATION (QSO) – Law Enforcement/Criminal Justice Use Only:** This transaction is used to retrieve information on all types of sexual offenders. This inquiry is used for law enforcement/criminal justice use only. Responses returned will be based on the type of inquiry performed. This transaction may be used to obtain a detailed record, an individual search and an area or status listing.
1. INQUIRY FOR A DETAILED RECORD
 - a. Inquiries by the Sex Offender Registration Number (SRN) or Department of Correction Number (DOC), or NAME and FBI number will search both DCIN and NCIC files.
 - b. DCIN responses to the detailed record request will provide the full identification information (SMT's, alias names, additional numeric identifiers), as well as the Registration Type of the individual's sex offender record (SEXUAL OFFENDER, SEXUALLY VIOLENT PREDATOR, RECIDIVIST, AGGRAVATED OFFENDER, JUVENILE OFFENDER, NONRESIDENT STUDENT OR WORKER), Minimum Registration Period (10YEARS, LIFETIME, JUVENILE), Petition Eligibility – (MAY PETITION COURT AFTER 10 YEARS OF INITIAL COUNTY REGISTRATION, INELIGIBLE, COURT MAY TERMINATE JURISDICTION (Juveniles), Registration Status

(ACTIVE, EXPIRED, PENDING, PRIOR, TERMINATED, OS), Registration Date and Violation Status (FTR, FTV, FTC, FFD, FTS, FTW, FRP, FMS, FOC, FID and NVL). The detailed response will also include the Offense and Conviction information, the Address History Segment, Address Verification History Segment, Violation History Segment, Nonresident Segment (if applicable), Registration History Segment, Intended to Move Out of State Segment (if applicable) and Termination Information Segment (if applicable).

- c. NCIC responses will provide a detailed response with a record status of ACTIVE (valid record), EXPIRED (record has reached the end of the retention period), or CANCELED (record cleared or individual moving between states and not currently registered in new resident state).

NOTE: All adult sexual offenders in NC SOR will show a retention status of 'NONEXP' in NCIC if entered prior to December 1, 2008. Offenders entered after that date will show an expiration date of 30 years after the date of initial county registration. Juvenile offenders are not in NCIC.

- d. This inquiry must be used prior to performing any type of entry transaction to determine if the offender has a prior established record.

2. INQUIRY FOR INDIVIDUAL SEARCH

- a. Inquiries by NAME and/or optional fields of DOB or AGE, RACE, SEX and COUNTY. Inquiries by NAME and DOB will search both the NC Sex Offender Registration File and NCIC SOR file.
- b. DCIN matched records (based on name soundex and exact DOB) will provide a three line response containing basic physical description, SRN (Sex Offender Registration Number), CITY, COUNTY (or State if out-of-state), Registration Status (ACTIVE, EXPIRED, PENDING, PRIOR, TERMINATED, OS), Registration Period (LIFETIME (Unless Petition Granted), MANDATORY LIFETIME, UNTIL JUVENILE'S 18TH BIRTHDAY), Petition Eligibility – (MAY PETITION COURT AFTER 10 YEARS OF INITIAL COUNTY REGISTRATION, INELIGIBLE, COURT MAY TERMINATE JURISDICTION (Juveniles), Violation Status (FTR, FTV, FTC, FFD, FTS, FTW, FRP, FMS, FOC, FID and NVL), Registration Date (if applicable), and FBI Number (if applicable).
- c. NCIC matched records (based on name sound alike and exact DOB) will provide the complete NCIC record. If the 'Active Only' field is left blank, NCIC will provide records of any status: Active (valid record), Expired (record has reached the end of the retention period), or Canceled (record cleared or the individual is moving between states and not currently registered in new

resident State). If this field contains a 'Y', only Active NCIC records will be returned. **NOTE: All Sex Offenders in NC SOR will show a status of 'NONEXP' in NCIC if entered prior to December 1, 2008. Offenders entered after that date will show an expiration date of 30 years after the date of initial county registration. Juvenile offenders are not in NCIC.**

3. INQUIRY FOR AREA OR STATUS LISTING

- a. Inquiries may be run to obtain a list of all sex offenders for a particular county, city, zip code or statewide listing. **NCIC SOR files will be searched if Zip Code is used.**
- b. Inquiries by a particular area only will provide a response for all Sex Offenders with all Registration and Violation Status Types.
- c. You may limit the number of responses received from an area inquiry by selecting one or more specific Registration and Status Types. You will indicate this by placing a 'Y' in each of the selected Registration and Status fields. If these fields are left blank, then all Registration Type Statuses will be returned.
- d. Statewide Listing
 - 1) To obtain a statewide listing for PENDING, PREDATOR, JUVENILE, AGGRAVATED, RECIDIVIST, NONRESIDENT, as well as Violation Status of FTR, FTV, FTC, FFD, FTW, FTS, FRP, FMS, FOC, FID and NVL, place a 'Y' in the STATEWIDE LISTING field.

NOTE: You may not use the QSO transaction to obtain a statewide listing for all Sex Offenders with a Status of Registered.

- 2) To obtain a statewide listing by a particular registration type, place a 'Y' in the STATEWIDE LISTING field and a 'Y' in the appropriate REGISTRATION TYPE field.
- 3) To obtain a statewide listing by a particular Violation Status Type, place a 'Y' in the STATEWIDE LISTING field and a 'Y' in the appropriate VIOLATION STATUS field.
- 4) To obtain a statewide listing for more than one status, place a 'Y' in the STATEWIDE LISTING field and a 'Y' in the appropriate REGISTRATION TYPE and VIOLATION STATUS fields.

4. REQUEST FOR STATEWIDE REGISTRY

NOTE: Not an option on the QSO transaction – only by special request.

- a. Statewide Registry will include the following **Registration and Violation Status** types: ACTIVE, PENDING, REGISTERED SEXUALLY VIOLENT PREDATOR, RECIDIVIST, AGGRAVATED

OFFENDER, NONRESIDENT STUDENT and WORKERS with Violation Status (if applicable) of FTR, FTV, FTC, FFD, FTS, FTW, FRP, FMS, FOC and FID. **The statewide registry will not include Juvenile Offenders or the Violation Status of NVL.**

- b. For a copy of the registry with all statuses or a status of ACTIVE only, contact the CIIS Sex Offender Coordination Unit.
5. REQUEST FOR SCHOOL INFORMATION
 - a. Inquiries by SCHOOL ID (Name of the School) will provide a list of all registered offenders who are students or employees associated with that particular school.
 - b. Inquiries by SCHOOL TYPE (Community College, Trade School, or University) will provide a list of all schools matching the selected type: SCHOOL TYPE may be used with COUNTY or CITY.
 - c. Inquiries by COUNTY or CITY will provide a list of all schools located within the selected COUNTY or CITY name.
6. Queries of the Sex Offender Registration File are made for various reasons:
 - a. Checking for prior registrations when entering a pending registration for an individual as a sexual offender or a sexually violent predator.
 - b. Criminal Investigations involving crimes of a sexual nature.
 - c. Other Criminal Investigations where additional information may be needed on an individual.
 - d. Records Management – Prior to performing a Modify Sex Offender Record (MSOR) transaction, Supplemental Sex Offender Record (ESSO) transaction, or a Delete Sex Offender Registration Descriptors and Offense Data (XSO) transaction, inquire to verify information in existing record.
7. Law enforcement responses may also provide additional identifiers such as SID or FBI numbers which may assist in obtaining more information with regard to the individual.
8. Any law enforcement agency may access the Internet to obtain this information as well. The Internet address is <http://sexoffender.ncsbi.gov/>. A complete and current download of the public registry is available through this website. Juvenile records are not public record information and will not be provided through the Internet.

B. HIT CONFIRMATION PROCEDURES

1. Hit Confirmation Request – YQSO
 - a. A response from the Sex Offender Registration file containing a violation status of FTR, FTV, FTC, FFD, FTW, FTS, FRP, FMS, FOC

- and FID must be confirmed prior to making a warrantless arrest.
 - b. Prior to taking any enforcement action based on the violation status, the officer must confirm the Violation Status in the Sex Offender Registration Record.
 - c. Hit Confirmation Sex Offender Registration Request (YQSO) transaction is used when an agency receives a positive response from the Sex Offender Registration file indicating a Violation Status of:
 - 1) Failure to Register (FTR)
 - 2) Failure to Verify (FTV)
 - 3) Failure to Change Address (FTC)
 - 4) Forges or Falsifies Data (FFD)
 - 5) Failure to Inform Work Status (FTW)
 - 6) Failure to Inform Student Status (FTS)
 - 7) Failure to Report in Person (FRP)
 - 8) Failure to Report Changes to Intended Move Out of State (FMS)
 - 9) Failure to Notify of Out of County Employment with a Temporary Residence (FOC)
 - 10) Failure to Notify Online Identifier Changes (FID)
 - d. If obtaining a hit from the NCIC Wanted Person file, utilize the standard Hit Confirmation Request (YQ) transaction.
2. Hit Confirmation Response – YRSO
- a. Hit Confirmation Sex Offender Registration Response (YRSO) transaction is used by the current registering Sheriff after confirming the status of the Sex Offender Registration Record Violation Status.
 - b. The NC Sex Offender Registration and Public Protection laws give law enforcement the ability to make Felony charges and warrantless arrests.
 - c. The Sheriff must make all Sex Offender Registration records available 24 hours a day, 7 days a week to be in compliance with Hit Confirmation procedures.

C. PUBLIC REQUEST – QUERY SEX OFFENDER REGISTRATION – PUBLIC INQUIRY (QSOP) – This transaction is used to retrieve information on all

types of Sexual Offenders except Juvenile Offenders when a request is received by the Sheriff's Office for registry information from the public. Responses returned will be based on the type of inquiry performed. This transaction may be used to obtain a detailed record, individual search or an area or status listing.

- 1. All public requests for information from the Sex Offender Registration file must be referred to a Sheriff's Office, the Public Registry Website or to the SBI Criminal Information and Identification Section.
- 2. All public requests must be submitted in writing to the Sheriff. Name

of requestor is not mandatory and if the individual does not provide their name, list 'Name Not Given' on the form.

NOTE: The Public Request for Sex Offender and Public Protection Registration form and Public Request for Statewide NC Sex Offender and Public Protection Registry form can be found in the FORMS section of this training manual.

3. Upon receipt of the request, the Sheriff could provide a copy of the following:
 - a. A copy of the Sex Offender Registration Card
 - b. A copy of the photograph
 - c. Detailed record with the exception of the Address Verification History Segment
 - d. A copy of area listing
 - e. A copy of the Statewide Registry

NOTE: The Sheriff's Office may not release identity of the victim or any information concerning the victim. The Sheriff may not release any medical records contained in the Sex Offender Registration file.

4. The Sheriff's Office may charge duplication fees for these requests; however, fees may only reflect the cost of paper used for processing the request and/or mailing costs.
5. The public may access the Internet directly to obtain this information. The Internet address is: <http://sexoffender.ncsbi.gov>. A complete and current download of the public registry is available through this website as well as the ability to sign up for email notifications when an offender moves. If the individual does not have Internet access, he/she may utilize the Public Library.
 - a. The internet address to sign up for email notifications is: <http://signup.ncsbi.gov>.
6. **INQUIRY FOR A DETAILED RECORD**
 - a. Inquiries for public requests (QSOP) will not search the NCIC SOR files. The NCIC SOR files are for law enforcement and criminal justice use only.
 - b. Inquiries for a detailed record may be run by the Sex Offender Registration Number (SRN).
 - c. Public responses to the detailed record will not include the DL, ID or Miscellaneous numbers, FBI or SID numbers, Court Docket number, Conditions of Sentence, DNA, or Campus Sex Crime Act information. Juvenile records are not available to the public and will not be returned on the QSOP response.

7. **INQUIRY FOR INDIVIDUAL SEARCH**

- a. Inquiries by Name and/or optional fields of DOB or AGE, RACE, SEX and COUNTY.
- b. Public inquiries of this type will provide a four line response containing basic physical descriptors, SRN, Address information, Registration Status of the Offender (PENDING, ACTIVE, EXPIRED or TERMINATED), Registration Type (10 YEAR, LIFETIME), Violation Status (FTR, FTV, FTC, FFD, FRP, FMS, FOC, FID), Conviction Date, Conviction Offense, and Confinement and/or Probation.

8. **INQUIRY FOR AREA OF STATUS LISTING**

- a. Inquiries may be run to obtain a list of sex offenders for a particular County, City, Zip Code, or a Statewide Listing.
- b. Inquiries by a particular area will provide a response for offenders with a Registration Status of (PENDING, ACTIVE, EXPIRED or TERMINATED), Registration Type (LIFETIME, MANDATORY LIFETIME), and Violation Status (FTV, FTR, FTC, FFD, FRP, FMS, FOC and FID).
- c. You may limit the number of responses received from an area inquiry by selecting one or more specific Status Types. You will indicate this by placing a 'Y' in the selected fields.
- d. Statewide Listing
 - 1) To obtain a Statewide Listing for PENDING, PREDATORS, RECIDIVISTS, AGGRAVATED OFFENDERS, NONRESIDENT STUDENTS and WORKERS and Violation Status of FTR, FTV, FTC, FFD, FRP, FMS, FOC and FID, place a 'Y' in the Statewide Listing field.

NOTE: You may not use the Query Sex Offender Registration (QSOP) transaction to obtain a statewide listing for all sex offenders with a status of Registered.

- 2) To obtain a statewide listing by a particular Registration Type/Violation Status, place a 'Y' in the STATEWIDE LISTING field and a 'Y' in the appropriate field for Registration Type or Violation Status.
- 3) To obtain a Statewide Listing for more than one Registration/Violation Status, place a 'Y' in the STATEWIDE LISTING field and a 'Y' in the appropriate fields for Registration or Violation Statuses.
- 4) To obtain a Statewide Listing for a status of REGISTERED, the individual must complete the Public Request for Statewide Sex Offender and Public Protection Registry form and submit along with the appropriate fee to SBI/CIIS. Once received CIIS will print the registry and provide a copy to the individual making the request.

- e. Public inquiries of this type will provide a four line response containing basic physical descriptors, SRN, address information, Registration Status of the offender (PENDING, ACTIVE, EXPIRED, TERMINATED), Registration Type (LIFETIME, MANDATORY LIFETIME), and Violation Status (FTR, FTV, FTC, FFD, FRP, FMS, FOC, FID), Conviction Date, Conviction Offense, and Confinement and/or Probation.

9. **REQUEST FOR STATEWIDE REGISTRY**

NOTE: Not an option on the QSO or QSOP inquiry for all Registered offenders– only by special request.

- a. Statewide Registry will include registration types of PENDING, REGISTERED, PREDATOR, RECIDIVIST, AGGRAVATED OFFENDER, NONRESIDENT STUDENTS and WORKERS and Violation Statuses of FTR, FTV, FTC, FFD, FRP, FMS, FOC and FID.
- b. For a copy of this registry, an individual must complete the Public Request for Statewide Sex Offender and Public Protection Registry form and mail to the SBI / CIIS (Criminal Information and Identification Section). Once received, CIIS will print the registry and mail to the individual making the request.

NOTE: The Request for Statewide Sex Offender and Public Protection Registry form can be found in the FORMS section of this training manual.

- c. The public may also access the Public Registry on the Internet to view all adult offenders registered in NC. The Internet address is <http://sexoffender.ncsbi.gov>. A complete and current download of the public registry is available through this website. Juvenile records are not public record information and will not be provided through the Internet.

XIV. CROSS SEARCHES

- A.** An automatic cross search of the NC and NCIC Sex Offender Registration File will be generated whenever one of the following transactions is performed:
 - 1. Entries into the Sex Offender Registration file;
 - 2. Queries of the NC DMV Driver's License file resulting in a single hit;
 - 3. Queries of the Criminal History Record's file; or
 - 4. Queries of the Wanted Person file.

- B. A Query Wanted Person (QW) inquiry will retrieve 'ACTIVE' records only from the NCIC SOR file. When an individual is moving out-of-state, his/her record status is changed to 'Cancelled'. This status will remain until the offender registers in his/her new state of residency. Therefore, law enforcement will not have knowledge of the SOR record or possible Failure to Register Violation. For this reason, it is imperative for the Sheriff to issue a warrant when an offender fails to register as required by law, and enter the warrant into the NCIC Wanted Person File.**

XV. VALIDATION PROCESS – (MXS) TRANSACTION

- A.** The purpose is to ensure entries in NCIC and DCIN files are accurate and complete as well as making sure all agencies are following legislative mandates.
- B.** Agencies receive sex offender validations monthly through EVOLVE. A printout can be retrieved that will include sex offenders registered during the month being validated for the current year and previous years.
- C. Agencies should complete the following:**
1. Verify the SOR file is complete and has the following:
 - a. Sex Offender Registration Card and Duty to Register Form
 - b. Front, Left and Right Photographs
 - c. Notifications – Release from DOC or Local Jail, Change of Address forms, Address Verification documentation and Letters
 - d. Address Verification Information (letters, green cards)
 - e. Online Identifier Reports and Forms
 - f. Change of Information Forms
 - g. Copy of all transactions performed (to include CCH, AOC, DMV, etc.)
 2. Verify all information from the Registration Card and file has been entered into the record.
 3. Verify that a Second Party Check was completed at the time of entry and that it is documented in the SOR case file.
 4. Verify the FBI number has been added to the record.
 5. Verify the photographs are on the Public Registry website and attached to the NCIC SOR entry. Verify the photos are up to date and provide a true likeness of the offender (a minimum of three photos: front, left and right profiles).

NOTE: If the photos do not provide a true likeness of the offender, you

may require the offender to report to the Sheriff's Office to have additional photos taken. (Update the photos on the website by posting new photos in SORTS via <https://ncsexoffenderportal.ncsbi.gov> for approval by SOCU in Raleigh and update the photo in NCIC). Once the photos are approved by SOCU, they will be automatically loaded to the public registry.

6. Verify the ON Track information has been updated for the offender in the SORTS website, ON Track application. ON Track is used to link the offender's name(s) used at the time the offense was committed and at the time of conviction, together with the offense(s).
7. Verify the agency has a process in place for registering individuals that receive no active time. For example, does the bailiff, court official or someone else bring the individual to the Sheriff for registration on the day of conviction?
8. Determine if the agency is reviewing the circumstance of the offense to determine if the individual is registered as an Aggravated Offender or Recidivist.
9. Determine if the agency has a process for keeping up with violations. Does the Sheriff obtain a warrant and enter into NCIC Wanted Person File?
10. Verify the agency has entered 'Absconder Information' in the Remarks field for an offender's record with an unknown address.
11. Verify the agency is using the current version of the forms.
 - a. Duty to Register as a Sex Offender / Offender Acknowledgement (CIIS-65). Make sure the jail is utilizing this form when releasing individuals who will be required to register. The current form can be found in the Links Menu of Omnixx Force and an example of this form can be found in the FORMS section of the training manual. It is recommended to have offenders sign a new Duty to Register form when updated versions are published.
 - b. **Requirements for Sex Offender and Public Protection Registration. At no time should an agency design and/or use any other forms. Our forms were designed to be used in court if necessary.**
 - c. A copy of the Sex Offender Registration Card (CIIS-59) can be found in the Links Menu of Omnixx Force and in the FORMS section of this training manual. This form may be used when fingerprinting the offender. LiveScan will print the front page of this form automatically when submitting using the e-SOR card on your LiveScan device.

- 1) Verify the offender has digitized fingerprints on file with the SBI in SAFIS by performing a Query Sex Offender (QSO) transaction. If the offender has been fingerprinted on Livescan, the response will show ****Digitized Fingerprints on File**** beside the SID number.
 12. Verify the agency is completing the ADD/MODIFY/DELETE School Enrollment (SCE) transaction when a registered offender notifies the agency that he/she will be attending or working at an institution of higher education. The offender should have completed the NC Student or Worker Information for an Institution of Higher Education form.
 13. Verify records are available 24 hours a day, 7 days a week for Hit Confirmation purposes.
- D.** NCIC requires each month when validating SOR records, that agencies must contact the court of conviction in the appropriate state (in-state or out-of-state), to make sure the court decision has not been overturned. **The findings must be documented in the sex offender registration case file.**
- E. SOR Validation (MXS) transaction** must be used to validate each individual SOR record on your agency's validation list for that particular month or the process can be completed through EVOLVE. Refer to EVOLVE procedures for validating all NCIC hot file records. If you need assistance with EVOLVE, you may email EVOLVEHelp@ncsbi.gov with your questions or problems.
1. **MANDATORY FIELDS for MXS:** ORI, NAME OF VALIDATOR (VLN field), and at least two of the three Record Identifiers.
 2. If you receive your validation list that contains an offender that has already been modified to another county, you will not be able to validate the record in NCIC. You should:
 - a. Mark the file as 'Modified' in EVOLVE and click 'Do not send transaction'. This will clear the record from the queue, but not send to NCIC. (If it was sent to NCIC, it would 'reject' since they are no longer the holder of the record.)
 - b. Contact the new registering county to let them know about the pending validation on this offender.
 - c. The new holder of the record must then perform the MXS transaction in Omnixx in order for this record to be retained in NCIC.
 3. Failure to validate records by the due date will result in cancelation of those records in NCIC.
 - a. The NC SOR records will remain in the system.

XV. ADD/UPDATE/QUERY ORI FOR SEX OFFENDER REGISTRATION

NOTIFICATIONS – This transaction is used to identify which ORI the DCI Network should route all Sex Offender Notifications.

- A.** To add or update an ORI designated to receive notifications, the Sheriff must use both the Primary Agency ORI and the Notification ORI. The Notification ORI is the ORI within your own department which has been selected to receive all Sex Offender Notifications.
- B.** To query the file to determine the current ORI selected to receive all Sex Offender Notifications, the Sheriff must use the Primary Agency ORI.

SEX OFFENDER REGISTRATION AND PUBLIC PROTECTION FILE

Forms Section



NC SEX OFFENDER REGISTRATION CARD

SRN	<u>NAM</u>		LAST NAME	FIRST NAME	MIDDLE NAME	DATE OF PRINTS	
SIGNATURE OF PERSON FINGERPRINTED	<u>DOB</u> DATE OF BIRTH	<u>SEX</u>	<u>RACE</u>	<u>HGT</u> HEIGHT	<u>WGT</u> WEIGHT	EYE COLOR	<u>HAIR</u> COLOR
<u>FBI</u> NUMBER	<u>SMT</u> SCARS, MARKS, AMPUTATIONS, AND TATTOOS				<u>AMPUTATED FINGERS</u> YES ☐ NO ☐		DNA YES ☐ NO ☐
<u>SID</u> NC SBI IDENTIFICATION NUMBER							
<u>SOC</u> SOCIAL SECURITY NUMBER	<u>AKA</u> ALIAS NAMES (INCLUDE NICKNAME(S))				DATA ENTRY ENTERED ☐ DCIN PHOTO ☐ SBI (SENT)		
<u>DRIVER'S LICENSE</u> NUMBER (INCLUDE STATE)	<u>POB</u> PLACE OF BIRTH (CITY AND STATE)				ENTERED ☐ NCIC PHOTO ☐ NCIC (UPLOADED)		
					ATTACH TO FP CARD (INCLUDE DATE AND SRN)		
REGISTERING AGENCY NAME / <u>ORI</u>	ADDITIONAL IDENTIFYING DATA					PRINT NAME OF <u>OFFICIAL</u> TAKING PRINTS	
1. R THUMB	2. R INDEXs	3. R MIDDLE		4. R RING		5. R LITTLE	
6. L THUMB	7. L INDEX	8. L MIDDLE		9. L RING		10. L LITTLE	
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		L THUMB		R THUMB		RIGHT FOUR FINGERS TAKE SIMULTANEOUSLY	

NORTH CAROLINA SEX OFFENDER REGISTRATION CARD

CIIS - 59

CHARGE(S)	CIT NC GENERAL STATUTE	DOA DATE OF ARREST	OCA YOUR CASE NUMBER
1.		CLASSIFICATION ☐ GENERAL ☐ AGGRAVATED ☐ PREDATOR ☐ RECIDIVIST ☐ NON-RESIDENT STUDENT ☐ NON-RESIDENT WORKER	
2.			
3.			
4.			
5.			
RESIDENCE OF PERSON FINGERPRINTED			TELEPHONE NUMBER
OCCUPATION	EMPLOYER NAME		WORK TELEPHONE NUMBER
EMPLOYER ADDRESS			EMPLOYER ADDRESS COUNTY
NAME OF NEAREST RELATIVE	RELATIVE ADDRESS		TELEPHONE NUMBER

LEFT PALM PRINT

RIGHT PALM PRINT

THIS CARD IS NOT TO BE SUBMITTED TO OR RETAINED BY THE FBI.

OFFENDER ACKNOWLEDGEMENT

NOTICE: Duty to Register

Instructions

- Agencies with responsibilities under North Carolina General Statutes, Article 27A, Sex Offender and Public Protection Registration Programs may choose to use this document to assist the agency with their requirements in this area.
- This form may be used in conjunction with CIIS - 59, North Carolina Sex Offender Registration Card.
- Read carefully. Print legibly.

TO BE COMPLETED BY AGENCY

Date: _____ NC SRN #: _____ FBI #: _____ NC SID #: _____ NC DOC #: _____ Address Verified by Agency: ☐ Y ☐ N Conducted Home Visit Verified for Mail Delivery: ☐ Y ☐ N Use www.USPS.COM Photos: ☐ Y ☐ N All Photo Profiles to SBI Fingerprinted: ☐ Y ☐ N On Probation: ☐ Y ☐ N AND Probation Contacted	Notifying Agency: _____ Offender Name: _____ LAST, FIRST MIDDLE Telephone# INCLUDE AREA CODE _____ Home _____ WORK _____ MOBILE Physical Address: _____ _____ COMPLETE STREET ADDRESS (INCLUDE BLDG, APT #, CITY, ZIP CODE + 4) NO POST OFFICE BOXES Vehicle(s): <table border="0"> <tr> <td></td> <td>TAG</td> <td>STATE</td> <td>MAKE</td> <td>MODEL</td> </tr> <tr> <td>DESCRIPTION</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> 1. _____ 2. _____ Probation Officer: _____ Telephone#: _____		TAG	STATE	MAKE	MODEL	DESCRIPTION				
	TAG	STATE	MAKE	MODEL							
DESCRIPTION											

**TO BE COMPLETED BY OFFENDER
WITH AGENCY**

Offender must initial their understanding of each of the following

1. _____ **DUTY TO REGISTER**

I am hereby being notified of my responsibility to register as a convicted offender, pursuant to North Carolina General Statutes (NCGS) 14-208.5 through 14-208.24, North Carolina Sex Offender and Public Protection Registration Programs, and in accordance with the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act; Pam Lychner Sexual Offender Tracking and Identification Act; Megan's Law; Jessica Lunsford Act for North Carolina; and the Campus Sex Crimes Prevention Act.

2. _____ I understand registration is required for reportable convictions as defined by NCGS 14-208.6 including, but not limited to, the following:

- Conviction for one or more reportable offenses
- Out-of-state conviction which requires registration in the other state
- Non-Resident Students and Non-Resident Workers who are registered in their state of residence
- A final out-of-state or federal conviction for an offense which is substantially similar to a North Carolina offense against a minor or sexually violent offense.

3. _____ I understand I must initially register according to the time frames set forth in NCGS 14-208.7 as follows:

- Immediately upon a North Carolina conviction when an active time of imprisonment is not imposed
- If convicted and sentenced to prison, within three (3) business days of being released from any penal institution (jail or prison)
- If I move to NC from out of state- within three (3) business days of establishing residency in North Carolina or being present in North Carolina for 15 days, whichever comes first
- When enrolling in a North Carolina school on a full-time or part-time basis
- When employed in North Carolina for more than 14 days, or for an aggregate (total) period exceeding 30 days in a calendar year.

4. _____ It is my responsibility to understand and obey the law and it is my legal duty to register as an offender.

I understand that failure to comply with one or more requirements as outlined may result in arrest, Felony charges and prosecution for violation of North Carolina law including NCGS 14-208.11.

**TO BE COMPLETED BY OFFENDER
WITH AGENCY**

Offender must initial their understanding of each of the following

5. _____

ADDRESS VERIFICATION REQUIRED 14-208.9A:

Offenders are required to verify their address within specified time periods of the anniversary date of their initial registration. I will receive a certified letter which must be completed, signed and returned IN-PERSON to the registering county sheriff listed within three (3) business days.

I understand it is my responsibility to know my anniversary dates, all IN-PERSON verification dates, correct deliverable mailing address and any subsequent IN-PERSON appearance dates.

I understand I should not rely on my receipt of my letter to ensure that I meet my requirements.

I understand a county sheriff may attempt to verify my address at any time during the year.

TO BE COMPLETED BY AGENCY

CHECK BOX(ES) THAT APPLY. CLASSIFICATION SUBJECT TO CHANGE.

☐

Sexual /
General Offender

Every year on the anniversary of my initial registration date and again six (6) months after that date

☐

Violent Predator
Aggravated Offender
Recidivist

Every 90 days, after my initial registration date

**TO BE COMPLETED BY OFFENDER
WITH AGENCY**

Offender must initial their understanding of each of the following

6. _____

RESIDENTIAL RESTRICTION NCGS 14-208.16:

I understand that registered sex offenders are generally prohibited from living within 1,000 feet of a public or non-public school or childcare center in North Carolina.

7. _____

CERTAIN OFFENDERS PROHIBITED FROM PROTECTED LOCATIONS NCGS 14-208.18:

I understand that the following persons are prohibited from the locations listed below: persons required to register under North Carolina Sex Offender and Public Protection Registration Programs for an offense in Article 7B of Chapter 14 of the North Carolina General Statutes or for a federal offense or offense in another state if the offense is substantially similar to an offense in Article 7B; and for an offense where the victim was under the age of 18 years at the time of offense. The prohibited locations include:

- The premises of any place intended primarily for the use, care, or supervision of minors, including, but not limited to, schools, children's museums, child care centers, nurseries and playgrounds;
- Any place where minors frequently congregate, including, but not limited to, libraries, arcades, amusement parks, recreation parks, and swimming pools, when minors are present.
- On the State Fairgrounds during the period of time each year that the State Fair is conducted, on the Western North Carolina Agricultural Center ground during the period of time each year that the North Carolina Mountain State Fair is conducted, and on any other fairgrounds during the period of time that an agricultural fair is being conducted.

I understand that the following persons are prohibited from the locations listed below: persons required to register under North Carolina Sex Offender and Public Protection Registration Programs for an offense in Article 7B of Chapter 14 of the North Carolina General Statutes if found by a court to present a danger to minors under age 18; for a federal offense or offense in another state if the offense is substantially similar to an offense in Article 7B and if the person is also found by a court to present a danger to minors under age 18; and for an offense where the victim was under the age of 18 years at the time of offense. The prohibited locations include:

- Within 300 feet of any location intended primarily for the use, care, or supervision of minors when the place is located on premises that are not intended primarily for the use, care, or supervision of minors, including, but not limited to, places described above that are located in malls, shopping centers, or other property open to the general public.

NOTE: Refer to Appendix A for information on specific North Carolina Offenses, including what constitutes an Article 7B offense and which offenses always involve a victim under the age of 18 for purposes of these location restrictions. Also refer to Appendix A for exceptions to the location restrictions for covered offenders.

**TO BE COMPLETED BY OFFENDER
WITH AGENCY**

Offender must initial their understanding of each of the following

8. _____ **CHANGE OF ADDRESS, CHANGE OF ACADEMIC STATUS OR EDUCATIONAL
EMPLOYMENT STATUS 14-208.9:**

When an offender that is required to register changes addresses, they must appear IN-PERSON and provide **written notification** of this address change to the sheriff in the county where they have most currently registered. This IN-PERSON notification must be made to the county sheriff within three (3) business days of the address change. If the offender moves to another county within North Carolina, the person shall also report IN-PERSON to the sheriff of the new county and provide written notice of the person's address not later than the tenth day after the change of address.

I shall report the address or a detailed description of every location where I reside or live.

I understand I must report a location even if it does not have a street address.

I understand that if I maintain either a valid North Carolina operator license or a North Carolina personal identification card, the address on this card should match my current address on the public North Carolina Sex Offender and Public Protection Registry.

If I fail to report any address changes, subsequent address changes, to include change of address within the same county, within the time specified, I will be out of compliance and may be charged with a Felony under North Carolina law.

If a person required to register changes his or her academic status either by enrolling as a student or by terminating enrollment as a student, then the person shall, within three (3) business days, report IN-PERSON to the sheriff of the county with whom the person registered and provide written notice of the person's new status. The written notice shall include the name and address of the institution of higher education at which the student is or was enrolled.

If a person required to register changes their employment status either by obtaining employment at an institution of higher education or by terminating employment at an institution of higher education, then the person shall, within three (3) business days, report IN-PERSON to the sheriff of the county with whom the person registered and provide written notice of the person's new status not later than the tenth (10th) day after the change to the sheriff of the county with whom the person registered. The written notice shall include the name and address of the institution of higher education at which the person is or was employed.

"Employed" includes employment that is full-time or part-time for a period of time exceeding 14 days, or for an aggregate (total) period of time exceeding 30 days during any calendar year, whether financially compensated, volunteered, or for the purpose of government or educational benefit.

**TO BE COMPLETED BY OFFENDER
WITH AGENCY**

Offender must initial their understanding of each of the following

9. _____ MOVING OUT-OF-STATE NCGS 14-208.9:

If I intend to move to another state, I must report in writing the new address to the last registering county sheriff.

IN-PERSON at least three (3) business days prior to the date I intend to move out of North Carolina. I will identify the state and provide the new address (city and county), telephone number and any contact information.

I understand that if the new state requires registration, I must register with the designated law enforcement agency of the new state. I will comply with any registration requirements in the new state of residence to which I move, obtain employment or attend school. If I have questions, I will contact the nearest law enforcement agency to my new location.

I understand North Carolina may forward my information to the gaining state.

If I indicated my intent to reside in another state or jurisdiction and later decide to remain in North Carolina, I shall within three (3) business days after the date upon which I indicated I would leave North Carolina, report IN-PERSON to the county sheriff's office to which I reported the intended change of residence of my intent to remain here.

10. _____ VISITING OR ENTERING ANOTHER STATE, TERRITORY OR JURISDICTION:

I understand that each state has its own registration laws.

I understand I may have an obligation to register in other states I enter.

I understand it is my obligation to know the law of each state I enter.

I should contact each state before entering to ensure compliance.

11. _____ OUT OF COUNTY EMPLOYMENT / RESIDENCY 14-208.8A:

I understand I should notify the sheriff of my county of registration when I will be working and residing outside of that county for more than ten (10) days in a 30 day period for an aggregate (total) period of 30 days in a calendar year.

**TO BE COMPLETED BY OFFENDER
WITH AGENCY**

Offender must initial their understanding of each of the following

12. _____ EMPLOYMENT AND VOLUNTEER RESTRICTIONS 14-208.17:

I understand that I am prohibited from working, conducting any activity or volunteering at any place where a minor is present and my responsibilities or activities would include instruction, supervision, or care of a minor or minors.

It is unlawful for any person to conduct any activity in their residence where the person accepts a minor or minors into their care, and knows that a person resides at the same location, who is required to register under North Carolina laws.

13. _____ NAME CHANGE 14-202.6 and 14-208.9(f):

I understand that it is unlawful for a sex offender registered in North Carolina's Sex Offender and Public Protection Programs to obtain a change of name under Chapter 101 of the North Carolina General Statutes. I also understand that if I change my name by any other means that I must report in person to the sheriff with whom I am registered within three business days and provide the name change to the sheriff.

I understand that if I lawfully change by name, I must notify the sheriff IN-PERSON within three (3) business days of the change.

14. _____ ONLINE IDENTIFIERS 14-208.7(b)(7), 14-208.9 and 14-208.9A(a)(3):

I am required to provide and verify my use of any Online Identifiers with the registering sheriff's office.

"Online Identifier" means electronic mail address, instant message screen name, user ID, chat or other Internet communication name, but it does not mean social security number, date of birth, or pin number [NCGS 14-208.6 (1n)].

I understand that if I change an online identifier, or obtain a new online identifier, then I must report IN-PERSON within 10 days to the registering sheriff to provide the new or changed online identifier information.

**TO BE COMPLETED BY OFFENDER
WITH AGENCY**

Offender must initial their understanding of each of the following

**15. _____ OFFENDERS WORKING OR ATTENDING INSTITUTIONS OF HIGHER
EDUCATION 14-209.9:**

Any person registered in North Carolina as an offender must notify the county sheriff, IN-PERSON within three (3) business days, if they enroll or terminate enrollment in any institution of higher education in North Carolina on a full-time or part-time basis, or any sort of full-time or part-time employment at any institution of higher education in North Carolina, with or without compensation, for more than 14 days, or for an aggregate (total) period exceeding 30 days in a calendar year.

I must also notify the county sheriff of any change of employment or enrollment.

TO BE COMPLETED BY OFFENDER

1. I am currently employed or enrolled at such an institution. ☐ Y ☐ N
- Status: ☐ EMPLOYEE ☐ STUDENT
- LOCATION _____ Include complete address

2. At this time, I expect to become employed or enrolled at such an institution. ☐ Y ☐ N
- Status: ☐ EMPLOYEE ☐ STUDENT
- LOCATION _____ Include complete address

- Intended Date(s): _____

**TO BE COMPLETED BY OFFENDER
WITH AGENCY**

Offender must initial their understanding of each of the following

16. _____ PHOTOGRAPHS AND UPDATED INFORMATION 14-208.9 and 14-208.9A:

If it appears to the sheriff that my appearance has changed, the sheriff has the right to take another photograph of me, or to order me to appear at the county sheriff's office during normal business hours within three (3) business days to have another photograph taken.

Failure to appear in person at the sheriff's office within three (3) business days is a class one misdemeanor. (NCGS 14-208.9A(c)).

I understand that it is my responsibility to report changes that occur during my registration to include, but not limited to, the following:

- Address status
- Employment and work status
- Use of online identifiers
- Scars, marks, and tattoos
- Hair styles
- Facial features
- Accessibility to vehicles

17. _____ LENGTH OF REGISTRATION:

TO BE COMPLETED BY AGENCY

CHECK BOX(ES) THAT APPLY. CLASSIFICATION SUBJECT TO CHANGE.

☐

Sexual /
General Offender

Registration record will be maintained for a period of at least 30 years from the date of initial county registration in North Carolina

☐

Violent Predator
Aggravated Offender
Recidivist

Registration record will be maintained for life

**TO BE COMPLETED BY OFFENDER
WITH AGENCY**

Offender must initial their understanding of each of the following

18. _____ PERIOD OF REGISTRATION:

Offenders who are not classified as recidivists, aggravated offenders, or sexually violent predators may petition for removal after being registered in North Carolina for ten (10) years.

In order to be removed from the Registry, I must petition the Superior Court in the district where I was convicted. I understand that if I have a conviction from a jurisdiction outside of North Carolina that required me to register in North Carolina, I must petition the Superior Court in the district where I currently reside. If I meet the criteria specified in NCGS 14-208.12A, then the court, in its discretion may terminate my requirements to register.

I understand my registration information, which is deemed public record, will be available at the sheriff's office, on the North Carolina Sex Offender Registry Public Website, and on the Dru Sjodin National Sex Offender Public Website.

19. _____ PARTIAL LISTING OF VIOLATIONS AND PENALTIES UNDER NORTH CAROLINA LAW 14-208.11:

I understand a person, or persons required to register, that do any of the following, are guilty of a Class F felony:

- Fails to register
- Fails to notify the last registering county sheriff of a change of address
- Fails to return an address verification notice
- Forges or submits under false pretenses information or verification notices
- Fails to inform the registering county sheriff of enrollment or termination of enrollment as a student
- Fails to inform the registering county sheriff of employment at an institution of higher education or termination of employment at an institution of higher education
- Reports their intent to reside in another state or jurisdiction but remains in North Carolina without reporting to the county sheriff as required
- Fails to report IN-PERSON to the county sheriff's office
- Fails to notify the registering sheriff of out-of-county employment if temporary residence is established as required under NCGS 14-208.8A
- Fails to inform the registering sheriff of any new or changes to existing online identifiers that the person uses or intends to use

**TO BE COMPLETED BY OFFENDER
WITH AGENCY**

OFFENDER ACKNOWLEDGEMENT:

1. I have read and understand the rules outlined in this document regarding my registration as an offender.
2. A copy of this document has been provided to me by the below notifying agency.
3. I understand that I should not depend solely on this notice to meet my registration requirements.

TO BE COMPLETED BY OFFENDER

Print Name: _____

Signature: _____

Initials: _____ Date: _____

TO BE COMPLETED BY AGENCY

CHECK BOX(ES) THAT APPLY.
CLASSIFICATION SUBJECT TO CHANGE

☐	Sexual/General Offender
☐	Violent Predator
☐	Aggravated Offender
☐	Recidivist
☐	Non-Resident Student
☐	Non-Resident Worker

NC SRN #: _____

TO BE COMPLETED BY AGENCY

Notifying Agency: _____ Agency
Official: _____

Telephone #: _____ Signature: _____

Copy to Offender: ☐ Y ☐ N Date: _____

*AGENCY should retain ORIGINAL
COPY

North Carolina Article 7A Offenses

Prior to December 1, 2015

14-27.2	First Degree Rape
14-27.2A	Rape of a Child; Adult Offender
14-27.3	Second Degree Rape
14-27.4	First Degree Sexual Offense
14-27.4A	Sexual Offense with a child; adult offender
14-27.5	Second Degree Sexual Offense
14-27.5A	Sexual Battery
14-27.6	Attempted Rape or Sexual Offense (Repealed in 1994)
14-27.7	Intercourse and Sexual Offense with Certain Victims
14-27.7A(a)	Statutory Rape or Sexual Offense of a Person Who is 13, 14, or 15 Years-of-Age, Where the Defendant is at Least Six (6) Years Older

North Carolina Article 7B Offenses – Rape and Other Sex Offenses

14-27.21	First Degree Forcible Rape
14-27.22	Second Degree Forcible Rape
14-27.23	Statutory Rape of a Child by an Adult
14-27.25(a)	Statutory Rape of a Person Who is 15 Years of Age or Younger, Where the Defendant is at Least Six (6) Years Older
14-27.26	First Degree Forcible Sexual Offense
14-27.27	Second Degree Forcible Sexual Offense
14-27.28	Statutory Sexual Offense with a Child by an Adult
14-27.29	First Degree Statutory Sexual Offense
14-27.30(a)	Statutory Sexual Offense with a Person Who is 15 Years of Age or Younger, Where the Defendant is at Least Six (6) Years Older
14-27.31	Sexual Activity by a Substitute Parent or Custodian
14-27.32	Sexual Activity with a Student
14-27.33	Sexual Battery

North Carolina Offenses in which the Victim Will Always Be Under 18 Years Old
--

14-27.2A	Rape of a Child; Adult Offender
14-27.4A	Sexual Offense with a child; adult offender
14-27.7A(a)	Statutory Rape or Sexual Offense of a Person Who is 13, 14, or 15 Years-of-Age, Where the Defendant is at Least Six (6) Years Older
14-27.23	Statutory Rape of a Child by an Adult
14-27.25(a)	Statutory Rape of a Person Who is 15 Years of Age or Younger, Where the Defendant is at Least Six (6) Years Older
14-27.28	Statutory Sexual Offense with a Child by an Adult
14-27.29	First Degree Statutory Sexual Offense
14-27.30(a)	Statutory Sexual Offense with a Person Who is 15 Years of Age or Younger, Where the Defendant is at Least Six (6) Years Older
14-190.6	Employing or Permitting Minor to Assist in Offenses against Public Morality and Decency
14-190.9(a1)	Felonious Indecent Exposure
14-190.16	First Degree Sexual Exploitation of a Minor
14-190.17	Second Degree Sexual Exploitation of a Minor
14-190.17A	Third Degree Sexual Exploitation of a Minor
14-202.1	Taking Indecent Liberties with Children
14-318.4(a1)	Parent or Caretaker Commit or Permit Act of Prostitution with or by a Juvenile
14-318.4(a2)	Commission or Allowing Sexual Act upon a Juvenile by Parent Guardian

Even if not listed above, persons who have a reportable conviction for any other offense also fall under the location restrictions in paragraph 7 above if the offense involved a victim under 18 years old.

Exceptions for Location Restrictions

Exceptions to the location restrictions in paragraph 9 above include the following:

- a. A parent or guardian of a minor may take the minor to any location that can provide emergency medical care treatment if the minor is in need of emergency medical care.
- b. A parent or guardian of a student enrolled in a school may be present on school property if all of the following conditions are met:
 - (1) The Parent or guardian is on school property for the purpose for one of the following:

- (a) To attend a conference at the school with school personnel to discuss the academic or social progress of the parent's or guardian's child; or
 - (b) The presence of the parent or guardian has been requested by the principal or his or her designee for any other reason relating to the welfare or transportation of the child, and
- (2) The parent or guardian complies with all of the following:
 - (a) The parent or guardian shall notify the principal of the school of their registration and of their presence (upon arrival and departure) at the school unless they:
 - (i) have written permission to be present from the superintendent or the local board of education, who shall notify the principal of the nature of the offender's visit and the hours when the offender will be present at the school; or
 - (ii) the principal has granted ongoing permission in writing for regular visits of a routine nature.
 - (b) A parent or guardian must be under the direct supervision of school personnel at all times they are on school property.
- c. There is an exception for persons eligible to vote at a prohibited location used as a voting place as defined by NCGS 163-165. Such person shall be on the premises only for the purposes of voting and shall not be outside the voting enclosure other than for the purpose of entering and exiting the voting place. If the voting place is a school, then they shall notify the principal of the school that they are a registered offender.
- d. There is an exception for persons eligible under NCGS 115C-378 to attend public school to be present on school property if permitted by the local board of education. The student must be supervised by school personnel at all times.
- e. There is an exception for juveniles to be present at a location to receive medical treatment or mental health services if they remain under the direct supervision of an employee of the treating institution at all times.

Sex Offender Change of Information Form

Information as Currently Registered:

Name: Last First Middle SRN #

Update New or Changed Information Below:

Name: Last Name First Middle

Address: Street # Street Name Apt. #

County City State Zip

Driver's License # State () Phone Number

Registrant's Signature / /20 / /20
Date Signed Effective Date

Sheriff's Office Use Only

Date Received: __/__/20__

Received By: _____

Registration Updated in DCIN: __/__/20__

Updated By: _____

This form is used for all changes in address, name or driver's license data for all registered sex offenders and maintained in the case file for the registered offender. Updates to the NC SOR file using the Modify transaction must be completed for the changed information.

Nonresident Student/Worker Information Form

Nonresident Student: A person who is not a resident of North Carolina but who is enrolled in any type of school in the State on a part-time or full-time basis. This person must register if convicted of a reportable offense or if currently required to register in the person's State of residency.

Nonresident Worker: A person who is not a resident of North Carolina but who has employment or carries on a vocation in the State, on a part-time or full-time basis, with or without compensation or government or educational benefit, for more than 14 days, or for an aggregate period exceeding 30 days in a calendar year. This person must register if convicted of a reportable offense or if currently required to register in the person's State of residency.

☐ Nonresident Student ☐ Nonresident Worker:

Name: Last First Middle SRN #

Name of School or Business

Address: Street # Street Name City State Zip

County

Contact Person Name () Contact Phone Number

Out of State Resident Address Information:

Street # Apt. # City State Zip County

Temp Residence: Street # Street Name Apt. # City Zip

County

Registrant's Signature / /20 / /20
Date Signed Effective Date

Sheriff's Office Use Only

Date Received: / /20
Received By: _____

Registration Updated in DCIN: / /20
Updated By: _____

This form is used for all nonresident students and workers and must be maintained in the case file for the registered offender. This information must be updated in the NC SOR file through DCIN using the NRS transaction.

NC Student or Worker Information for an Institution of Higher Education Form

This form is used for:

Registrant who is a student or expects to be enrolled as a student within one year, in any postsecondary public or private educational institution in the State on a part-time or full-time basis and who is convicted of a reportable offense must disclose the name and address of the institution at which he/she is enrolled.

OR

Registrant who is employed, or expects to be employed within one year, at a postsecondary public or private educational institution including any trade or professional institution on a part-time or full-time basis, with or without compensation or government or educational benefit, for more than 14 days, or for an aggregate period exceeding 30 days in a calendar year, and who is convicted of a reportable offense must disclose the name and the address of the institution at which he/she is employed.

☐ **Student** ☐ Part-Time ☐ Full-Time **OR** ☐ **Worker** ☐ Part-Time ☐ Full-Time

Name: Last First Middle SRN #

Name of School ()
Telephone # (if available)

Address: Street # Street Name City State Zip

County

Contact Person Name ()
Contact Phone Number

Intended Start Date: ____/____/20____ Actual Start Date: ____/____/20____

Termination Date: ____/____/20____

Registrant's Signature ____/____/20____
Date Signed

Sheriff's Office Use Only

Date Received: ____/____/20____
Received By: _____

Registration Updated in DCIN: ____/____/20____
Updated By: _____

This form is used for all registered adult offenders in NC attending or working at an institution of higher education. This form must be maintained in the case file for the registered offender. This information must be updated in the NC SOR file through DCIN using the SCE transaction. An automatic notification will be sent to the law enforcement agency with jurisdiction over the institution.

**NOTIFICATION SENT FOR CAMPUS SEX CRIME ACT
EXAMPLE OF INTENDED ENROLLMENT**

SEXUAL OFFENDER REGISTRATION FILE

TO: NC0032039E DUKE UNIV PUBLIC SAFETY - DURHAM
FROM: NC0600000-MECKLENBURG CO SO - CHARLOTTE
SUBJECT: NOTIFICATION OF NC SEXUAL OFFENDER STUDENT STATUS

IN COMPLIANCE WITH THE CAMPUS SEX CRIME ACT (HOUSE BILL 1638) THE FOLLOWING REGISTERED SEXUAL OFFENDER HAS RECENTLY SUBMITTED NOTIFICATION TO OUR OFFICE WHICH INDICATED HIS/HER PLANS TO ENROLL AS A STUDENT WITHIN YOUR INSTITUTION.

SRN: 1234567890 NAME: SMITH,JOHN ROBERT_____ W/M DOB: 10-12-1985
SCHOOL NAME: DUKE UNIVERSITY - MAIN CAMPUS

INTENDED START DATE: 08-16-2015
ACTUAL START DATE: 00-00-0000
TERMINATION DATE: 00-00-0000

**NOTIFICATION SENT FOR CAMPUS SEX CRIME ACT
EXAMPLE OF ACTUAL ENROLLMENT**

SEXUAL OFFENDER REGISTRATION FILE

TO: NC0032039E DUKE UNIV PUBLIC SAFETY - DURHAM
FROM: NC0600000-MECKLENBURG CO SO - CHARLOTTE
SUBJECT: NOTIFICATION OF NC SEXUAL OFFENDER STUDENT STATUS

IN COMPLIANCE WITH THE CAMPUS SEX CRIME ACT (HOUSE BILL 1638) THE FOLLOWING REGISTERED SEXUAL OFFENDER HAS RECENTLY SUBMITTED NOTIFICATION TO OUR OFFICE WHICH CONFIRMS HIS/HER BEGINNING DATE OF ENROLLMENT AS A STUDENT WITHIN YOUR INSTITUTION.

SRN: 1234567890 NAME: SMITH,JOHN ROBERT_____ W/M DOB: 10-12-1985
SCHOOL NAME: DUKE UNIVERSITY - MAIN CAMPUS

INTENDED START DATE: 08-16-2015
ACTUAL START DATE: 09-01-2015
TERMINATION DATE: 00-00-0000

Sex Offender Temporary Out of State Address Information**Name and Address Information:**

Name: Last First Middle SRN #

Name of School

Name of Business

Contact Person Name () Phone Number

Out of State Address: Street # Apt. # City State Zip

County in Other State

/ /20
Date of Temp Address/ /20
Date of TerminationRegistrant's Signature / /20
Date Signed**Sheriff's Office Use Only**

Date Received: / /20

Received By: _____

Registration Updated in DCIN: / /20

Updated By: _____

This form is used when a NC Sex Offender notifies the Sheriff of his/her intent to be out-of-state due to work or attending school. After completing this form, the Enter Temporary Out-of-State Address Notification form (EOAN) must be completed and a copy of this form must be maintained in the SOR file for the offender.

Sex Offender Secondary Address Information Form

Sheriff must make every effort to obtain a physical address and enter this address into the SOR Record. This form must be completed, signed and placed in the sex offender file.

Secondary Address Information:

Name: Last _____ First _____ Middle _____ SRN # _____

Mailing Address: _____ / _____
 Post Office Box # / Street # Apt. # Street Name

City _____ State _____ Zip _____ County _____

Physical Address: Street # Apt. # Street Name

City _____ State _____ Zip _____ County _____

_____/_____/20_____
 Registrant's Signature Date Signed Effective Date

Sheriff's Office Use Only

Date Received: ____/____/20____

Received By: _____

Registration Updated in DCIN: ____/____/20____

Updated By: _____

This form is completed by the Sheriff when the sex offender does not receive mail at his/her physical address. The secondary address is added to the SOR record using the EMSA transaction and a copy of this form is maintained in the SOR file for the offender.

Sex Offender Out of County Employment Notification Form

This form is used for a registrant that is employed on a vocation in a county in NC other than the county in which the person is registered, for more than 10 business days within a 30 day period, or for an aggregate period exceeding 30 days in a calendar year, on a part time or full time basis, with or without compensation or government or educational benefits;

AND

Maintains a temporary residence in that county for more than 10 business days within a 30 day period, or for an aggregate period exceeding 30 days in a calendar year.

Information as Currently Registered:

Name: Last _____ First _____ Middle _____ SRN # _____

Out of County Employment/Temp Address Information:

Business Name _____ Street Address _____ City _____ State _____ County _____

Temp Residence Name: (example: Holiday Inn, Foxfire Apts., Blue Moon Campgrounds) _____

Temp Residence: Street # _____ Street Name _____ City _____ State _____ Zip _____ Apt. # _____

County of Temp Residence _____ County of Employment (working in) _____

_____/_____/20____

Date of Temp Address

_____/_____/20____

Date of Termination

Registrant's Signature

_____/_____/20____

Date Signed

_____(_____)_____

Current Phone Number

Sheriff's Office Use Only

Date Received: ____/____/20____

Received By: _____

Registration Updated in DCIN: ____/____/20____

Updated By: _____

If the offender's employment and temp residence information covers several counties within NC, a separate form must be used for each one. This form should also be maintained in the case file for the registered offender. This registration must be updated in the NC SOR file using the OCE transaction to add or delete out of county employment information. Failure of the offender to provide this information to the registering sheriff is a Class F Felony.

EXAMPLE OF ADDRESS VERIFICATION LETTER NOTIFICATION

< NAME > County Sheriff's Office
Attn: SORU
< Address >
< Address >

Date: < date >

< Offender Name >
< Address >
< Address >

< Primary Address

SRN:
Designation:

< SRN >
< designation >

< Address >
< Address >

< Secondary Address

* * * * *

Mandatory IN-PERSON Appearance Required

* * * * *

NOTICE

- The North Carolina Sex Offender and Public Protection Registry has you listed as a registered offender.
- You must report IN-PERSON within three (3) business days to your registering Sheriff's Office.
- Failure to report IN-PERSON, providing false information and/or failure to comply may result in your arrest and prosecution under North Carolina law.

Do NOT depend solely on this notice to meet your registration requirements.

SEE REVERSE SIDE FOR INSTRUCTIONS

Authority: North Carolina General Statutes: Article 27A, Sex Offender and Public Protection Registration Programs.

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VERIFICATION of INFORMATION

Authority: North Carolina General Statutes: Article 27A, Sex Offender and Public Protection Registration Programs.

ADULT

- The North Carolina Sex Offender and Public Protection Registry has you listed as a registered offender.
- You must report IN-PERSON **within three (3) business days** to your registering Sheriff's Office.
- Failure to report IN-PERSON, providing false information and/or failure to comply may result in your arrest and prosecution under North Carolina law.
- **Do NOT depend solely on this notice to meet your registration requirements.**

INSTRUCTIONS:

1. Read, sign and return this form IN-PERSON to your registering Sheriff's Office. Do NOT mail this form.
2. You should bring with you a complete list of Online Identifiers that you use or intend to use when you report to the Sheriff's Office for IN-PERSON verification.
3. Questions, contact your registering agency.

Remember:

- Take this opportunity to confirm all the information that is on file with the registering Sheriff's office is accurate.
- Your registration information must be complete, accurate and current.
- Remember, you can update your information at any time.

TO BE COMPLETED BY REGISTRANT		
I certify my address information and all information provided on file is true and complete. I understand all my registration requirements.		
print name	Signature	date

LAW ENFORCEMENT USE ONLY	
Verification Details	
print name	date

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EXAMPLE OF FAILED TO VERIFY ADDRESS NOTIFICATION

*** SEX OFFENDER FAILED TO VERIFY ADDRESS NOTIFICATION ***

TO: SEX OFFENDER REGISTRATION SECTION -- CUMBERLAND COUNTY SO
SUBJECT: SEX OFFENDER FAILED TO VERIFY ADDRESS NOTIFICATION

The following sex offender has not verified his current address within 10 days of receipt of address verification letter. Pursuant to N.C. General Statute 14-208.11, this individual is now in violation for "Failure to Verify Address" (FTV) and may be charged with a Class F felony. Please verify your records to make certain the address verification letter has not been returned to your office. If the letter has not been returned, the Sheriff may now obtain a warrant and enter the named individual into the NCIC Wanted Person file.

NAME: JONES, JON QUINCY Race/Sex WHITE/MALE DOB: 12-12-1950
SRN: 123456S78
400 MAPLE STREET
FAYETTEVILLE, NC 28301

DATE OF VERIFICATION LETTER: 03-17-2015
DATE LETTER DELIVERED: 03-19-2015
DATE OF FAILURE TO VERIFY: 03-25-2015

STATE OF NORTH CAROLINA		File No. In County Of Hearing 	
County		In The General Court Of Justice Superior Court Division	
IN THE MATTER OF		PETITION AND ORDER FOR TERMINATION OF SEX OFFENDER REGISTRATION G.S. 14-208.12A	
Name And Current Mailing Address Of Petitioner			
Petitioner's Telephone No.		Name And Address Of Petitioner's Attorney	
Race	Sex	Date Of Birth	
Sex Offender And Public Protection Registry No.		Attorney's Telephone No.	
File No.(s) Of County Of Origin	Offense Description	Date Of Conviction	County And State Of Conviction
I. PETITION			
NOTE TO PETITIONER: If the conviction requiring your registration occurred in North Carolina, file this petition with the Clerk of Superior Court in a county that is located in the Superior Court District in which you were convicted. If the conviction requiring your registration occurred in another state or in any federal court, file this petition with the Clerk of Superior Court in a county that is located in the Superior Court District in which you currently reside. The petitioner named above hereby moves for termination of sex offender registration under Part 2 of Article 27A of Chapter 14 of the General Statutes and, in support of this petition, states the following: 1. I was required to register as a sex offender under Part 2 of Article 27A of Chapter 14 of the General Statutes for the offense(s) set out above. 2. I have been subject to the North Carolina registration requirements of Part 2 of Article 27A for at least ten (10) years beginning with the Date Of Initial NC Registration above. 3. Since the Date Of Conviction above, I have not been convicted of any subsequent offense requiring registration under Article 27A of Chapter 14. 4. Since the completion of my sentence for the offense(s) set out above, I have not been arrested for any offense that would require registration under Article 27A of Chapter 14. 5. If applicable, I filed a previous petition for termination under G.S. 14-208.12A, which was denied on (date) _____ in (name of county) _____ and one year or more has passed since the date of the denial. 6. If the conviction requiring my registration occurred in another state or in any federal court, (i) I have provided written notice to the sheriff of the county where I was convicted that I am petitioning the court to terminate the registration requirement and (ii) I am including with this petition an affidavit, signed by me, that verifies that I have notified the sheriff of the county where I was convicted of this petition and that provides the mailing address and contact information for that sheriff.			
Date		Signature Of Petitioner	
II. SERVICE ON DISTRICT ATTORNEY			
The undersigned accepts service of this petition on behalf of the Office of the District Attorney.			
Date		Signature	
Name (type or print)		Title (type or print)	
NOTE: No hearing may be held on this matter until at least three (3) weeks after notice to the District Attorney. (Over)			
AOC-CR-262, Rev. 7/17 © 2017 Administrative Office of the Courts			

III. DISTRICT ATTORNEY PRESENT AT HEARING		
The Office of the District Attorney was represented in this matter by (name) _____.		
IV. FINDINGS OF FACT		
After a hearing on this petition, the Court finds the following:		
☐ 1. The petitioner was required to register as a sex offender under Part 2 of Article 27A of Chapter 14 of the General Statutes for the offense(s) set out above.		
☐ 2. The petitioner has been subject to the North Carolina registration requirements of Part 2 of Article 27A for at least ten (10) years beginning with the Date Of Initial NC Registration above.		
☐ 3. Since the Date Of Conviction above, the petitioner has not been convicted of any subsequent offense requiring registration under Article 27A of Chapter 14.		
☐ 4. Since the completion of his/her sentence for the offense(s) set out above, the petitioner has not been arrested for any offense that would require registration under Article 27A of Chapter 14.		
☐ 5. The petitioner served this petition on the Office of the District Attorney at least three (3) weeks prior to the hearing held on this matter.		
☐ 6. The petitioner is not a current or potential threat to public safety.		
☐ 7. The relief requested by the petitioner complies with the provisions of the federal Jacob Wetterling Act, 42 U.S.C. § 14071, as amended, and any other federal standards applicable to the termination of a registration requirement or required to be met as a condition for the receipt of federal funds by the State.		
☐ 8. If the petitioner filed a previous petition for termination under G.S. 14-208.12A that was denied, one year or more has passed since the date of the denial.		
☐ 9. If the conviction requiring the petitioner's registration occurred in another state or in any federal court, the petitioner (i) provided written notice to the sheriff of the county where the petitioner was convicted that the petitioner is petitioning the court to terminate the registration requirement and (ii) included with the petition an affidavit, signed by the petitioner, that verifies that the petitioner notified the sheriff of the county where the petitioner was convicted of the petition and that provides the mailing address and contact information for that sheriff.		
V. CONCLUSIONS OF LAW		
After a hearing on this petition, and based on the foregoing findings, the Court concludes as follows: (check one)		
☐ 1. The petitioner is entitled to the relief requested. (All of the findings of fact above must be found.)		
☐ 2. The petitioner is NOT entitled to the relief requested.		
VI. ORDER		
(check one)		
☐ 1. The relief requested by the petitioner is granted and the petitioner's registration under Part 2 of Article 27A of Chapter 14 is hereby ordered terminated. The Clerk shall forward a certified copy of this Order to the State Bureau of Investigation, Attn: Criminal Information and Identification Section, Sex Offender Coordination Unit, Building 16B, Post Office Box 29500, Raleigh, NC 27626-0500.		
☐ 2. The relief requested by the petitioner is NOT granted and the petitioner shall continue to maintain registration under Part 2 of Article 27A of Chapter 14.		
Date	Name Of Judge (type or print)	Signature Of Judge
NOTE TO CLERK: If the order is granted, mail a certified copy to State Bureau of Investigation, Attn: Criminal Information and Identification Section, Sex Offender Coordination Unit, Building 16B, Post Office Box 29500, Raleigh, NC 27626-0500.		

Example Petition for Termination Notice

Sheriff Notification TERMINATION

UNSOL.UNSLEMS.XSOR.20150726082143.
FROM: UNSLEMS 20150726 08:21:39
SOR TEST
XSOR.NC0600011.003A001035.024R00005P.TO:NC0600011
FROM:NCDCI0029
Completion Code: NOT000000
*** NOTIFICATION RESPONSE *** (XSOR)

*** PETITION FOR TERMINATION NOTIFICATION ***

To: NC0600011 MECKLENBURG CO SO
From: NCBCI0386 SBI TRAIN COMPLIANCE UNIT ASAC
Subject: SEXUAL OFFENDER PETITION FOR TERMINATION
* * * TERMINATION * * *

Pursuant to N.C.G.S. 14-208.12A(a3) [SL2006-247].
The following registered sexual offender has recently filed a Petition and Order for Termination of Sex Offender Registration. The relief requested by the petitioner has been granted and the petitioner's registration under Part 2 of Article 27A of Chapter 14 is hereby ordered terminated.

This sex offender was last registered within your jurisdiction.

Please perform QSO transaction for more information on this offender.

SRN:001059S9
Name: HERNANDEZ,CARLOS LOPEZ
Race/Sex: WHITE/MALE DOB: 07-19-1961

* END OF MESSAGE *

Example Petition for Termination Revoked

Sheriff Notification REACTIVATED

UNSOL.UNSLEMS.XSOR.20150726084716.
FROM: UNSLEMS 20150726 08:47:12
XSOR.NC0600011.003A001037.024R00006F.TO:NC0600011
FROM:NCDCI0029
Completion Code: NOT000000

*** NOTIFICATION RESPONSE *** (XSOR)

*** PETITION FOR TERMINATION NOTIFICATION ***

To: NC0600011 MECKLENBURG CO SO
From: NCBCI0386 SBI TRAIN COMPLIANCE UNIT ASAC
Subject: SEXUAL OFFENDER PETITION FOR TERMINATION
* * * REACTIVATION * * *

Pursuant to N.C.G.S. 14-208.12A(a3) [SL2006-247].
The following registered sexual offender recently filed a Petition and Order for Termination of Sex
Offender Registration. The relief granted to the petitioner has been revoked by the court. The petitioner's
registration under Part 2 of Article 27A of Chapter 14 has been ordered reactivated.

This sex offender was last registered within your jurisdiction.

Please perform QSO transaction for more information on this offender.

SRN:001059S9
Name: HERNANDEZ,CARLOS LOPEZ
Race/Sex: WHITE/MALE DOB: 07-19-1961

* END OF MESSAGE *

Example Petition for Termination

Department of Corrections Notice TERMINATION

UNSOL.UNSLEMS.XSOR.20150726082141.
TO: PRG14 -062419 20150726 08:21:41 2CD301264D
FROM: UNSLEMS 20150726 08:21:38
TO:NC092095C
FROM:NCDCI0029
Completion Code: NOT000000
*** NOTIFICATION RESPONSE *** (XSOR)

*** PETITION FOR TERMINATION NOTIFICATION ***

To: NC092095C DIV PRISONS CLASS SEC-RALEIGH
From: NCBCI0386 SBI TRAIN COMPLIANCE UNIT ASAC
Subject: SEXUAL OFFENDER PETITION FOR TERMINATION
* * * TERMINATION * * *

Pursuant to N.C.G.S. 14-208.12A(a3) [SL2006-247].
The following registered sexual offender has recently filed a
Petition and Order for Termination of Sex Offender Registration. The relief
requested by the petitioner has been granted and the petitioner's registration
under Part 2 of Article 27A of Chapter 14 is hereby ordered terminated.

Please perform QSO transaction for more information on this offender.

SRN:001059S9
Name: HERNANDEZ,CARLOS LOPEZ
Race/Sex: WHITE/MALE DOB: 07-19-1961

* END OF MESSAGE *

JUVENILE SEX OFFENDER REGISTRATION FORM

SHERIFF'S OFFICE NAME:				ORI NUMBER:			
DATE OF REGISTRATION			SRN		DATE OF JUDGE'S ORDER		
OFFENDER LAST NAME		FIRST NAME			MIDDLE OR MAIDEN		SUFFIX
STREET NUMBER		STREET NAME					
COUNTY		CITY			STATE		ZIP
RACE	SEX	DOB	HEIGHT	WEIGHT	EYE COLOR	HAIR COLOR	
SID	FBI		DNA YES _____ NO _____		DRIVERS LICENSE OR ID NO & STATE		
ALIAS NAMES (LAST NAME, FIRST NAME MIDDLE NAME)							
SCARS, MARKS, TATTOOS							
ID TYPE & NUMBER PHOTO _____ LOCAL _____ OTHER _____						DOC NUMBER	
REMARKS							
1	NC GENERAL STATUTE		OFFENSE			DATE OF OFFENSE	
DATE OF ADJUDICATION		COURT COUNTY & DOCKET #		TYPE/LENGTH OF SENTENCE IMPOSED PROBATION _____ CONFINEMENT _____			
OTHER TYPE OR CONDITIONS OF SENTENCE							
2	NC GENERAL STATUTE		OFFENSE			DATE OF OFFENSE	
DATE OF ADJUDICATION		COURT COUNTY & DOCKET #		TYPE/LENGTH OF SENTENCE IMPOSED PROBATION _____ CONFINEMENT _____			
OTHER TYPE OR CONDITIONS OF SENTENCE							
3	NC GENERAL STATUTE		OFFENSE			DATE OF OFFENSE	
DATE OF ADJUDICATION		COURT COUNTY & DOCKET #		TYPE/LENGTH OF SENTENCE IMPOSED PROBATION _____ CONFINEMENT _____			
OTHER TYPE OR CONDITIONS OF SENTENCE							
COURT COUNSELOR NAME			STREET #	STREET NAME			
COUNTY		CITY			STATE		ZIP
REGISTRANT'S SIGNATURE/DATE				CHIEF COURT COUNSELOR SIGNATURE/DATE			

**NOTICE OF DUTY TO REGISTER AS A JUVENILE SEX OFFENDER
JUVENILE OFFENDER ACKNOWLEDGEMENT**

INSTRUCTIONS:

This form must be completed by the presiding judicial official in the adjudication court for the juvenile offender required to register as a sex offender in NC. At that time, the Court Counselor and/or Judge will explain the registration requirements as set forth by G.S. 14-208.26 et.seq. and this form must be signed by the juvenile and the Court Counselor.

Offender Name: _____
 Last Name First Middle Suffix

Date of Adjudication: ____/____/20____ Court County: _____

Juvenile Court Judge: _____
 (Print Name) (Signature)

Due to the nature of your offense(s) and by order of the above named judge, G.S. 14-208.26 et.seq. requires that you register as a Juvenile Sex Offender upon adjudication. The following procedures are required as part of this registration process:

1. The chief court counselor of the appropriate court district shall complete the Juvenile Sex Offender Registration form and file the registration information for the juvenile with the appropriate county sheriff.
2. If a juvenile that is required to register, changes address, the court counselor for the juvenile shall provide written notice of the new address not later than the third business day after the change to the sheriff of the county with whom the juvenile had last registered.
3. The information provided to the sheriff shall be verified semi-annually following the anniversary of the initial registration for each juvenile registrant as follows:
 - (a) On the anniversary of a juvenile's initial registration date and every six months afterwards, the Criminal Information & Identification Section shall mail a verification form to the chief court counselor assigned to the juvenile.
 - (b) The court counselor for the juvenile shall return the verification form to the sheriff within 3 business days after the receipt of the form.
 - (c) The verification form shall be signed by the court counselor and the juvenile and shall indicate whether the juvenile still resides at the address last reported to the sheriff. If the juvenile has a different address, that fact and the new address shall be indicated on the form.
4. Juvenile registration information is not public record; access to registration information is available only to law enforcement agencies.
5. The requirement that a juvenile adjudicated delinquent register automatically terminates on the juveniles eighteenth birthday or when the jurisdiction of the juvenile court with regard to the juvenile ends, whichever occurs first.

I have reviewed or had explained to me the above information and fully understand my responsibility to register as provided by North Carolina state law upon adjudicated delinquent and court order.

Offender's Signature: _____ Date: ____/____/20____

Court Counselor's Signature: _____ Date: ____/____/20____

Juvenile Sex Offender Change of Information Form

This form is completed by the court counselor assigned to the adjudicated juvenile sex offender whenever the juvenile changes address. This will include situations when the juvenile sex offender is placed in or transferred to a detention center or training school. This form must be completed, signed and submitted to the current registering Sheriff's Office within 3 business days after the change of address.

Information as Currently Registered:

Name: Last _____ First _____ Middle _____ SRN # _____

New or Changed Information:

Name: Last _____ First _____ Middle _____ Date of Birth / /

Address: Street # _____ Street Name _____ Apt. # _____

County _____ City _____ State _____ Zip _____

Driver's License # _____ State _____

Juvenile Court Counselor's Signature _____ Date Signed / /20

 / /20
Effective Date

Sheriff's Office Use Only

Date Received: / /20

Received By: _____

Registration Updated in DCIN: / /20

Updated By: _____

This form is used for all changes in address, name or driver's license data for all registered juvenile sex offenders and maintained in the case file for the juvenile offender. Updates to the NC SOR file using the Modify transaction must be completed for the changed information.

Juvenile Court Jurisdiction Ended for Registered Juvenile Sex Offender Form

This form is hereby submitted by the Office of Juvenile Justice to give official notice that the jurisdiction of the juvenile court with regard to the named juvenile has ended. This notice is filed with the current registering sheriff's office that is responsible for terminating juvenile sex offender's registration requirements which includes updating the automated record maintained by the Division of Criminal Information.

Information as Currently Registered:

Name: Last	First	Middle	SRN #
____/____/____			
Date of Birth	Date Juvenile Court Jurisdiction Ended: ____/____/20____		
Submitted By: _____		Title: _____	
_____ Signature		____/____/20____ Date Signed	
_____ Current Registering Sheriff's Office		____/____/20____ Date Effective	

Sheriff's Office Use Only

Date Received: ____/____/20____
 Received By: _____
 Registration Updated in DCIN: ____/____/20____
 Updated By: _____

This form is used for all registered juvenile sex offenders when the juvenile court jurisdiction has ended and maintained in the case file for the juvenile offender. Updates to the NC SOR file using the XSO (Cancel) transaction must be completed when this form is submitted.

< NAME > County Sheriff's Office
Attn: SORU
< Address >
< Address >

Date: < date >

< Court Counselor Name >
< Address >
< Address >

< Counselor Address

< Offender Name >
< Address >
< Address >

< Offender Address

SRN: < SRN >
Designation: < Juvenile Sexual Offender >

* * * * *

Mandatory Verification of Information Required

* * * * *

NOTICE

- The North Carolina Sex Offender and Public Protection Registry has this juvenile listed as a registered offender.
- Juvenile Court Counselors are required by NCGS 14-208.28 to verify and/or update information on juveniles under their supervision.
- Return this completed form to the law enforcement agency, with jurisdiction where the juvenile resides, within three (3) business days.

Do NOT depend solely on this notice to meet registration requirements.

SEE REVERSE SIDE FOR INSTRUCTIONS

Authority: North Carolina General Statutes: Article 27A, Sex Offender and Public Protection Registration Programs.

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VERIFICATION of INFORMATION

Authority: North Carolina General Statutes: Article 27A, Sex Offender and Public Protection Registration Programs.

JUVENILE

JUVENILE COURT COUNSELOR:

- The North Carolina Sex Offender and Public Protection Registry has this juvenile listed as a registered offender.
- Juvenile Court Counselors are required by NCGS 14-208.28 to verify and/or update information on juveniles under their supervision.
- This is part of a juvenile offender's registration information. This is not public record. This record must be kept in compliance with NCGS 14-208.29 and NCGS 14-208.31.
- Return this completed form to the law enforcement agency, with jurisdiction where the juvenile resides, within three (3) business days.
- **Do NOT depend solely on this notice to assist the juvenile in meeting their registration requirements.**

INSTRUCTIONS to JUVENILE COURT COUNSELOR:

1. Read and sign this form (with the juvenile) and then return to the registering Sheriff's Office.
2. Counselors should collect a complete list of Online Identifiers that the juvenile uses or intends to use, working on a process with the registering Sheriff's Office, and return this information within ten (10) business days (see below).
3. Questions, contact the registering agency.

Remember:

- Make sure the juvenile understands all of their registration requirements.
- Counselors should ensure juveniles comply with the provisions in NCGS 14-208.5 through 208.45.
- Counselors should take this opportunity to confirm all information on file with the registering agency.
- Registration information for juveniles must be complete, accurate and current.
- Remember, you can update information at any time.

TO BE COMPLETED BY JUVENILE REGISTRANT		
I certify my address information and all information provided on file is true and complete. I understand all my registration requirements.		
print name	Signature	date

TO BE COMPLETED BY JUVENILE COURT COUNSELOR		
print name	signature	date

LAW ENFORCEMENT USE ONLY	
Verification Details	
print name	date

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EXAMPLE OF JUVENILE FAILED TO VERIFY ADDRESS NOTIFICATION

TO: SEX OFFENDER REGISTRATION SECTION -- COLUMBUS COUNTY SO
SUBJECT: JUVENILE SEX OFFENDER FAILED TO VERIFY ADDRESS NOTIFICATION

The following juvenile sex offender has not verified his current address within 10 days of the court counselor's receipt of address verification letter. Please verify your records to make certain the address verification letter has not been returned to your office. If the letter has not been returned, you may wish to contact the appropriate juvenile court counselor to determine if they have processed the verification letter at their office.

Juvenile Court Counselor:
BELLAMY, DOROTHY
704 NORTH THOMPSON STREET
WHITEVILLE NC 28472

Name: WILLIAMS,LONNIE LEE Race/Sex WHITE/MALE DOB: 02-04-2000
SRN: 013465S11
1309 CLYDE NORRIS ROAD
TABOR CITY NC 28463

Date of Verification Letter:	02-28-2014
Date Letter Delivered:	03-03-2014
Date of Failure to Verify:	03-07-2014

Juvenile Sex Offender Court Counselor Name or Address Change Form

This form is completed by the appropriate court counselor assigned to the registered juvenile sex offender whenever assignment of the court counselor changes or the address of court counselor changes. Once completed and signed, the form must be submitted to the current registering sheriff's office which maintains the juvenile registration. This information is entered into the juvenile's sex offender registration record maintained by DCIN and is used for mailing the mandatory juvenile registration Address Verification Letter. The Address Verification Letter is mailed on the anniversary date of the initial registration and every six months afterwards to the chief court counselor and address submitted on the initial registration card or updated through submission of this form. It is critical this information be updated in a timely manner in order for the Address Verification Letter to be signed by the court counselor and juvenile and returned to current registering Sheriff's Office within 3 business days of receipt of the letter.

Information as Currently Registered:

Name: Last _____ First _____ Middle _____ SRN # _____

____/____/____
Date of Birth

New or Changed Chief Court Counselor Information:

Name: Last _____ First _____ Middle _____ Title _____

Mailing Address: Street # _____ Street Name _____

County _____ City _____ State _____ Zip _____

____/____/20____
Juvenile Court Counselor Signature _____ Date Signed _____

____/____/20____
Effective Date

Sheriff's Office Use Only

Date Received: ____/____/20____

Received By: _____

Registration Updated in DCIN: ____/____/20____

Updated By: _____

This form is used for changes in the Juvenile Chief Court Counselor for all registered juvenile sex offenders and maintained in the case file for the juvenile offender. Updates to the NC SOR file using the JCC transaction must be completed for the changed information.

Public Request for Sex Offender Registration Information Form

1) Request For Information on an Individual:

Name _____ Race _____ Sex _____

Age _____ or Date of Birth ____/____/____ County _____

Type of Information Requested:
☐ Copy of the Detailed Record ☐ Copy of Photograph ☐ Copy of Registration Card
2) Request for Registry by Area:
☐ County _____ ☐ City _____
☐ Zip _____ ☐ Statewide - Can use any status types except **Registered**. For statewide registered, use Statewide Request Form.*
Status Types Requested With Registry by Area (Choose one or more of the following):
☐ All Status Types (not applicable with statewide area)*
☐ Registered Only (not applicable with statewide area)*
☐ Pending ☐ Predator ☐ Aggravated Offender ☐ Recidivist Offender
☐ Nonresident Student ☐ Nonresident Student Aggravated ☐ Nonresident Student Recidivist
☐ Nonresident Worker ☐ Nonresident Worker Aggravated ☐ Nonresident Worker Recidivist
3) Requestor Information

Name of Requestor: _____ Date: ____/____/20____

Address: _____ Phone: (____)_____
 _____**Sheriff's Office Use Only**

Received: ____/____/20____ Completed: ____/____/20____

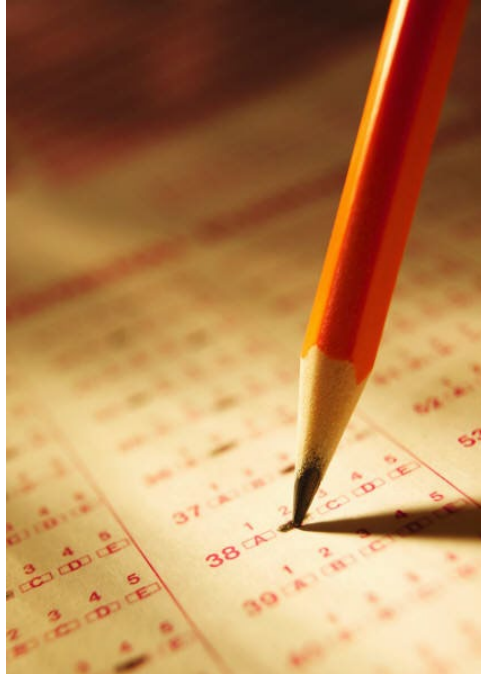
Received By: _____

Request Completed By: _____

This form is used when the Sheriff receives a request from the public to receive Sex Offender and Public Protection Registry information other than that provided on the public registry website. The public is encouraged to utilize the website at www.sexoffender.ncsbi.gov for complete access to public files. The QSOP transaction is used and is the only transaction allowed for public requests by local agencies.

SEX OFFENDER REGISTRATION AND PUBLIC PROTECTION FILE

INDEPENDENT EXERCISES



Pending Registration Process:

1. Before an individual is released from DAC, he/she will be informed of his/her duty to register.
☐ True
☐ False
2. An individual released from DAC will have _____ to register with the Sheriff in his/her county of residence.
 - a. 10 days
 - b. 24 Hours
 - c. 3 Business Days
 - d. 7 Days
3. The Pending SOR record will automatically change to a status of FTR one month from the date of release if they have not registered with the Sheriff in their NC County of residence.
☐ True
☐ False
4. The Sheriff must review the CCH record to determine if the sex offender may be registered as a Recidivist or Aggravated Offender.
☐ True
☐ False
5. Before entering a Pending Registration record, the Sheriff should perform a query of the SOR file to determine if the offender was previously registered or has a prior record.
☐ True
☐ False
6. If an individual is in the SOR system in a Pending status, any Sheriff's Office may register that individual as long as he/she resides in that Sheriff's county.
☐ True
☐ False

Registration Process:

1. The three classifications of sex offenders required to register for a lifetime are:
_____, _____, _____
2. What are the two types of nonresidents that are required to register?
_____ & _____
3. An individual who has a prior conviction at any date for a reportable offense and then has another reportable conviction is called a:
 - a. Aggravated Offender
 - b. Recidivist
 - c. Prior Offender
 - d. None of the Above
4. When registering an individual with multiple offenses, and at least one offense is an aggravated offense, which offense will always be the first offense entered on the ESO transaction? _____
5. For an individual to be classified as an Aggravated Offender, the offense must have been committed on or after:
 - a. December 1, 1999
 - b. January 1, 1996
 - c. October 1, 2001
 - d. None of the Above
6. When a sex offender moves, he/she has thirty (30) days to notify the Sheriff of the county where they are moving.
☐ True
☐ False
7. All adult offender violations are Class F Felonies and carry a warrantless arrest.
☐ True
☐ False
8. You may enter a secondary address on a sex offender as long as the _____ has been entered on the ESO transaction.

Address Verification Process for Adult Offenders:

1. Address Verification Letters will be mailed to sexual offenders on their anniversary date, and every _____ afterwards.

Sexually Violent Predators, Recidivists, and Aggravated Offenders must verify their address every _____.

2. The Date Letter Delivered is the date the letter was received by the Sheriff.

☐ True

☐ False

3. What two fields must be completed on the AVSO transaction once the offender returns the verification letter to the Sheriff within the required time frame?

- a. Date of Violation & Type of Violation
- b. Date Verification Letter Signed & Verified By
- c. Date Letter Delivered & Verified By
- d. None of the Above

4. If the Sheriff has not entered the date verification letter signed by the 4th business day from the date the letter was delivered, the status of the sex offender will change to:

- a. FTR
- b. FTC
- c. FTV
- d. All of the Above

5. If a secondary address is entered on the offender's registration record, the Address Verification Letter will be mailed to the secondary address.

☐ True

☐ False

6. Normal address changes during the Address Verification Process is completed by using the:

- a. AVSO Transaction
- b. MSOR Transaction
- c. EMSA Transaction
- d. ESSO Transaction

Juvenile Registration Process:

1. Juvenile sex offender registration records can only be used for law enforcement purposes and cannot be released to the public.
☐ True
☐ False
2. When a registered juvenile sex offender has a change in address, the following person is responsible for submitting the address change to the current registering Sheriff:
 - a. Presiding Judge
 - b. Juvenile's Parents
 - c. Court Counselor
 - d. Registered Juvenile
3. A registered juvenile's address verification letter must be signed by:
 - a. Court Counselor & Juvenile
 - b. Juvenile & Juvenile's Parents
 - c. Court Counselor & Sheriff
 - d. All of the Above
4. A juvenile sex offender registration record may contain multiple identifiers and dates of birth.
☐ True
☐ False
5. Juvenile sex offender registration records must be kept separate from the adult offender records, in a locked file cabinet.
☐ True
☐ False
6. Juvenile offenders cannot be entered as Pending.
☐ True
☐ False
7. Juveniles adjudicated delinquent of any sexual offense are required to register as a juvenile sexual offender.
☐ True
☐ False

[illegible]

Instructions for Taking Online Certification Tests

1. Users must attend 90% of classroom instruction to be authorized to test for DCIN certification.
2. The DCIN Training Specialist will assign test authorization for each user at the end of the last day of classroom instruction.
3. **Before** users test for DCIN certification, they **must coordinate testing with their agency** Terminal Agency Coordinator (**TAC**) or Assistant TAC (**ATAC**). The TAC/ATAC will schedule a date/time for the testing and may specify a location where the testing is to occur.
 - a. Users must test **within 15 calendar days** at end of class instruction.
 - b. If testing has not been **completed within the 15 days** from the end of class instruction, test authorization in Omnixx Trainer **will expire**.
 - c. Users will be **required** to attend DCIN class **again**. See the NC Administrative Rule ([14B NCAC 18A.0402](#)).
4. If a user takes a certification test without coordination with agency TAC/ATAC, **the score will be deleted, and the user must retake the test**. The user may be sanctioned by the SBI. A subsequent violation, after having been sanctioned, may result in revocation of the user's DCIN certification.
5. Users can recertify within 30 days of expiration. Users can take recertification tests up to 365 days after their expiration dates have passed. Although users can access Omnixx Force, they **cannot transmit** transactions unless they successfully complete the specific test for each certification's transactions.
 - a. If users do not have a passing score of 80% or higher **on or before the 365th day**, they will be **required to attend DCIN class again and complete testing to obtain certification in appropriate module(s)**.
6. Tests consist of both true/false and multiple-choice questions pulled at random from a pool of test questions. Most DCIN module tests (1-6) consist of 25-questions. Module-7 Disposition of Firearms is a 10-questions test.
7. Tests for Modules 1-6 are timed to allow a user 40 minutes to complete the test. Module 7 test is 30 minutes. If a user does not complete the test within the time limit allowed, the test will automatically be submitted and graded.
8. While taking the online test, users may use their certification manual and notes from class. Users may not use any other materials. **Users CANNOT receive assistance from anyone while taking this test, except clarification from the TAC/ATAC on how to use Omnixx Trainer software.**

Instructions for Taking Online Certification Tests

9. **Cheating is FRAUD!** Assisting in cheating is FRAUD! If a user cheats or assists another user to cheat, **the user's DCIN certification may be revoked.** Results of the investigation will be turned over to NC Department of Justice Training & Standards Division which may revoke other certifications as well (*law enforcement officer, criminal justice instructor, telecommunicator, and/or correctional officer certifications*).
10. Any user that fails the online test may take the test **up to three (3) times** at any time convenient for the user and the TAC/ATAC even if it is within the 24-hour period. The 24-hour wait-period NCAC rule has been suspended.
 - a. *If the user fails all three (3) attempts over the 15-calendar-day test period, the user must attend DCIN class again for better comprehension of the material.*
 - b. *TACs/ATACs and users are accountable to the NC Administrative Rule ([14B NCAC 18A.0402](#)) even though Omnixx may not technically prohibit test-taking beyond three (3) attempts.*
11. When the test has been submitted for grading, the user will immediately receive a Test Results page displaying the test score and all questions and answers from the test. This will now allow users the ability to review missed test questions.
12. Users are **required to confirm** that they reviewed test results by clicking on the **"I acknowledge reviewing my test results"** at the bottom of the page. Their certification status will then be updated to reflect the new 2-year certification.
 - a. *Acknowledgement step **must be completed BEFORE** the Test Results page can be printed.*
 - b. *If Acknowledgement is NOT clicked, the user's current test status will not be saved, and the user's certification status will show expired.*
13. The Test Results page **MUST BE PRINTED, signed, and dated by both the TAC/ATAC and user**, then placed in the appropriate training file maintained by the agency for the 2-year certification timeframe.
14. Users must make a score of **at least an 80% or higher** for each module test taken in order to obtain certification or recertification. Users making an 80% or higher are granted certification rights immediately.