OFFLINE APPLICANT MANAGEMENT

Contents

Purpose

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

Navigate to the Offline Applicant Management Page

1. Log in to the DPS Secure Site [here][1].
2. Click FACT Clearinghouse in the sidebar or on the main page.
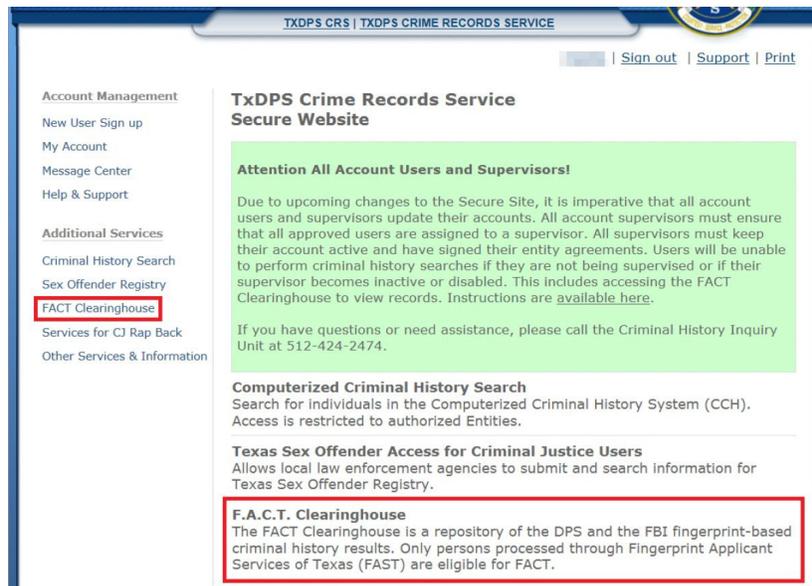
3. Under the FACT Clearinghouse section in the sidebar, click Offline Applicant Management. Alternatively, click Offline Applicant Management under the Current Users links.

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[1] https://securesite.dps.texas.gov/Clearinghouse/

Offline Applicant Management Page

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

Open Your Applicant List

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

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

   Each subscription must be validated at least once every five years, or it will expire and your organization will be unsubscribed. This includes both Texas Only and Rap Back subscriptions. If your organization no longer needs a subscription on an applicant, the subscription must be cancelled within 72 hours. The All Active Subscriptions list will provide you a list of all applicants your agency is subscribed to, regardless of validation date.

   a. The 90-Day and 30-Day verification lists will provide you a list of all applicants your agency is subscribed to that need to be validated in within that time frame.
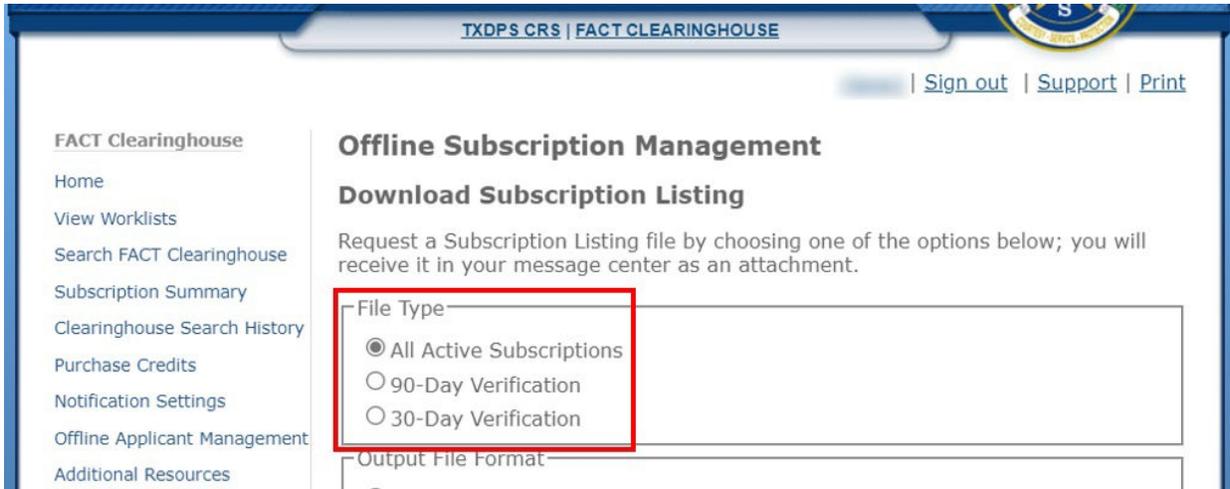
3. Select the Output File Format, if you aren't sure what to choose, choose Excel.
   a. Excel outputs the requested file in a standard xlsx Excel file format
   b. Tab-Separated-Values will provide a plain text file that separate values with tabs. This file is intended for importing data to a database.
   c. Comma-Separated-Values will provide a plain text file that separate values with commas. This file is intended for importing data to a database.
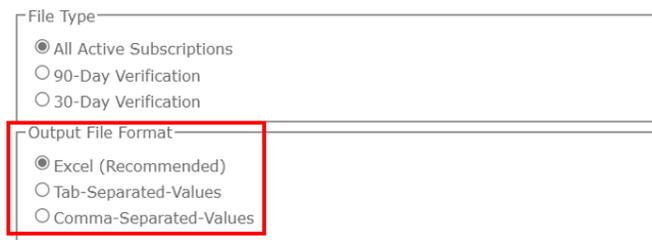
4. Click Request. You will receive confirmation and the list will be sent to your Message Center. Note that this may take a few minutes depending on the number of applicants your agency is subscribed to.

6. Click on the subject of the new message.

7. Click the filename of the attachment.

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

Applicant List Overview

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

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

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

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

FBI Rap Back and the Applicant List

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

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

FP DATE

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

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

VAL

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

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

FRB Subscription Status

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

The following are the definitions for the FRB Subscription Status:

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

Cancel or Validate Subscriptions

Creating a Cancellation or Validation List

The steps for creating a Validation list and a Cancel list are the same.

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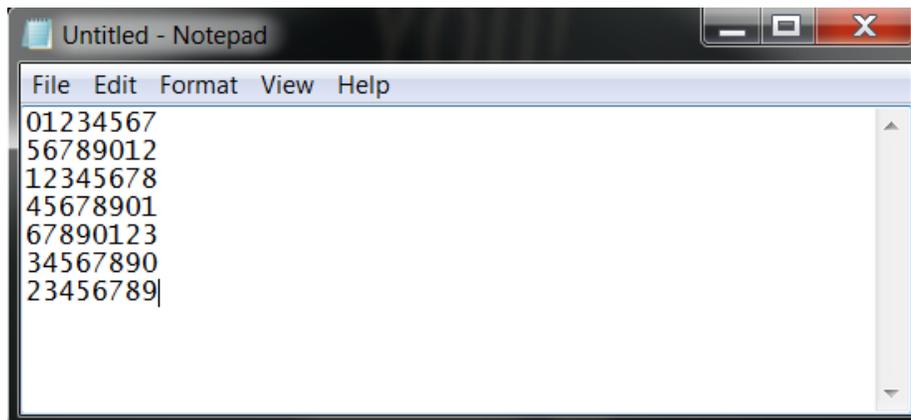
Uploading a Cancellation or Validation List

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

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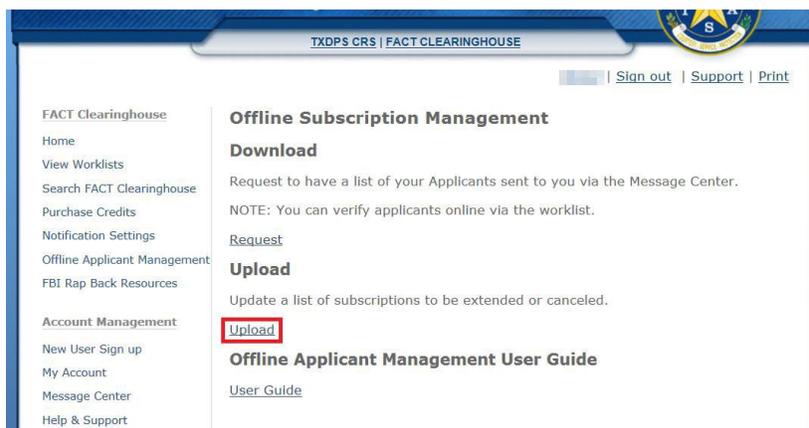
2. Click the Browse button and find the Notepad file you created and saved on your computer.
3. Select the action you wish to perform.
   a. Cancel Subscription – Will disable/cancel all subscriptions on the uploaded file.
   b. Validate Subscription – Will validate all subscriptions on the uploaded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

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

Create Subscriptions

Creating a New Subscription List

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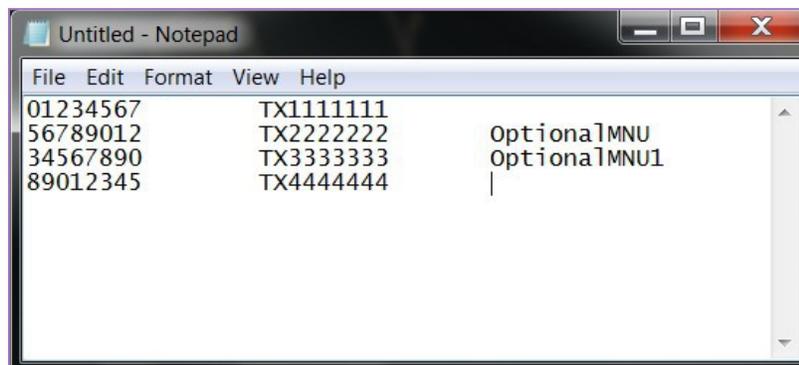
Uploading a New Subscription List

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

Contact Information

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

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