

NCJIS Modernization News



Nevada
Civil and
Criminal
Information
System

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NCJIS Modernization Enhances Efficiency Through Automation and Streamlined Processes for Nevada Businesses

On **January 28, 2025**, the Nevada Criminal Justice Information System (NCJIS) Modernization Program launched the Phase One Go-live, modernizing online services for Federal Firearms License (FFL) Dealers and Civil Name Check (CNC) businesses that submit name-based background checks. This modernization significantly improves efficiency for authorized users and Nevada Department of Public Safety (DPS) Records, Communication and Compliance Division (RCCD) staff through automation and streamlined processes.

The **Nevada Civil and Criminal Information System (NCCIS)** is the new cloud-based web portal for civil business and criminal justice users. The system provides a streamlined method to interface with the Nevada DPS through any web browser.

This newsletter introduces details about the upcoming rollout of new online services during Phase Two of the NCJIS Modernization civil solutions go-live for:

- Civil Applicant Processing (CAP) users
- Individuals submitting a Personal Identification (PID) background check request

The scheduled go-live date for online CAP and PID services is May 28, 2025.

This newsletter announces new Registered Agency Portal - General Overview classes for FFL Dealers and CNC businesses, starting in April 2025 under "Additional Training."

Phase Two Go-Live Features

Flex-Check System features by program rollout:

Civil Applicant Processing (CAP)

This is a fingerprint-based background check process for applicants seeking employment, licensing, permitting, volunteering, adoption, or other purposes.

The NCCIS Portal enhances the CAP background check process with pre-enrollment, electronic results returns, and online bill pay.

Registered CAP agency users will continue to submit fingerprints through a livescan agency to initiate a transaction. Through the portal, they will be able to view transaction history from the past 90 days, access results going forward

(subject to retention policies), and check current submission responses, such as “No Hits” or “Record Found.”

Personal Identification (PID)

PID is a fingerprint-based background check process for individuals seeking their state criminal history record or confirming the absence of one.

The NCCIS Public Portal allows individuals to submit the DPS-006 form electronically and receive results electronically. Other key features include:

- Applicant pre-enrollment
- Online payment
- Electronic results return

Applicant online submission enables the selection of Standard, Certified, or Notarized results (note: Certified and Notarized results must be printed). Other requestors—such as attorneys—can initiate the online PID request and receive results after fingerprint submission via a secure link (active for up to 30 days). Certified and Notarized PID results will be mailed to the address provided in the pre-enrollment form. There are no online results for Certified or Notarized PID requests. **Note: Fingerprints are still submitted through a livescan agency or by mail.**

Go-live Preparation and Training

- **Online Training:** Sessions will be streamed via Microsoft Teams—rather than held in-person—between May 12 and 22, 2025. Exact dates, times, and registration details will be shared soon.
- **Training Materials:** All documentation will be provided and discussed during the training sessions.

Additional Training

The Nevada DPS is offering its first *Registered Agency Portal – General Overview* classes for FFL Dealers and CNC businesses.

- This is an introductory session on navigating the Registered Agency Portal.
- Please register at least 24 hours in advance.
- Each class will last approximately 1 hour.

Registration Links:

- **FFL Dealers:** <https://forms.office.com/g/saGGQtGiHj>
- **CNC Businesses:** <https://forms.office.com/g/XfB6K1wn72>

Business Processes

Please review the following requirements and prepare for any necessary operational adjustments:

- **Device Upgrades:** Upgrade any devices still running Windows 95 or Windows 7 to a current Windows operating system.
- **Portal Compatibility:** Ensure that all devices accessing the NCCIS Portal are running Windows 10 or newer. It is crucial that IT personnel prepare all Windows 10 PCs for the transition to Windows 11, as support for Windows 10 ends on October 14, 2025.

- **Unique E-mail Addresses:** Ensure all authorized users have unique e-mail addresses.
- **Updated Contact Information:** Follow the steps under “Updating Contact Information.”

Review and adjust your workflows and staffing as needed for:

- Online submission of information
- Online retrieval of results
- Online bill pay

Change Engagement

We encourage each organization to appoint a change ambassador as the primary point of contact for receiving project updates and coordinate training participation leading up to the go-live date. Larger organizations may benefit from appointing multiple change ambassadors. To designate your change ambassador(s), complete the Change Ambassador Submission Form on the NCJIS Modernization webpage. The NCJIS Mod Team prioritizes open communication and values your feedback.



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Need help or additional information?

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With great appreciation from the NCJIS Mod Team

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