

NCJIS Modernization News



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NCJISMod@dps.state.nv.us

<https://rccd.nv.gov/Services/>

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The **Nevada Civil and Criminal Information System (NCCIS)** is the new cloud-based web portal for civil business and criminal justice users. It provides a new way of interfacing with the Nevada Department of Public Safety and is accessible through any web browser.

This newsletter provides updates on the rollout of new online services, outlines the phased approach, and highlights steps for preparation.

- **Phase One:** New online capabilities for Federal Firearms License (FFL) Dealers and Civil Name Check (CNC) businesses, launching in **Q1 2025**.
- **Phase Two:** New online capabilities for Civil Applicant Program organizations and public Personal Identification requests, launching in **Q2 2025**.

The scheduled go-live date for Federal Firearms License Dealers and Civil Name Check submitting organizations is January 30, 2025.

Phase One Go-Live

Flex-Check System Features by Program Rollout in **Phase One:**

Point of Contact Firearms Program

The NCCIS Portal will provide FFL dealers with an improved process for submitting requests and reviewing background check statuses online. Key features include:

- Electronic submission
- Electronic results return
- Online bill pay

Civil Name Check Program

The NCCIS Portal enhances the CNC background check submission process with:

- An updated interface and design
- Batch import functionality for multiple submissions
- Compliance with Nevada Revised Statutes (NRS) for information disclosure
- Online bill pay

Preparation and Training

For Civil Businesses Under the CNC Program

To prepare for the new system, CNC Program businesses should immediately complete the following steps:

- **Update/Confirm Designated Users:** Update the list of currently designated users provided by the NCJIS Mod Team. For questions, contact NCJISMod@dps.state.nv.us.
- **Ensure CJIS Certification is Current:** CNC-contracted businesses with soon-to-expire certifications have been contacted by the NCJIS Compliance Unit. Please respond promptly to CriminalAuditor@dps.state.nv.us.

Steps for FFL Dealers (Deadline: November 20, 2024)

- **IF YOU HAVE NOT DONE SO:** Complete the [Flex-Check User Import Form](#) to provide information on primary users, managers, and owners. The NCJIS Mod Team will provide training to designated primary users on adding and maintaining staff access.
- **Assign User Principal Name (UPN):** Follow guidelines to assign each user a UPN.

All Users Need an NCCIS UPN

This must be something that will not change. We recommend avoiding using last names as they are the most likely subject to change.

▶ Good to Use	▶ Do NOT Use
▶ Just a First name	▶ Last Name
▶ First and include business name	▶ Full Name
▶ Ex: LizLeppGun	
▶ First name and title	▶ NEVER have more than one person use the same log in information
▶ Ex: LizSales	
▶ Can use combo with numbers	
▶ Ex: Liz2	

- **Address and Phone Number Requirement:** Provide the address and phone number information only for the first user submitted for your store. If preferred, you may supply this information for all users, but re-entry for each is not required.
- **In-Person Training:** Initial in-person training sessions are expected to be held at various locations during the week of January 20–24, 2025, pending weather conditions. Specific locations and times will be announced in early December. Additional ongoing training sessions will also be available and are expected to begin shortly after the go-live date.
- **Online Training:** Online training will be streamed via Microsoft Teams (MS). Registration information will be delivered to businesses to join these online training sessions. Upon registration, an MS Team Meeting link will be sent to the email address provided.

- **Training Materials:** Documentation will be available prior to any scheduled training. Additional details on access and delivery methods will be provided.

Business Processes

To ensure a smooth transition, 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 all devices accessing the NCCIS Portal are running Windows 10 or newer.
- **Unique E-mail Addresses:** Ensure authorized users have unique e-mail addresses.
- **Updated Contact Information:** Contact businesses to request updated e-mail and contact information for system access.

Review and adjust your workflows and staffing as needed for online processes, including:

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

Other Business Impacts

- **CNC Users:** Adherence to Criminal Justice Information Services (CJIS) security policy and Nevada Revised Statutes.
- **CNC Users:** Justice Link (JLink) will be decommissioned once all new civil and criminal justice solutions are live. Civil CNC businesses will transition fully to the NCCIS Portal.
- **FFL Dealers:** Manual processes will remain available as a backup; however, FFL customers are encouraged to utilize the NCCIS Portal to improve turnaround times.

Updating Contact Information

Updating your contact information with the NCJIS Modernization Program before go-live is essential. Please complete the [NCJIS Mod Contact/Question Form](#) on the [NCJIS Modernization webpage](#). Provide updated contact details for your accounting and billing departments and a general company contact.

Change Engagement

We encourage each organization to appoint a change ambassador to receive 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.

Find on the [NCJIS Modernization webpage](#):

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Need help or additional information?

Contact us at NCJISMod@dps.state.nv.us

With great appreciation from the NCJIS Mod Team

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