

NCJIS Modernization News



Nevada
Civil and
Criminal
Information
System

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This newsletter provides important information on the new online services and capabilities available by mid-2025 for businesses submitting to the Nevada Department of Public Safety's (DPS) Records, Communications and Compliance Division (RCCD). Learn how to prepare your organization and the anticipated business efficiencies from the Nevada Criminal Justice Information System (NCJIS) Modernization effort.

We encourage each organization to appoint a change ambassador as the main point of contact. This person will ensure your organization receives project updates and participates in the preparation and training activities leading up to the go-live date.

New Online Civil Business Services

The NCJIS Modernization Program Team is finalizing the rollout sequence and timing of upcoming product releases. Key details regarding the rollout, training materials, and schedule will be shared soon. Civil Business Change Ambassador meetings will also be scheduled in the near future to provide information and address any questions.

Nevada Civil and Criminal Information System (NCCIS)

Our vendors are collaborating with RCCD specialists to design and develop the new online capabilities defined below.



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Civil Applicant Program (CAP)

Civil Name Check (CNC) Program

Point of Contact Firearms Program
(FFL)

NCCIS is the new cloud-based web portal for both civil business and criminal justice users. It provides a streamlined interface with Nevada DPS, accessible through any web browser.

Businesses will be able to submit requests, track the status of civil submissions, and receive faster responses through the NCCIS Portal, utilizing the new Flex-Check System.

Development is nearing its final stages, and a select group of entities will soon be invited to test the new online civil business services.

Flex-Check System Features by Program:

Civil Applicant Program (CAP)

The NCCIS Portal will enable businesses to track civil fingerprint submissions and receive responses directly. Key features include:

- Pre-enrollment
- Electronic result returns
- Online bill pay

Civil Name Check (CNC) Program

The NCCIS Portal streamlines the process of submitting background checks to the CNC Program. New features include:

- A new look and interface
- Batch imports for multiple submissions
- Information disclosure compliant with the Nevada Revised Statutes (NRS)
- Online bill pay

Point of Contact Firearms Program

The NCCIS Portal provides a new method for Federal Firearms Licensed (FFL) dealers with a new method to submit requests and review the status of background checks online. Key features include:

- Electronic submission
- Electronic result returns
- Online bill pay

Manual processes will remain available as a backup, but customers are encouraged to utilize the NCCIS Portal.

How to Prepare

With the introduction of these new technologies, it is important to update records, review processes, and participate in training. The following tasks will help your businesses and organization prepare for this transition:

Business Processes

Prepare your business or organization by ensuring the following:

- Upgrade any devices using Windows 95 or 7 devices to a current Windows operating system.
- Ensure devices accessing the NCCIS Portal use Windows 10 or newer.
- Ensure each authorized user has a unique e-mail address.
- The DPS NCJIS Compliance Unit will contact businesses to request updated e-mail and contact information for system access.
- Review current workflows and staffing for online processes, which may include:
 - Online submission of information
 - Online retrieval of results
 - Online bill pay
 - Adherence to Criminal Justice Information Services (CJIS) security policy and Nevada Revised Statutes

Preparation and Training Timeline

Instructional materials and training will be provided closer to the go-live date. The format and delivery of training are still being planned, and additional information will be shared soon.

Updating Contact Information

It is important for businesses to update their contact information with the NCJIS Modernization Program before the go-live date. Please complete the [NCJIS Mod Contact/Question Form](#) with your updated contact details, including information for both your accounting/billing department and a general company/agency contact.

This form is available on the [NCJIS Modernization webpage](#) under **Important Links**. Submitting this form will not amend the contact information for your existing account with the DPS RCCD.



Change Engagement

The change manager will soon send Microsoft Teams meeting invites to civil business change ambassadors. These meetings will provide program updates and key information on planned activities, as well as help your organization prepare to use the new online civil applications through the NCCIS Portal, expected to be available by early 2025.

Change Ambassador Enrollment

Civil business client organizations are encouraged to appoint a representative to serve as a change ambassador and act as the primary point of contact. Large organizations may appoint more than one change ambassador to facilitate communication.

To designate your change ambassador(s), please complete the [Change Ambassador Submission Form](#), which is also accessible on the [NCJIS Modernization webpage](#). The NCJIS Mod Team's top priority is to maintain constant communication and gather valuable feedback from our stakeholders. Visit the [NCJIS Modernization webpage](#) to find:

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Need help or additional information?

Contact us via e-mail at NCJISMod@dps.state.nv.us

With great appreciation from the NCJIS Mod Team

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