

CHECKLIST FOR IOWA/NCIC ACCESS BY NEWLY-ASSIGNED PERSONNEL

Wanted person and driver license inquiries*

Iowa CCH and NCIC III inquiry using PUR/J*

One (blue) applicant fingerprint card submitted to DCI*

IOWA System message sent the ACT Team at IFS1 checking for previous certification*

IOWA/NCIC Certification notice (previously known as 403) sent via IOWA System, fax, or e-mail to PSB-ACT@dps.state.ia.us

Make DUC inquiry to verify person's user ID and provide user ID to software vendor

Have your user log into nexTEST and complete the Security & Privacy awareness training with corresponding test.

If **less than full access**, attend an IOWA/NCIC certification session within six months of assignment and achieve a passing score on the examination (76% or better)

If **full access** (making IOWA/NCIC entries, modifications and cancellations), complete IOWA/NCIC workbook within six months of assignment and fax or e-mail completion sheet to PSB-ACT@dps.state.ia.us —OR—successfully complete Basic IOWA System Training (BIST) within initial six months.

Is this person a Public Safety Telecommunicator? If so, has ILEA form been submitted to the academy?

***Persons accessing IOWA/NCIC must:**

- Be eighteen years of age or older at the time of appointment to the position
- Not addicted to drugs and/or alcohol
- Be of good moral character and not have been convicted or adjudicated on an aggravated misdemeanor or felony.
- Not have been previously certified and had that certification revoked