

## CHECK LIST 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 to Program Services Bureau at IFS1 checking for prior certification\*
- ☐ IOWA/NCIC Certification Notice sent via IOWA System to IFS1 or email to [PSB-ACT@dps.state.ia.us](mailto:PSB-ACT@dps.state.ia.us)
- ☐ Make DUC inquiry to verify person's user ID and provide user ID to software vendor
- ☐ Have personnel log in to nexTEST (<https://nextest.dps.state.ia.us/nextest>) and complete the Security and Privacy Training and subsequent Condition Access test prior to any unescorted access to any areas of the facility containing criminal justice information (CJI)
- ☐ 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 Workbook within six months of assignment and fax or email completion sheet to [PSB-ACT@dps.state.ia.us](mailto: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?

### \*Person accessing IOWA/NCIC must:

- Be eighteen years of age or older at the time of appointment to the position.
- Not be and unlawful user of or addicted to any controlled substance as defined in 27 CFR § 178.11.
- Be of good moral character and not been found or have plead guilty to an aggravated misdemeanor so defined in the Iowa Code §903.1(2) or an offense committed in another jurisdiction with a penalty of imprisonment for two years or more, or a felony as defined by the jurisdiction in which it was committed.
- Not have been previously certified and had that certification revoked.