



# CJIS INFORMATION LETTER

July 2019

## Final Disposition Report R-84 has been revised

To comply with the Office of Management and Budget's Paperwork Reduction Act, staff at the Criminal Justice Information Services (CJIS) Division revised the Final Disposition Report, also known as the R-84, in October 2018. Changes included the addition of a column to signify if a court offense is a misdemeanor or a felony, a column to specify the relationship to the victim, and a column to indicate if the offense is drug related.

The fillable two-page R-84 is available electronically at [https://www.fbi.gov/file-repository/final-1110-0051\\_r-84-01.pdf/view](https://www.fbi.gov/file-repository/final-1110-0051_r-84-01.pdf/view). The submitting agency should complete the disposition information for the date the individual was arrested. Required information on the R-84 is the:

- ❖ Name (last, first, and middle) on the fingerprint card submitted to the FBI
- ❖ Individual's date of birth
- ❖ Submitting agency's Originating Agency Identifier (ORI)
- ❖ Name, city, and state of the submitting agency
- ❖ Court Offense Literal (COL)—the charge at the time of the disposition
- ❖ Court Provision Literal (CPL) Disposition
- ❖ Disposition Maintenance Required.

Agencies are encouraged to include the following optional information on the R-84:

- ❖ FBI number (also known as the Universal Control Number, or UCN), if known
- ❖ State Bureau Number (SID)
- ❖ Contributing/Arresting Agency ORI
- ❖ Offense(s) charged at arrest
- ❖ Individual's Social Security Number
- ❖ Court Charge Number
- ❖ Indication if the offense is a felony or a misdemeanor
- ❖ Relationship to the victim
- ❖ If the offense is drug related.

### *In This Issue:*

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### ***CJIS Information Letters available on the Law Enforcement Enterprise Portal***

*CJIS Information Letters* are available via the Internet on Law Enforcement Enterprise Portal (LEEP) at [https://leo.cjis.gov/leoContent/lesig/cjis/general\\_information/newsletters/information\\_letter/](https://leo.cjis.gov/leoContent/lesig/cjis/general_information/newsletters/information_letter/) or by clicking on:

- SIGs
- By Access Type
- Unrestricted
- CJIS
- General Information Tab
- Newsletters and Reports
- CJIS Information Letters

Users with questions concerning access to LEEP should contact the LEEP Help desk by telephone at (888) 334-4536.

In addition, this *CJIS Information Letter* will be sent to CJIS Systems Officers, State Identification Bureaus, and Compact Council members via e-mail and will be posted in the Highlights section upon its initial release.

The agency should send the completed R-84 form to the FBI, CJIS Division, Clarksburg, WV, 26306; by e-mail to R84@fbi.gov; or by facsimile to 304-625-9896.

In order to assist with outreach efforts, division staff created 10 addendums to accompany the R-84. Each addendum is a one-page narrative questionnaire that correlates to a request for additional, more specific information.

<b>Addendum</b>	<b>Purpose</b>
R-84 (a)	Request for additional disposition information
R-84 (b)	Warrant information
R-84 (c)	Alcohol or drug related charges information
R-84 (d)	Mental concerns
R-84 (e)	Military information
R-84 (f)	Protection order information
R-84 (g)	Potential violence relationship information
R-84 (h)	Indictment information
R-84 (i)	Probation information
R-84 (j)	Guilty plea information

CJIS Division staff will contact the submitting agency and provide a cover sheet and the applicable addendum(s) as part of its outreach efforts. The submitting agency should return the completed addendum(s) to the e-mail or facsimile number provided on the cover sheet and **not** to the e-mail address or facsimile on the R-84. In addition, division staff will provide the submitting agency with a 14-digit routing number on the bottom of the cover sheet and on the bottom of each addendum. Agencies should ensure the 14-digit routing number is visible on all documents pertaining to the addendum(s) so the information is routed to the correct staff at the CJIS Division.

Agencies with questions should contact the Biometric Support Unit by telephone at 304-625-9409.

## Enhancement to L0008 reject responses

On March 23, 2018, the CJIS Division implemented an enhancement to the Next Generation Identification (NGI) System for L0008 reject responses by modifying the reject responses when a possible biographic data match has been found with the caveat “The quality of the characteristics is too low to be used. Candidate(s) were found. Please resubmit a new set of fingerprints for comparison to the candidate(s).”

The CJIS Division, as a result of the enhancement, will process the NGI reject responses of L0008 as follows:

- ❖ Caveat states: “The quality of the characteristics is too low to be used. Candidate(s) were found. Please resubmit a new set of fingerprints for comparison to the candidates(s).” When the contributor receives this response after two submissions, a name check request can be submitted via e-mail to <AP\_Team@leo.gov>. The request must include the two rejected Transaction Control Numbers. CJIS staff will attempt a comparison manually and return an e-mail response indicating ident, non-ident, or a reject. If positive identification, the Identity History Summary (IdHS) will be an attachment to the e-mail.
- ❖ Caveat states: “The quality of the characteristics is too low to be used.” When the contributor receives this response, it should be treated the same as the current name check response, “no record based on descriptive data.” A name check request should not be submitted as the CJIS staff will no longer process the name check.

The CJIS Division will no longer process a name check for the correctable reject responses below. If an agency receives one of the reject codes, the submission will not be included in the NGI System, and the agency should resubmit better quality fingerprints.

<b>Reject Code</b>	<b>Description</b>
L0116	Fingerprint pattern(s) not discernible.
L0117	Insufficient pattern area(s) recorded for identification purposes.
L0118	Erroneous or incomplete fingerprint(s) on images: fingers or hands out of sequence, printed twice, missing, and no reason given.
L0185	Rolled and/or plain fingerprint block(s) contain multiple images. See finger(s):
L0186	Rolled and/or plain fingerprint image appears to be from multiple subjects. See finger(s):
L0187	Plain impressions are not printed simultaneously and/or same hand printed twice in plains. See finger(s):
L0188	Fingerprint image contains shadowing/gray areas with ridge detail throughout or surrounding the pattern area. See finger(s):
L0189	Fingerprint image contains text and/or lines running through the pattern area. See finger(s):
L0191	Fingerprint images not visible/printed in the plain impression block(s). Unable to determine correct sequence. See finger(s):

The above changes to the NGI reject responses will become effective immediately. Any agency that would like to request an extension to modify its current system(s), which may automatically resubmit NGI Response rejects, may e-mail <CK\_RAID@fbi.gov>.