SEX OFFENDER-MVOAY REGISTRATION TRAINING MANUAL

NEXTGEN SYSTEM

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FOR ALL ADDENDUMS AND FORMS PLEASE VISIT
HTTPS://SOR.ISP.ILLINOIS.GOV/SORPUBLIC/

ISP OFFENDER REGISTRATION UNIT
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NEXTGEN SYSTEM
SEX OFFENDER REGISTRATION
AND/OR
MURDERER AND VIOLENT OFFENDER AGAINST YOUTH REGISTRATION

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INTRODUCTION

1-1. WHAT IS THE NEXTGEN SYSTEM

NextGen is a record management system used for the entry, maintenance and tracking of individuals who have been convicted of offenses related to sex crimes, murder, or violence against youths. Because NextGen is a stand-alone system, operators will no longer receive the standard "LEADS" Sex Offender Registration (SOR) or Murderer/Violent Offender Against Youth (MVOAY) response that they do today. While the system is integrated with NCIC, Sex Offender or MVOAY responses will now be received separate from other LEADS responses – similar to how an operator receives FOID or Concealed Carry responses today.

***NOTE: A separate inquiry into the NextGen system is NOT required to receive a response.

1-2. PURPOSE OF THE NEXTGEN SYSTEM

The NextGen record management system aligns with NCIC policies and procedures ensuring Illinois compliance with NCIC regulations. The system retains historical information within the ORU Admin record such as previous addresses, phone numbers, emails, etc. allowing for greater accuracy and tracking capabilities.

1-3. TERMINOLOGY CHANGES

This is a stand-alone system that is NOT integrated with LEADS. Some terminology has been changed to differentiate the two systems.

A. Offender Registry Unit (ORU) – replaces Sex Offender Registry Unit (SORU).
B. Registration Number (REG) – replaces LEADS (LDS) number. This number will be assigned on entry by the operating system and will maintain the same structure as LEADS numbers. This number can be searched in 3.0 as a LEADS number or in the NextGen system as a Registration number.
C. Agency Registration Number (OCA) – replaces Originating Agency Case Number.
D. Offender Type (CSO) – replaces Child Sex Offender.

1-4. FORMAT CHANGES

A. Message Key (MKE) – There is no longer a Message Key field in the NextGen format. The MKE will be generated based on the Type of record and the Caution/Medical Conditions (CMC) field.
B. Address – Agencies have the capability to enter multiple addresses per record, including temporary and mailing addresses.
C. Supplemental – All supplemental information will be entered within the entry format. NextGen allows for entry of multiple items in the following fields: Aliases, DOB's, Social Security Numbers, Telephone, Email, Internet Identifiers, Vehicles, License Plates, Boats, Employment, Occupation, Professional Licenses, Education, Scars, Marks, Tattoos, and Addresses in a single transaction.
D. Base Record – Agencies must choose which information appears in the main area or body of Offender Record and NCIC Record by checking the Base record box. All other information will appear as "Supplemental" information. There will be a few exceptions which will be discussed further in the Entry chapter of this training manual.

E. End Date – Most sections of the NextGen format have a field for End Date. This will be used to remove an entry from the response but retain that information within the NextGen ORU Admin for historical purposes. Examples: Sold or Junked Vehicles, Address Changes, Telephone Changes, etc. This will be discussed further in the Entry chapter of this training manual.
F. History Retention – NextGen provides unlimited retention. When the Move to History box is checked for any previously entered information; that information is placed in the history of the record. It is no longer retained in the record and is not visible in a Query. Agencies will only be able to see what is in the base and supplemental of the record. Only the Offender Registration Unit can see the entire history of the record. For more information, please see 3.7 MOVING DATA TO HISTORY.
G. Dual Registration – Agencies can register a single offender as both Sex Offender and MVOAY at the same time, eliminating the need for two separate records.

1-5. CRITERIA FOR ENTRY INTO NEXTGEN SYSTEM

A. Any person convicted under Illinois law or any substantially similar federal, Uniform Code of Military Justice, sister state, or foreign country law with a sex offense or attempt to commit sex offense as defined in the Sex Offender Registration Act (730 ILCS 150) who is residing and/or working or attending an institution of higher learning in Illinois is qualified for entry in the NextGen Offender Registration System.
B. Any person declared sexually dangerous as defined in the Sexually Dangerous Persons Act (725 ILCS 205) qualifies for entry into the NextGen Sex Offender System.
C. Any person required to register as a Murderer/Violent Offender Against Youth as defined in the Murderer and Violent Offender Against Youth Registration Act (730 ILCS 154/5), is qualified for entry in the NextGen Sex Offender System.
D. Individuals required to register under other registration programs (e.g., Arson) do not qualify for entry in the NextGen Sex Offender System. The LEADS Registered Persons file in the LEADS 3.0 System is provided for registrations other than Sex Offenders and Violent Offender Against Youth.
E. Annual, 90 day, weekly, and homeless offenders must register within 3 (SOR) or 5 (MVOAY) days of conviction when sentenced to probation or upon release, parole, or discharge from prison or a mental hospital.

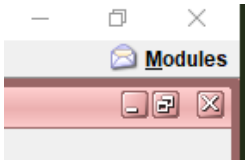
Per IL Statute 730 ILCS 150/6, effective July 1, 2005, conviction for Sex Offender Registry Act (SORA) violation requires 90-Day registration (Eff. 1-1-2006, retroactive to 7/1/2005). This does not include Attempt.

Per IL Statute 730 ILCS 150/3, effective January 1, 2006, Homeless offenders must register weekly.

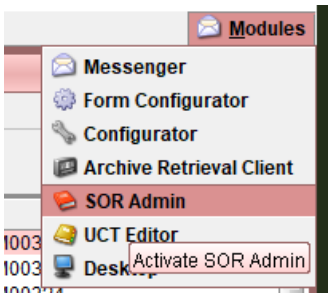
1-6.SYSTEM ACCESS

As the NextGen program for Sex Offenders and Murderer/Violent Offenders Against Youth is a stand-alone system, it will not be accessed the same way as other entry forms in LEADS 3.0.

A. Log into the 3.0 system using assigned User ID and password.
B. In the top right corner of the screen is an envelope with the word Modules next to it.

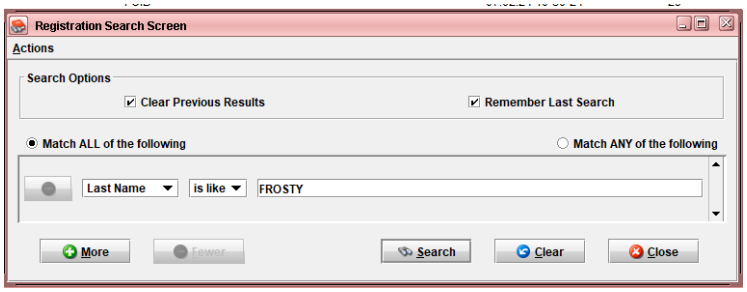


C. Left Click on the word Modules to get a drop-down menu. Select SOR ADMIN (users may not have as many options as displayed in photo below).

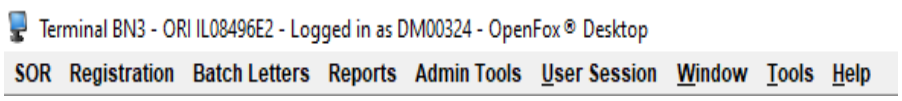


D. Once SOR ADMIN is selected, several things will occur.

- A Registration Search Screen (box) will pop up. This is where users can search for the previously entered records.



- The top tool bar for 3.0 will change from LEADS Forms to SOR Forms.



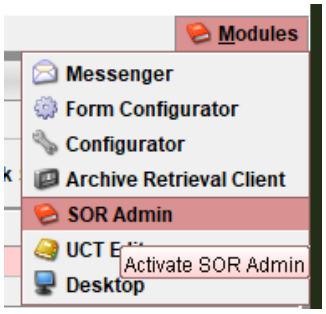
- Any Forms that the operator has open in 3.0 and SOR ADMIN will remain at the bottom of the 3.0 system allowing access to both 3.0 and SOR simultaneously. Click on the tabs to switch back and forth.



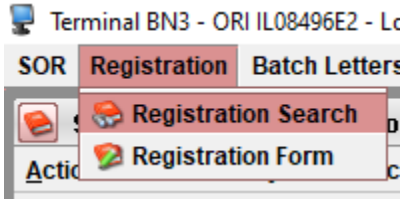
E. Search Existing Records – the NextGen system allows several ways to search for a previously entered record. Records can be searched by individual or combinations of the following data.

Access to Registration Search Screen

- Select Modules, then SOR Admin, and the search box will automatically pop up.



- Ignore the pop-up search box and select Registration from the top tool bar.
- A drop-down menu will appear; choose Registration Search.
- This can be used when the NextGen Registration format is in use, but a Search box is not active in the bottom tool bar.

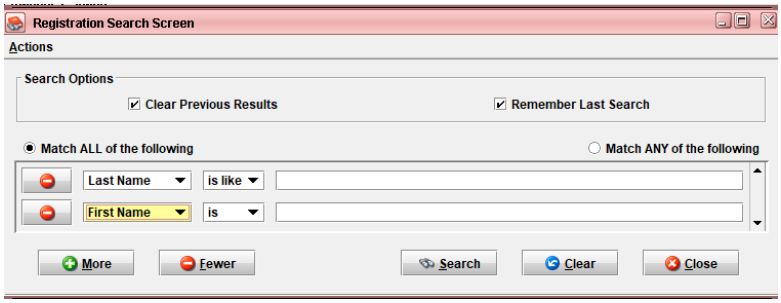


Using the Registration Search Box

- The Registration Search Box offers various ways to search for a record as well as the ability to narrow a search using multiple criteria at once.

Search Criteria:	Last Name	Date of Birth
	First Name	Registration #
	Middle Name	IDC #
	Sex	NIC #
	ORI	

- First Field – Using the drop-down menu, choose the search criteria – default is Last Name.
- Second Field – Using the drop-down menu, choose IS or IS LIKE – default is "IS". IS LIKE will provide a much broader search, i.e., last name Johnson will return similar names such as Jonson, Jensen, etc.
- Third Field – Item to be searched, there is no dropdown for this field.
- To narrow the search further, click on the MORE button and a second line of search criteria will appear. Complete as above. Up to 5 search lines may be used in one transaction.
- To remove search lines, click on the FEWER button.
- To clear the previous search, click on the CLEAR button.
- Click on the Search button to complete the search.

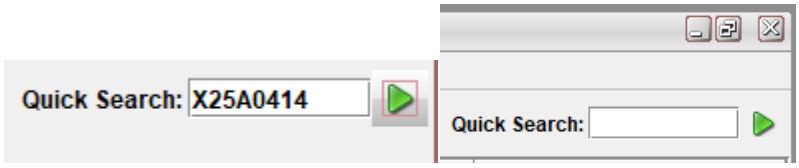


- Once the search is complete, NextGen will automatically open Registration screen and matches to the criteria will appear at the top. Select the appropriate record and it will appear in the registration format.

NCIC # ▲	Last Name	First Name	Middle Name	DOB
	LIGHTNING	BILLY		19591128
	LIGHTNING	MCQUEEN		20050821
X101763083	LIGHTNING	DWAYNE		19880526

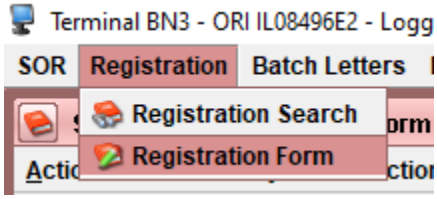
Quick Search

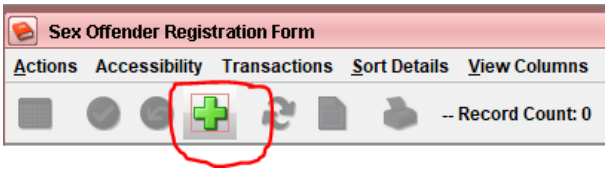
- Located in the Sex Offender Registration Form at the top right corner. This can be used to search a record by Registration Number.
- Enter the Registration Number in the Quick Search box and click the Green Arrow. The record searched will appear in the record list and the registration form will auto-populate. This search will not remove previous items in the record list.



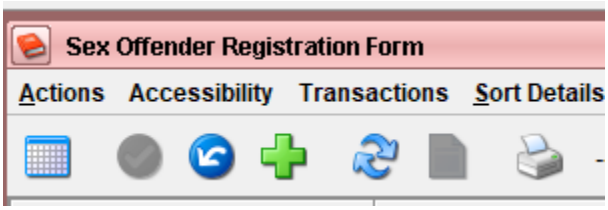
F. New Record Entry Access – the NextGen system allows two ways to access a new Sex Offender Registry Form.

- From the top tool bar click on Registration and select Registration Form from the drop-down menu. The Registration Form will appear as "grayed out". Click on the green plus sign at the top left of the screen to open the form for entry.





- If a previously entered record has been opened, a new record can be started by clicking on the green plus sign at the top of the form.



1-7. PREREQUISITES FOR ENTRY, REGISTRATION AND VALIDATION

To ensure accurate and complete information is contained in every record, and to prevent duplicate records, prerequisite information is required to be run for the following conditions. For more detailed information on record completeness required by NCIC standards, please refer to SOP NSOR NextGen Record Completeness.

- Initial Registration
- Subsequent registrations
- Validations

Prerequisite inquiries should include:

Name, Sex, DOB Query – Provides previous hot file entries including Sex Offender registries owned by other agencies and driver's license information.

- Query Illinois with and without middle initial.
- Query Illinois Driver's License number as photo ID.
- Query out of state records with and without middle initial as well as full middle name.

For information on Driver's License information and queries see the LEADS 3.0 manual, Driver's License Chapter.

PER IL STATUTE 625 ILCS 5/6-201, effective January 1, 2007, Offenders convicted of a sex offense after this date, must get a one-year renewable Driver's License. Therefore, the driver's license expiration should be updated yearly.

NOTE: IL SOS often reports deceased subjects on the most current driver's license or photo id.

Criminal History Record Query – Provides SID, FBI, SOC, SMT's Alias Names, DOB's and SOC's, MNU's Chicago IR number, Fingerprint number, POB and other physical characteristics.

- Query Illinois CHRI using the LEADS 3.0 QH Summary History Form
  This will return, if available, a summary of the offenders Illinois Criminal history and FBI response.
- Query by IL SID number when multiple SID's returned. Using the LEADS 3.0 QH Summary History form, Tab - By NAM/SID.
- Query by IL SID number for detailed Criminal History using the LEADS 3.0 QR1 Illinois Rap Sheet form.
- Query by Out of State SID for details of out of state Criminal History using LEADS 3.0 QR Rap Sheet form.

For information on Criminal History Record Information and inquiries see LEADS 3.0 manual, CHRI Chapter.

Retention of Information – It is required by LEADS that agencies retain all prerequisite information used in the entry of a hot file as documentation of information used in the entry.

Subsequent queries into the CQH or SOS system will also be retained with the record when additional information is added to the record or information has changed.

Information may be retained as a hard copy print out, a scanned document, pdf., etc. Once the information is no longer applicable, or the hot file retention period has expired, the information should be destroyed.

ENTRY

2-1. SOR/MVOAY QUICK REFERENCE GUIDE

The SOR/MVOAY Quick Reference Guide on the following pages provides an abbreviated guide of each field and its identifiers/requirements. It also provides the page number of each field's detailed section in the manual.

The Quick Reference begins on the next page. Each field has a link that will navigate to the field's detailed information. The links are in **Black** font, rather than the standard **Blue** font. Hover the mouse over the Field Name. Press CTRL + CLICK to navigate to the desired information.

SOR/MVOAY QUICK REFERENCE GUIDE (FIELDS ARE DEFINED ONLY ONCE, REGARDLESS OF REOCCURENCE IN ENTRY FORM)

FIELD NAME	FIELD ID	FIELD DETAILS	FIELD CODE	REQUIREMENT	COMMENTS
RECORD INFORMATION					
ORIGINATING AGENCY IDENTIFIER	ORI	OFFENDER REGISTRY MANUAL SEGMENT 1	RUN LEADS 3.0 ADMIN QUERY	MANDATORY	
ORIGINATING AGENCY NAME	ORA	OFFENDER REGISTRY MANUAL SEGMENT 1	AUTO – COMPLETED BASED ON ORI	MANDATORY	
SEX OFFENDER REGISTRATION	SOR	OFFENDER REGISTRY MANUAL SEGMENT 1		CONDITIONAL	MUST CHOOSE EITHER SOR, MVOAY OR BOTH
MURDERER/VIOLENT OFFENDER AGAINST YOUTH REGISTRATION	MVOAY	OFFENDER REGISTRY MANUAL SEGMENT 1		CONDITIONAL	MUST CHOOSE EITHER SOR, MVOAY OR BOTH
REGISTRATION REASON	N/A	OFFENDER REGISTRY MANUAL SEGMENT 1		MANDATORY	REGISTRATION REASON WILL NOT APPEAR IN THE NCIC OR REGISTRY RESPONSE, BUT IS REQUIRED FOR ENTRY, MODIFICATION AND UPDATES
REGISTRATION NUMBER	REG	OFFENDER REGISTRY MANUAL SEGMENT 1	AUTO – COMPLETED ONCE REGISTERED		FORMERLY KNOWN AS LEADS NUMBER, USER DOES NOT ENTER
CAUTION/MEDICAL CONDITIONS	CMC	OFFENDER REGISTRY MANUAL SEGMENT 1	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	OPTIONAL	
AGENCY REGISTRATION NUMBER	OCA	OFFENDER REGISTRY MANUAL SEGMENT 1		OPTIONAL	
DEMOGRAPHICS					
LAST NAME	NAM	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	MANDATORY	THE NCIC AND REGISTRY RESPONSE WILL COMBINE ALL NAME FIELDS INTO ONE FIELD
FIRST NAME	NAM	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	MANDATORY	THE NCIC AND REGISTRY RESPONSE WILL COMBINE ALL NAME FIELDS INTO ONE FIELD
MIDDLE NAME	NAM	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	OPTIONAL	THE NCIC AND REGISTRY RESPONSE WILL COMBINE ALL NAME FIELDS INTO ONE FIELD
SUFFIX	NAM	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	OPTIONAL	THE NCIC AND REGISTRY RESPONSE WILL COMBINE ALL NAME FIELDS INTO ONE FIELD
DATE OF BIRTH	DOB	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	MANDATORY	
SEX	SEX	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	MANDATORY	
RACE	RAC	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	MANDATORY	
HEIGHT	HGT	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	MANDATORY	
WEIGHT	WGR	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	MANDATORY	
HAIR COLOR	HAI	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	MANDATORY	
EYE COLOR	EYE	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	MANDATORY	
SKIN TONE	SKN	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	OPTIONAL	
ETHNICITY	ETN	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	OPTIONAL	
PLACE OF BIRTH	POB	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	OPTIONAL	
SOCIAL SECURITY NUMBER	SOC	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	OPTIONAL	
FBI NUMBER	FBI	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	OPTIONAL	
STATE IDENTIFICATION NUMBER	SID	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	MANDATORY	

FIELD NAME	FIELD ID	FIELD DETAILS	FIELD CODE	REQUIREMENT	COMMENTS
DEMOGRAPHICS					
MISCELLANEOUS NUMBER	MNU	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	OPTIONAL	
CHICAGO PD IR NUMBER	CIR	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	OPTIONAL	
IL DEPARTMENT OF CORRECTIONS NUMBER	IDC	OFFENDER REGISTRY MANUAL SEGMENT 2		OPTIONAL	
FINGERPRINT CLASSIFICATION	FPC	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	OPTIONAL	
DNA	DNA	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	OPTIONAL SET	IF DNA IS Y, DLO MUST BE COMPLETED
DNA LOCATION	DLO	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	OPTIONAL SET	BLANK IF DNA IS N, COMPLETE IF DNA=Y
OPERATOR LICENSE STATE	OLS	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	OPTIONAL SET	IF COMPLETE 1 OF SET ALL 3 OF SET BECOME MANDATORY
OPERATOR LICENSE NUMBER	OLN	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	OPTIONAL SET	IF COMPLETE 1 OF SET ALL 3 OF SET BECOME MANDATORY
OPERATOR LICENSE YEAR	OLY	OFFENDER REGISTRY MANUAL SEGMENT 2	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	OPTIONAL SET	IF COMPLETE 1 OF SET ALL 3 OF SET BECOME MANDATORY
REGISTRATION					
SEX OFFENDER REGISTRY STATUS	LSTA	OFFENDER REGISTRY MANUAL SEGMENT 3	OFFENDER REGISTRY MANUAL SEGMENT 3 AND NCIC CODE MANUAL PERSONAL DESCRIPTORS	CONDITIONAL SET	ONLY CODES DISPLAYED IN THE DROP-DOWN BOX ARE ACCEPTABLE FOR USE IN ILLINOIS IF COMPLETING SOR, DOCUMENT ALL FIELDS WITHIN SOR REGISTRATION ARE MANDATORY WITH THE EXCEPTION OF JUVENILE OFFENDER
ORIGINAL REGISTRATION DATE	ORD	OFFENDER REGISTRY MANUAL SEGMENT 3		CONDITIONAL SET	IF COMPLETING SOR, ALL FIELDS WITHIN SOR REGISTRATION ARE MANDATORY WITH THE EXCEPTION OF JUVENILE OFFENDER
LAST ACTIVITY DATE	LADT	OFFENDER REGISTRY MANUAL SEGMENT 3		CONDITIONAL SET	IF COMPLETING SOR, ALL FIELDS WITHIN SOR REGISTRATION ARE MANDATORY WITH THE EXCEPTION OF JUVENILE OFFENDER
OFFENDER TYPE	CSO	OFFENDER REGISTRY MANUAL SEGMENT 3		CONDITIONAL SET	IF COMPLETING SOR, ALL FIELDS WITHIN SOR REGISTRATION ARE MANDATORY WITH THE EXCEPTION OF JUVENILE OFFENDER
NEXT REGISTRATION DATE	N/A	OFFENDER REGISTRY MANUAL SEGMENT 3		CONDITIONAL SET	IF COMPLETING SOR, ALL FIELDS WITHIN SOR REGISTRATION ARE MANDATORY WITH THE EXCEPTION OF JUVENILE OFFENDER
JUVENILE OFFENDER	JUV	OFFENDER REGISTRY MANUAL SEGMENT 3		OPTIONAL	
MURDERER/VIOLENT OFFENDER AGAINST YOUTH STATUS	LSTA	OFFENDER REGISTRY MANUAL SEGMENT 3		CONDITIONAL SET	IF COMPLETING MVOAY, ALL FIELDS WITHIN MVOAY REGISTRATION ARE MANDATORY WITH THE EXCEPTION OF JUVENILE OFFENDER
MVOAY ORIGINAL REGISTRATION DATE	ORD	OFFENDER REGISTRY MANUAL SEGMENT 3		CONDITIONAL SET	IF COMPLETING MVOAY, ALL FIELDS WITHIN MVOAY REGISTRATION ARE MANDATORY WITH THE EXCEPTION OF JUVENILE OFFENDER
MVOAY LAST ACTIVITY DATE	LADT	OFFENDER REGISTRY MANUAL SEGMENT 3		CONDITIONAL SET	IF COMPLETING MVOAY, ALL FIELDS WITHIN MVOAY REGISTRATION ARE MANDATORY WITH THE EXCEPTION OF JUVENILE OFFENDER
MVOAY NEXT REGISTRATION DATE	N/A	OFFENDER REGISTRY MANUAL SEGMENT 3		CONDITIONAL SET	IF COMPLETING MVOAY, ALL FIELDS WITHIN MVOAY REGISTRATION ARE MANDATORY WITH THE EXCEPTION OF JUVENILE OFFENDER
MVOAY JUVENILE	JUV	OFFENDER REGISTRY MANUAL SEGMENT 3		OPTIONAL	
VERIFICATION	VER	OFFENDER REGISTRY MANUAL SEGMENT 3		OPTIONAL	
VERIFIED ACTION	VAC	OFFENDER REGISTRY MANUAL SEGMENT 3		OPTIONAL	
PROBATION OFFICER	N/A	OFFENDER REGISTRY MANUAL SEGMENT 3		OPTIONAL	
PROBATION OFFICER TELEPHONE	N/A	OFFENDER REGISTRY MANUAL SEGMENT 3		OPTIONAL	
CONVICTION					
BASE RECORD	N/A	OFFENDER REGISTRY MANUAL SEGMENT 4		MANDATORY	DOES NOT APPEAR IN RESPONSES. DESIGNATES WHICH ITEM APPEARS IN THE BASE/BODY OF THE RECORD
CITATION	CIT1, CIT2, ETC	OFFENDER REGISTRY MANUAL SEGMENT 4	AOIC SOR AND MVOAY TABLE LINK	MANDATORY	
CONVICTION DATE	CON	OFFENDER REGISTRY MANUAL SEGMENT 4		MANDATORY	

FIELD NAME	FIELD ID	FIELD DETAILS	FIELD CODE	REQUIREMENT	COMMENTS
CONVICTION					
STATE OF CONVICTION	CCV	OFFENDER REGISTRY MANUAL SEGMENT 4	NCIC CODE MANUAL STATE AND COUNTRY DATA CODES	MANDATORY	
COUNTY OF CONVICTION	CCV	OFFENDER REGISTRY MANUAL SEGMENT 4	OFFENDER REGISTRY MANUAL SEGMENT 4	CONDITIONAL	ONLY MANDATORY IF STATE OF CONVICTION = IL
VICTIM AGE	AOV	OFFENDER REGISTRY MANUAL SEGMENT 4		MANDATORY	
VICTIM SEX	SOV	OFFENDER REGISTRY MANUAL SEGMENT 4	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	OPTIONAL	
VICTIM RELATIONSHIP	ROV	OFFENDER REGISTRY MANUAL SEGMENT 4	NCIC CODE MANUAL/PERSONAL DESCRIPTORS	OPTIONAL	
OFFENDER AGE	AOO	OFFENDER REGISTRY MANUAL SEGMENT 4		OPTIONAL	
OFFENSE TYPE	OFF	OFFENDER REGISTRY MANUAL SEGMENT 4		CONDITIONAL	MANDATORY IF CITATION CAN BE EITHER SOR OR MVOAY, BOX WILL OPEN FOR USER TO CHECK APPROPPRIATE TYPE
JUVENILE CONVICTION	N/A	OFFENDER REGISTRY MANUAL SEGMENT 4		MANDATORY	DOES NOT APPEAR IN RESPONSES. DESIGNATES WHICH RECORDS APPEAR ON THE PUBLIC WEBSITE
ADDRESS					
MAILING	N/A	OFFENDER REGISTRY MANUAL SEGMENT 5		MANDATORY	DOES NOT APPEAR IN RESPONSES. USED BY ORU TO MAIL NOTIFICATION LETTERS ONLY ONE ADDRESS CAN BE MARKED AS MAILING
START DATE	BDA	OFFENDER REGISTRY MANUAL SEGMENT 5		MANDATORY	
END DATE	EDA	OFFENDER REGISTRY MANUAL SEGMENT 5		OPTIONAL	
ADDRESS TYPE	ADD	OFFENDER REGISTRY MANUAL SEGMENT 5	NCIC CODE MANUAL PERSONAL DESCRIPTORS	OPTIONAL	
STREET NUMBER	SNU	OFFENDER REGISTRY MANUAL SEGMENT 5		OPTIONAL	
DIRECTION 1	SDI	OFFENDER REGISTRY MANUAL SEGMENT 5		OPTIONAL	PREFIX, STREET NAME, SUFFIX AND DIRECTION 2 WILL ALL BE COMBINED AND DISPLAYED UNDER STREET NAME (SNA)
PREFIX	N/A	OFFENDER REGISTRY MANUAL SEGMENT 5		OPTIONAL	PREFIX, STREET NAME, SUFFIX AND DIRECTION 2 WILL ALL BE COMBINED AND DISPLAYED UNDER STREET NAME (SNA)
STREET NAME	SNA	OFFENDER REGISTRY MANUAL SEGMENT 5		OPTIONAL	PREFIX, STREET NAME, SUFFIX AND DIRECTION 2 WILL ALL BE COMBINED AND DISPLAYED UNDER STREET NAME (SNA)
SUFFIX	N/A	OFFENDER REGISTRY MANUAL SEGMENT 5		OPTIONAL	PREFIX, STREET NAME, SUFFIX AND DIRECTION 2 WILL ALL BE COMBINED AND DISPLAYED UNDER STREET NAME (SNA)
DIRECTION 2	N/A	OFFENDER REGISTRY MANUAL SEGMENT 5		OPTIONAL	PREFIX, STREET NAME, SUFFIX AND DIRECTION 2 WILL ALL BE COMBINED AND DISPLAYED UNDER STREET NAME (SNA)
RESIDENCE/HOUSING TYPE	HTP	OFFENDER REGISTRY MANUAL SEGMENT 5		MANDATORY	
UNIT NUMBER	APN	OFFENDER REGISTRY MANUAL SEGMENT 5		OPTIONAL	
CITY	CTY	OFFENDER REGISTRY MANUAL SEGMENT 5		OPTIONAL	
STATE	STA	OFFENDER REGISTRY MANUAL SEGMENT 5	NCIC CODE MANUAL STATE AND COUNTRY DATA CODES	MANDATORY	
COUNTY	COU	OFFENDER REGISTRY MANUAL SEGMENT 5	OFFENDER REGISTRY MANUAL SEGMENT 5	CONDITIONAL	IF STATE=IL, COUNTY BECOMES MANDATORY
ZIP CODE	ZIP	OFFENDER REGISTRY MANUAL SEGMENT 5		OPTIONAL	
LATTITUDE	N/A	OFFENDER REGISTRY MANUAL SEGMENT 5		OPTIONAL	DOES NOT APPEAR IN RESPONSES. USED BY ORU FOR MAPPING PURPOSES
LONGITUDE	N/A	OFFENDER REGISTRY MANUAL SEGMENT 5		OPTIONAL	DOES NOT APPEAR IN RESPONSES. USED BY ORU FOR MAPPING PURPOSES
TELEPHONE					
TELEPHONE NUMBER	TNO	OFFENDER REGISTRY MANUAL SEGMENT 6		CONDITIONAL SET	IF TNO COMPLETED MUST COMPLETE TELEPHONE TYPE
TELEPHONE NUMBER TYPE	TNT	OFFENDER REGISTRY MANUAL SEGMENT 6	NCIC CODE MANUAL PERSONAL DESCRIPTORS	CONDITIONAL SET	IF TNT COMPLETED MUST COMPLETE TELEPHONE NUMBER
EMAIL					
EMAIL	EML	OFFENDER REGISTRY MANUAL SEGMENT 7		OPTIONAL	
FIELD NAME	FIELD ID	FIELD DETAILS	FIELD CODE	REQUIREMENT	COMMENTS
INTERNET IDENTIFIER					

INTERNET IDENTIFIER	IID	OFFENDER REGISTRY MANUAL SEGMENT 8		OPTIONAL	
INTERNET ID TYPE	N/A	OFFENDER REGISTRY MANUAL SEGMENT 8		OPTIONAL	DOES NOT APPEAR IN RESPONSES. APPEARS ON SIGNATURE FORM
EMPLOYMENT					
EMPLOYER NAME		OFFENDER REGISTRY MANUAL SEGMENT 9		OPTIONAL	
HIGHER EDUCATION		OFFENDER REGISTRY MANUAL SEGMENT 9		OPTIONAL	
OCCUPATION					
OCCUPATION	OCP	OFFENDER REGISTRY MANUAL SEGMENT 10		OPTIONAL	
PROFESSIONAL LICENSING					
PROFESSIONAL LICENSE NUMBER	PLN	OFFENDER REGISTRY MANUAL SEGMENT 11		OPTIONAL	
PROFESSIONAL LICENSE TYPE	PLT	OFFENDER REGISTRY MANUAL SEGMENT 11		OPTIONAL	
EDUCATION					
EDUCATION INSTITUTE NAME	SHN	OFFENDER REGISTRY MANUAL SEGMENT 12		OPTIONAL	
VEHICLE					
VEHICLE COLOR	VCO	OFFENDER REGISTRY MANUAL SEGMENT 13	NCIC CODE MANUAL VEHICLE DATA CODES	OPTIONAL	
VEHICLE YEAR	VYR	OFFENDER REGISTRY MANUAL SEGMENT 13		CONDITIONAL SET	VEHICLE DATA NOT REQUIRED FOR ENTRY. HOWEVER, IF THIS SEGMENT IS COMPLETED THEN ALL VEHICLE DATA BECOMES MANDATORY WITH THE EXCEPTION OF VCO, VMO & VOW
VEHICLE MAKE	VMA	OFFENDER REGISTRY MANUAL SEGMENT 13	NCIC CODE MANUAL VEHICLE DATA CODES	CONDITIONAL SET	VEHICLE DATA NOT REQUIRED FOR ENTRY. HOWEVER, IF THIS SEGMENT IS COMPLETED THEN ALL VEHICLE DATA BECOMES MANDATORY WITH THE EXCEPTION OF VCO, VMO & VOW
VEHICLE MODEL	VMO	OFFENDER REGISTRY MANUAL SEGMENT 13	NCIC CODE MANUAL VEHICLE DATA CODES	OPTIONAL	
VEHICLE STYLE	VST	OFFENDER REGISTRY MANUAL SEGMENT 13	NCIC CODE MANUAL VEHICLE DATA CODES	CONDITIONAL SET	VEHICLE DATA NOT REQUIRED FOR ENTRY. HOWEVER, IF THIS SEGMENT IS COMPLETED THEN ALL VEHICLE DATA BECOMES MANDATORY WITH THE EXCEPTION OF VCO, VMO & VOW
VEHICLE IDENTIFICATION NUMBER	VIN	OFFENDER REGISTRY MANUAL SEGMENT 13		CONDITIONAL SET	VEHICLE DATA NOT REQUIRED FOR ENTRY. HOWEVER, IF THIS SEGMENT IS COMPLETED THEN ALL VEHICLE DATA BECOMES MANDATORY WITH THE EXCEPTION OF VCO, VMO & VOW
VEHICLE OWNERSHIP	VOW	OFFENDER REGISTRY MANUAL SEGMENT 13	NCIC CODE MANUAL VEHICLE DATA CODES	OPTIONAL	
LICENSE PLATE					
LICENSE PLATE	LIC	OFFENDER REGISTRY MANUAL SEGMENT 14		CONDITIONAL SET	LICENSE PLATE DATA IS NOT REQUIRED FOR ENTRY HOWEVER, IF THIS SEGMENT IS COMPLETED THEN ALL LICENSE PLATE INFORMATION BECOMES MANDATORY
LICENSE STATE	LIS	OFFENDER REGISTRY MANUAL SEGMENT 14	NCIC CODE MANUAL STATE AND COUNTRY CODES	CONDITIONAL SET	LICENSE PLATE DATA IS NOT REQUIRED FOR ENTRY HOWEVER, IF THIS SEGMENT IS COMPLETED THEN ALL LICENSE PLATE INFORMATION BECOMES MANDATORY
LICENSE EXPIRATION MONTH	LIM	OFFENDER REGISTRY MANUAL SEGMENT 14		CONDITIONAL SET	LICENSE PLATE MONTH IS ONLY MANDATORY IF LICENSE STATE=ILLINOIS
LICENSE EXPIRATION YEAR	LIY	OFFENDER REGISTRY MANUAL SEGMENT 14		CONDITIONAL SET	LICENSE PLATE DATA IS NOT REQUIRED FOR ENTRY HOWEVER, IF THIS SEGMENT IS COMPLETED THEN ALL LICENSE PLATE INFORMATION BECOMES MANDATORY
LICENSE TYPE	LIT	OFFENDER REGISTRY MANUAL SEGMENT 14	NCIC CODE MANUAL VEHICLE DATA CODES	CONDITIONAL SET	LICENSE PLATE DATA IS NOT REQUIRED FOR ENTRY HOWEVER, IF THIS SEGMENT IS COMPLETED THEN ALL LICENSE PLATE INFORMATION BECOMES MANDATORY
BOAT					
BOAT COLOR	BCO	OFFENDER REGISTRY MANUAL SEGMENT 15	NCIC CODE MANUAL BOAT DATA CODES	OPTIONAL	
BOAT YEAR	BYR	OFFENDER REGISTRY MANUAL SEGMENT 15	NCIC CODE MANUAL BOAT DATA CODES	CONDITIONAL SET	BOAT DATA IS NOT REQUIRED FOR ENTRY HOWEVER IF BOAT DATA IS INCLUDED THE FOLLOWING FIELDS BECOME MANDATORY: BYR, BMA AND AT LEAST ONE NUMERIC IDENTIFIER; REG/RES/REY(SET) or BHN

FIELD NAME	FIELD ID	FIELD DETAILS	FIELD CODE	REQUIREMENT	COMMENTS
BOAT					
BOAT MAKE	BMA	OFFENDER REGISTRY MANUAL SEGMENT 15	NCIC CODE MANUAL BOAT DATA CODES	CONDITIONAL SET	BOAT DATA IS NOT REQUIRED FOR ENTRY HOWEVER IF BOAT DATA IS INCLUDED THE FOLLOWING FIELDS BECOME MANDATORY: BYR, BMA AND AT LEAST ONE NUMERIC IDENTIFIER; REG/RES/REY(SET) or BHN
BOAT MODEL	BMO	OFFENDER REGISTRY MANUAL SEGMENT 15	NCIC CODE MANUAL BOAT DATA CODES	OPTIONAL	
BOAT TYPE	BTY	OFFENDER REGISTRY MANUAL SEGMENT 15	NCIC CODE MANUAL BOAT DATA CODES	OPTIONAL	
BOAT NAME	BNM	OFFENDER REGISTRY MANUAL SEGMENT 15		OPTIONAL	
BOAT LENGTH	BLE	OFFENDER REGISTRY MANUAL SEGMENT 15		OPTIONAL	
BOAT PROPULSION	PRO	OFFENDER REGISTRY MANUAL SEGMENT 15	NCIC CODE MANUAL BOAT DATA CODES	OPTIONAL	
BOAT HULL MATERIAL	HUL	OFFENDER REGISTRY MANUAL SEGMENT 15	NCIC CODE MANUAL BOAT DATA CODES	OPTIONAL	
BOAT HULL SHAPE	HSP	OFFENDER REGISTRY MANUAL SEGMENT 15	NCIC CODE MANUAL BOAT DATA CODES	OPTIONAL	
BOAT HULL NUMBER	BHN	OFFENDER REGISTRY MANUAL SEGMENT 15		CONDITIONAL SET	BOAT DATA IS NOT REQUIRED FOR ENTRY HOWEVER IF BOAT DATA IS INCLUDED THE FOLLOWING FIELDS BECOME MANDATORY: BYR, BMA AND AT LEAST ONE NUMERIC IDENTIFIER; REG/RES/REY(SET) or BHN
BOAT REGISTRATION NUMBER	REG	OFFENDER REGISTRY MANUAL SEGMENT 15		CONDITIONAL SET	BOAT DATA IS NOT REQUIRED FOR ENTRY HOWEVER IF BOAT DATA IS INCLUDED THE FOLLOWING FIELDS BECOME MANDATORY: BYR, BMA AND AT LEAST ONE NUMERIC IDENTIFIER; REG/RES/REY(SET) or BHN
BOAT REGISTRATION STATE	RES	OFFENDER REGISTRY MANUAL SEGMENT 15		CONDITIONAL SET	BOAT DATA IS NOT REQUIRED FOR ENTRY HOWEVER IF BOAT DATA IS INCLUDED THE FOLLOWING FIELDS BECOME MANDATORY: BYR, BMA AND AT LEAST ONE NUMERIC IDENTIFIER; REG/RES/REY(SET) or BHN
BOAT REGISTRATION EXPIRATION YEAR	REY	OFFENDER REGISTRY MANUAL SEGMENT 15		CONDITIONAL SET	BOAT DATA IS NOT REQUIRED FOR ENTRY HOWEVER IF BOAT DATA IS INCLUDED THE FOLLOWING FIELDS BECOME MANDATORY: BYR, BMA AND AT LEAST ONE NUMERIC IDENTIFIER; REG/RES/REY(SET) or BHN
COAST GUARD DOCUMENT NUMBER	CGD	OFFENDER REGISTRY MANUAL SEGMENT 15		OPTIONAL	
BOAT HOME PORT	HPT	OFFENDER REGISTRY MANUAL SEGMENT 15		OPTIONAL	
ALIAS NAME(S)					
ALIAS NAME	AKA	OFFENDER REGISTRY MANUAL SEGMENT 16		OPTIONAL	
ALIAS DATE(S) OF BIRTH					
ALIAS DATE(S) OF BIRTH	DOB	OFFENDER REGISTRY MANUAL SEGMENT 17		OPTIONAL	
ALIAS SOCIAL SECURITY NUMBER(S)					
ALIAS SOCIAL SECURITY NUMBER(S)	SOC	OFFENDER REGISTRY MANUAL SEGMENT 18		OPTIONAL	
SCARS, MARKS, TATTOOS					
SCARS, MARKS, TATTOOS	SMT	OFFENDER REGISTRY MANUAL SEGMENT 19		OPTIONAL	
SMT DESCRIPTION	N/A	OFFENDER REGISTRY MANUAL SEGMENT 19		OPTIONAL	WILL NOT APPEAR IN RESPONSES. WILL APPEAR ON SIGNATURE FORM.
IMAGE					
STORE AT NCIC	N/A	OFFENDER REGISTRY MANUAL SEGMENT 20		CONDITIONAL SET	IMAGE IS NOT REQUIRED FOR ENTRY HOWEVER IF AN IMAGE IS IMPORTED INTO THE RECORD ALL FIELDS BECOME MANDATORY
NCIC IMAGE NUMBER	IMN	OFFENDER REGISTRY MANUAL SEGMENT 20		CONDITIONAL SET	IMAGE IS NOT REQUIRED FOR ENTRY HOWEVER IF AN IMAGE IS IMPORTED INTO THE RECORD ALL FIELDS BECOME MANDATORY
IMAGE TYPE	IMT	OFFENDER REGISTRY MANUAL SEGMENT 20		CONDITIONAL SET	IMAGE IS NOT REQUIRED FOR ENTRY HOWEVER IF AN IMAGE IS IMPORTED INTO THE RECORD ALL FIELDS BECOME MANDATORY
IMAGE DATE	DOI	OFFENDER REGISTRY MANUAL SEGMENT 20		CONDITIONAL SET	IMAGE IS NOT REQUIRED FOR ENTRY HOWEVER IF AN IMAGE IS IMPORTED INTO THE RECORD ALL FIELDS BECOME MANDATORY
IMAGE NAME	NAM	OFFENDER REGISTRY MANUAL SEGMENT 20		CONDITIONAL SET	IMAGE IS NOT REQUIRED FOR ENTRY HOWEVER IF AN IMAGE IS IMPORTED INTO THE RECORD ALL FIELDS BECOME MANDATORY

FIELD NAME	FIELD ID	FIELD DETAILS	FIELD CODE	REQUIREMENT	COMMENTS
IMAGE					
IMAGE DESCRIPTION	DESC	OFFENDER REGISTRY MANUAL SEGMENT 20		CONDITIONAL SET	IMAGE IS NOT REQUIRED FOR ENTRY HOWEVER IF AN IMAGE IS IMPORTED INTO THE RECORD ALL FIELDS BECOME MANDATORY
IMAGE SIZE	N/A	OFFENDER REGISTRY MANUAL SEGMENT 20		CONDITIONAL SET	IMAGE IS NOT REQUIRED FOR ENTRY HOWEVER IF AN IMAGE IS IMPORTED INTO THE RECORD ALL FIELDS BECOME MANDATORY
IMAGE EXTENSION	N/A	OFFENDER REGISTRY MANUAL SEGMENT 20		CONDITIONAL SET	IMAGE IS NOT REQUIRED FOR ENTRY HOWEVER IF AN IMAGE IS IMPORTED INTO THE RECORD ALL FIELDS BECOME MANDATORY
FORM COMMENT AND MISCELLANEOUS					
FORM COMMENT	N/A	OFFENDER REGISTRY MANUAL SEGMENT 21		OPTIONAL	WILL NOT APPEAR IN RESPONSES, THIS IS AN INTERNAL FIELD FOR OWNER AGENCY USE ONLY
MISCELLANEOUS	MIS	OFFENDER REGISTRY MANUAL SEGMENT 21		OPTIONAL	NCIC RECORD WILL OVERRIDE ANY INFORMATION PLACED IN THE MIS FIELD WITH CITATION DESCRIPTION(S)
DOCUMENTS					
IMPORT DOCUMENTS	N/A	OFFENDER REGISTRY MANUAL SEGMENT 22		OPTIONAL	OPTIONAL AFTER REGISTRATION COMPLETED

2-2. GUIDELINES FOR ENTRY (FORMAT CHANGES IN NEXTGEN)

The Offender Registry Entry format works a bit differently than LEADS 3.0. While it maintains the same basic requirements as 3.0, the information is entered differently than in 3.0.

- The NextGen system offers agencies the opportunity to complete the Offender Registration entry while the offender is at the registering agency. Electronic signatures (if applicable) will be available at the completion of the entry. While it is highly recommended that agencies utilize this capability; an officer may complete the registration form using paper and pen, allowing for later entry into the system.

- Agencies can enter a dual record – Sex Offender and Violent Offender Against Youth when an offender qualifies for both registries. When an offender is required to register as both a Sex Offender and a Murderer/Violent Against Youth, both registrations will be on the same record.

- Information is broken down into segments and individual fields.
  For example, Demographics Segment; Name fields are now separated into Last, First, Middle.

- Numerous segments in a record have the capability to retain information within the Admin side of the record for a complete history of the offender. Previous addresses, workplaces, and schools will be retained when the End Date is completed and/or the Move to History box is marked.

- All information, including what was previously captured in a Supplemental entry will now be completed within one Registry format. This includes Alias Names, Social Security Numbers, DOB's, multiple addresses, scars, marks, tattoos, phone numbers, jobs, internet, and email.

- Field Editor boxes – most segments of the format have Field Editor boxes that must be opened prior to filling in the information.

- Base Record – within each editor box is a check box to designate which segment entry will appear in the base/body of the record or first in the supplemental area. When entering a new item such as address, vehicle, etc. to an existing record, the new item can be made part of the base record (body of the response) and any other items that do not have an end date, will appear as a supplemental to the record response. Base Record is not an actual field in the Registry response and will not appear in the response.

- End Dates will be used when an item is no longer active for the offender. Numerous segments have an End Date field for each item, such as address, phone, email, etc. When the item is no longer active for the offender, i.e., they move to a new address, the old item will be marked with an end date. NOTE: Utilizing just the End Date does not remove the information from the response. The information will still appear in the Registry and NCIC response with the End Date displayed. Only when the Move to History box is used in conjunction with the End Date will the information be moved to the Admin History record and no longer display in the response.

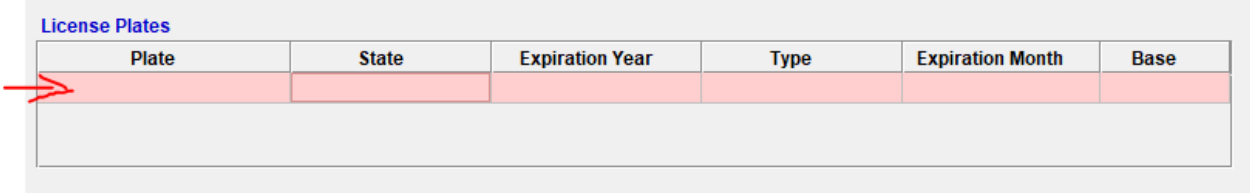
- Electronic Signature will be available for agencies that have a compatible signature pad/software. For agencies that do not have the equipment, the signature box can be bypassed, and the form can be printed for signature.

- Run QH button. An Illinois Criminal History check can be run on existing records or new records once the name, sex, race, and date of birth are completed. This can provide vital prerequisite information and additional information during validation. This does not return a III criminal history response.

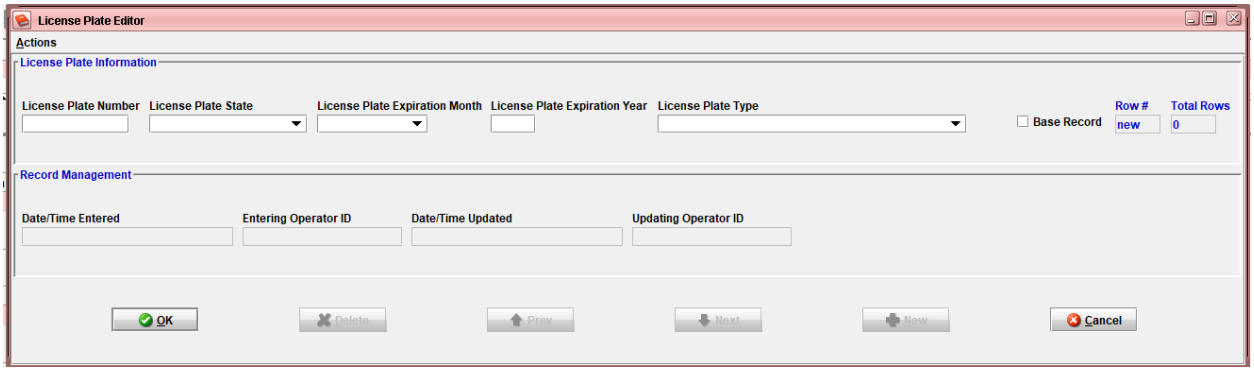
- Run Z2 button. An Illinois Driver's License Query can be run on existing records or new records once the name, sex and date of birth are completed. This can provide vital prerequisite information and additional information during validation. This function does not work for queries by driver's license numbers or out of state queries.

2-2 A. USING THE FIELD EDITOR BOX

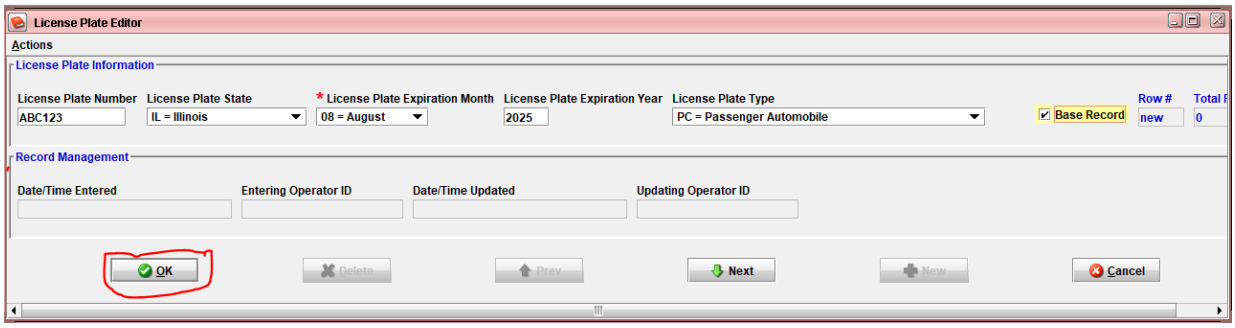
The field Editor boxes within each segment allows the user to enter multiple items at once.
To open an Editor box, double click on any one of the colored fields, below the field name.



Once open, the editor box fields will all appear separately and can be completed based on entry instructions. Each Editor box will have the name of the Segment followed by the word "Editor". Fields will turn white, meaning they are active and able to be completed.



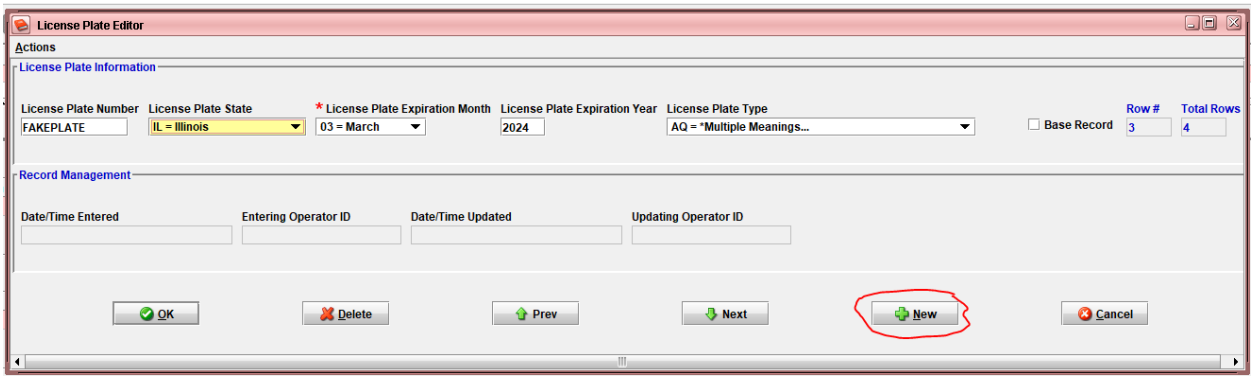
Single Entry – only one item to be entered in the segment. Complete all fields and click on ok. This will place the information in the appropriate segment of the entry form.



License Plates (1)

Plate	State	Expiration Year	Type	Expiration Month	Base
ABC123	IL = Illinois	2025	PC = Passenger Aut...	08 = August	

Multiple Entries – more than one item to be entered in the segment. Complete the fields for the first entry, then click on NEW or NEXT. This will save your first entry in the appropriate segment and re-activate the editor box for another entry. Continue to hit the NEW or NEXT button until you have made all necessary entries. **You must ensure Base Record is checked for the primary information (i.e., the vehicle driven most, etc.)**

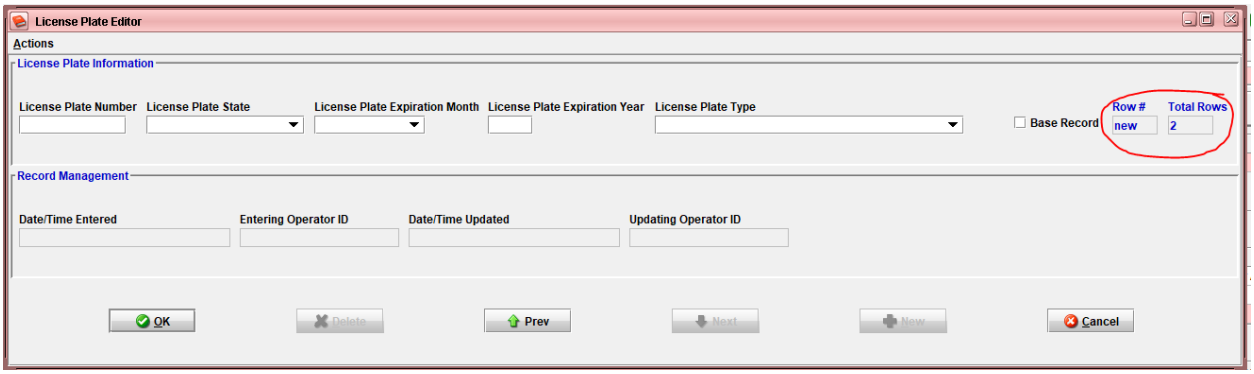


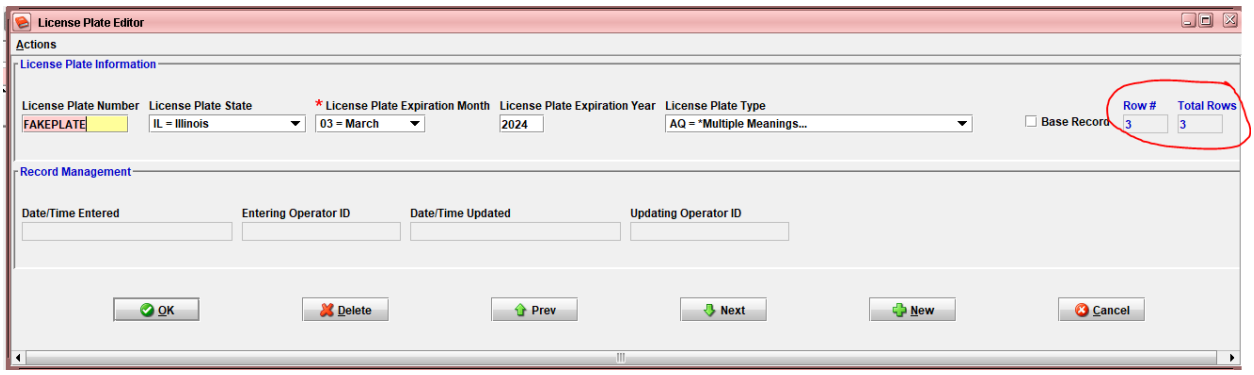
Once you have completed the last item, click on the OK button. All entries will appear in the entry form.

License Plates (4)

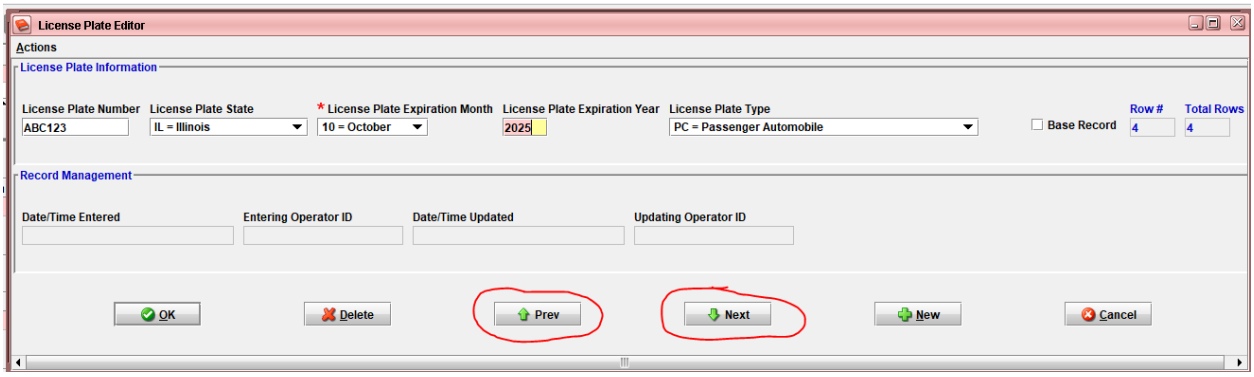
Plate	State	Expiration Year	Type	Expiration Month	Base
ABC123	IL = Illinois	2025	PC = Passenger Aut...	08 = August	
TESTPLATE	IL = Illinois	2025	TK = Truck	12 = December	
FAKEPLATE	IL = Illinois	2024	AQ = *Multiple Meani...	03 = March	

The Editor boxes have Row # and Total Rows indicator to assist in maneuvering through multiple items. When entering a new item, the Row # will indicate “New”. Once the item is entered, the Row # will indicate which row the item is on.

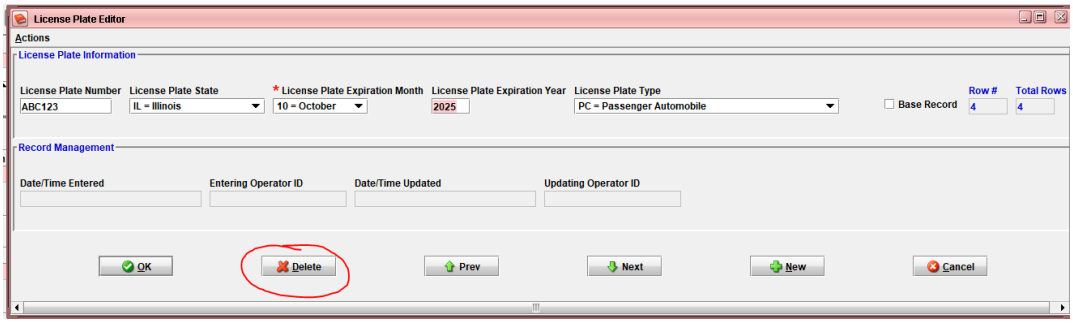




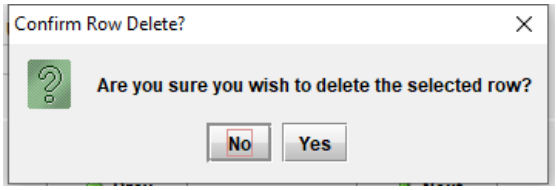
When there are multiple items entered in a segment the Previous and Next buttons become active. This will allow you to move between items without exiting the editor box. This can be used to modify items such as License Year in each of the license plates entered.



If an entry was made into the editor box in error, that item can be deleted using the delete button. Open the Editor box by double clicking on the item you want to delete, or by toggling through using the Previous and Next button, until the item you wish to remove appears, then click on Delete.

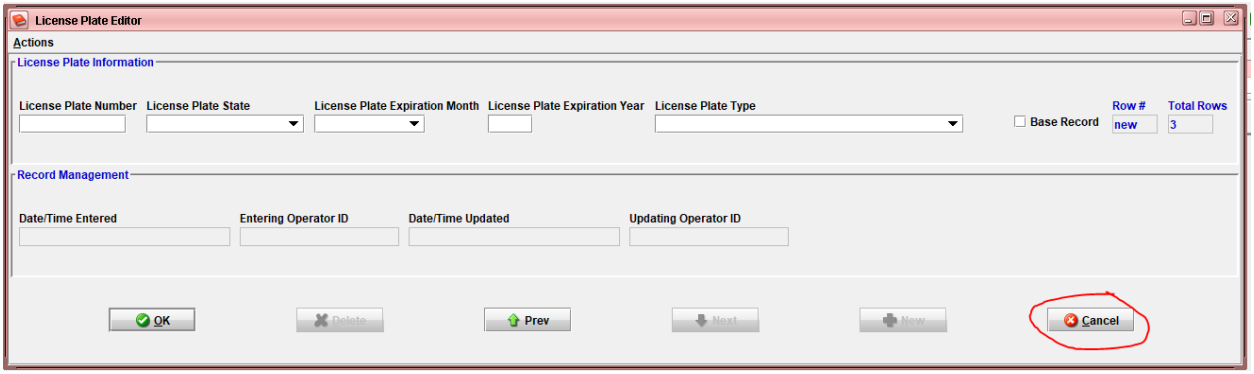


A pop-up box will appear confirming that you want to delete that item. Click on Yes to confirm deletion and the item will be removed from that segment.



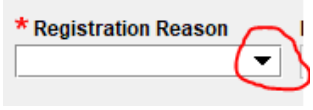
**NOTE: Delete should only be used to remove items that were entered in error or are no longer relevant to the record.

The Cancel button is used to close the editor box when there have been NO changes or additions made. This will only close the editor box and will not affect any information previously added to the segment.

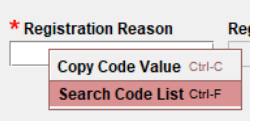


2-2B. SEARCHABLE FIELDS

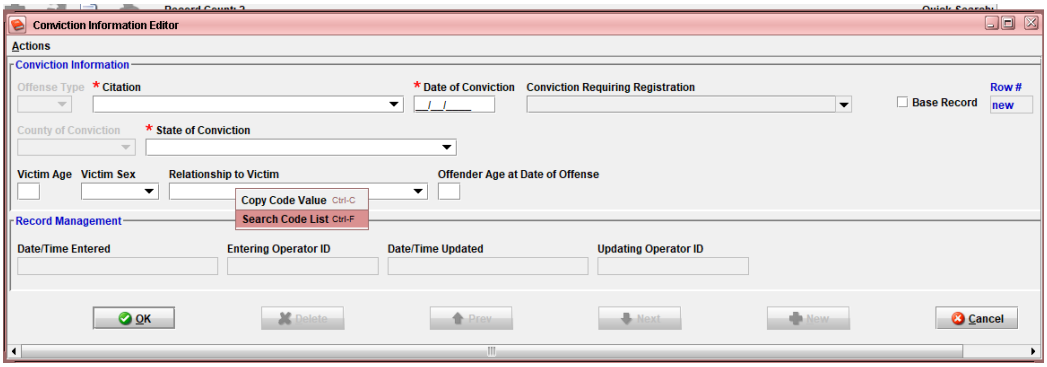
Numerous fields within the Registry form offer the ability to search for the appropriate code. This is especially helpful in fields that have extremely long drop-down boxes. All fields with a drop-down box are searchable. Drop-down boxes are identified by a down arrow on the right side of the field.



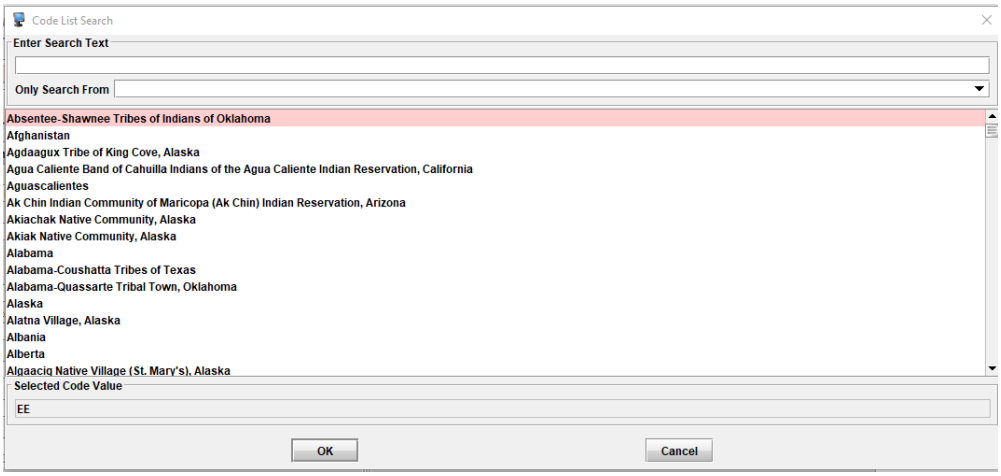
Access the Search box - Hover the mouse cursor over the searchable field and right click. A pop-up appears, select Search Code List, and left click to activate the code list.



If a field is contained in a segment of the form with an editor box, the editor box must be open and active.

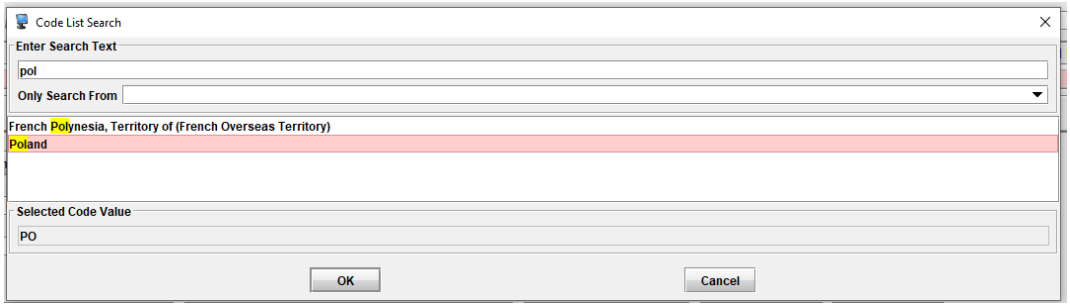


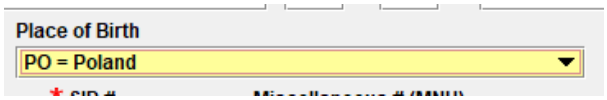
Once the Search Code List has been selected, the Code List Search box for that field will become active.



In the ENTER SEARCH TEXT box, begin typing the item that is being searched for. As the item is typed in, the search box will highlight possible matches. Once the item you are searching for appears, click on that item to highlight it, then click OK. That code will be placed in the field and the Search box will automatically close. OPTION: double clicking on the item will place it in the appropriate field and close the search box.

Example: Place of birth code for Poland.



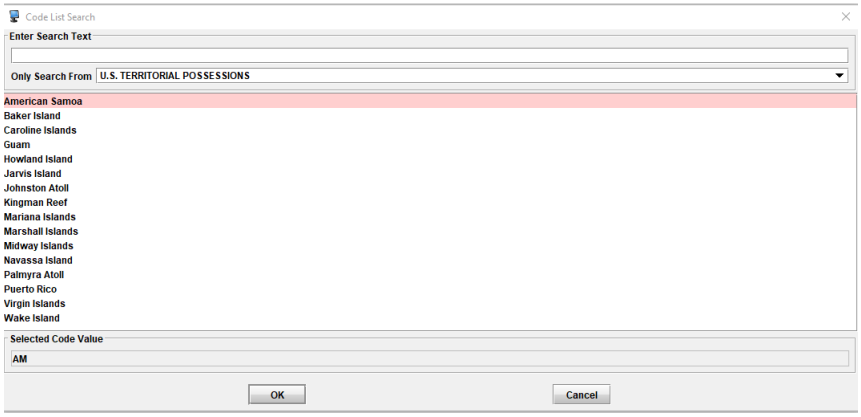


Certain fields with longer search lists can be broken down into sub-categories to limit the search using the ONLY SEARCH FROM field. Click on the field to activate the drop-down menu and select the appropriate sub-category.

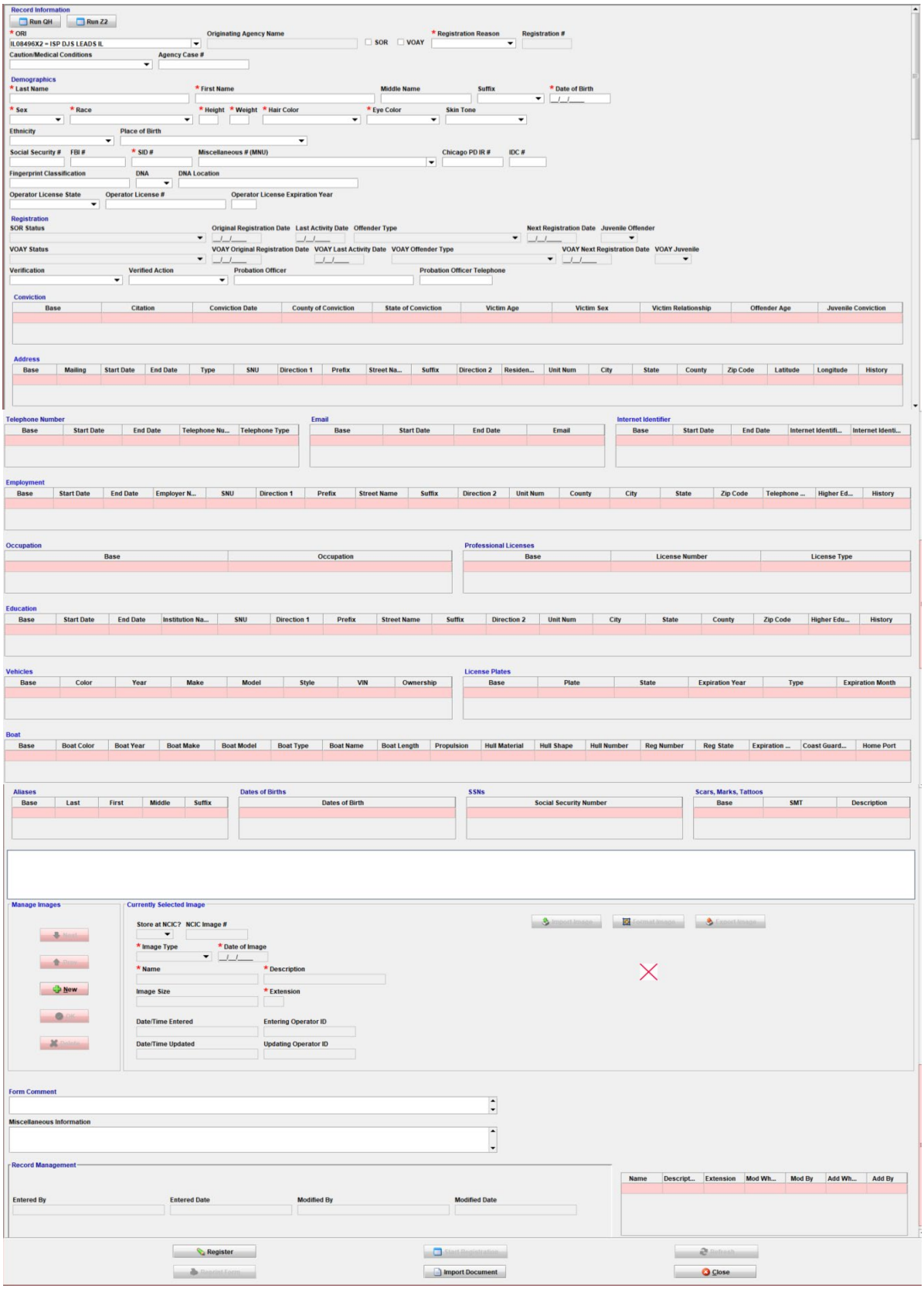
The below example displays subcategories in the Place of Birth Search box.



The list will now only contain items from the sub-category.



2-3. EXAMPLE OF REGISTRATION FORMAT



2.4. REGISTRATION RECORD ENTRY

Below is an example of a completed entry broken down into segments. Each field in the sections and editor boxes has been explained in the order of location. It is very important for each record to be "packed" with as much information as available to comply with NCIC regulations. Information can be obtained from SOS, CHRI, III, or in person. Prerequisite inquiries should be made prior to entry.

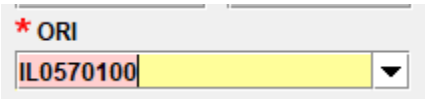
In addition to the statutes that require Lifetime Registration already, the following statutes may also require lifetime registration.

- *Per IL Statute 730 ILCS 150/7, effective August 14, 2007: Any offender convicted of a new sex offense after 08/14/2007 who was previously registered as a SOR or MVOAY offender has Lifetime Registration regardless of the offense.*
- *Per IL Statute 730 ILCS 150/3(c) (2.1), effective July 1, 2011: Any SOR offender convicted of any new felony conviction (i.e., theft, DUI, etc.) after 07/01/2011 could trigger Lifetime Registration if not already a lifetime registrant and the underlying sex offense is one that now requires Lifetime Registration.*
- *Per IL Statute 730 ILCS 150/2(E-10), effective January 1, 2012: Any Out-Of-State sex offender required to register in convicting state who comes to Illinois after January 2, 2012, shall be entered as a Sexual Predator in Illinois with Lifetime registration. AOIC code ISPSE10 was created on 02/2024.*
- *Per IL Statute 730 ILCS 154/40, effective August 14, 2007: Any offender convicted of a MVOAY offense after 08/14/2006 who was previously registered as a SOR or MVOAY offender has Lifetime registration regardless of the offense.*

SEGMENT 1 - RECORD INFORMATION

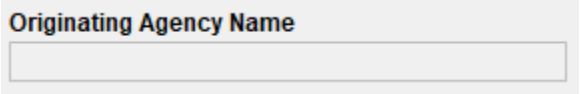
1. ORIGINATING AGENCY IDENTIFIER (ORI) - Mandatory

   The ORI is the record owner agency responsible for the SOR record. This is not always the entering agency but should be the agency where the subject registers. The ORI may be chosen via the drop-down menu or may be typed to override the drop-down options. *NOTE: it is very important that agencies utilize the main ORI for the registering agency. This ensures that any information regarding the record is received by every terminal of that agency and not just the sub-terminal ORI.



2. ORIGINATING AGENCY NAME (ORA) – System Assigned

   The ORA field is the name of the record owner agency as it appears in the NCIC database, based on the ORI. This field should auto-populate based on the ORI chosen once the record is registered. This field cannot be over-written by the user.

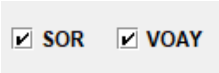


3. SEX OFFENDER/VIOLENT OFFENDER AGAINST YOUTH REGISTRATION – Mandatory

SOR=Sex Offender Registry MVOAY=Murderer or Violent Offender Against Youth Registry
Agencies must choose either SOR or MVOAY/Murderer or both based on the type of record entry. A subject may have a dual entry if they qualify for both types of records.

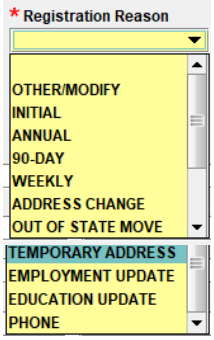
The SOR portion of the record will appear in NextGen and have an NCIC response. The MVOAY/Murderer portion of the record will only appear in NextGen. The MVOAY/Murderer portion will not have an NCIC response.

*NOTE: Dual entries will not display two NextGen responses but will be combined into one dual response.



4. REGISTRATION REASON - Mandatory

A reason for the transaction must be selected. Use the drop-down box to choose the most accurate reason for registration. This field must be completed every time a change/update is made to the record.



OTHER/MODIFY= Used to fix entry errors or update expiration dates (DLY, LIY) in an existing record. Do Not use this reason, if the offender has notified the agency of an address change, temporary address, new or change in phone number, employment, or education update, or an out of state move.

INITIAL=Used when the offender is registering for the very first time. This is the only time that Initial will be selected for registration reason.

ANNUAL=Required to Register and re-register within 1 year of the date of their last registration and every year thereafter until the terms of registration are complete.

90-DAY=Required to Register every 90 days (Quarterly) until the terms of registration are complete. An offender who is convicted of a violation of the Illinois Sex Offender Registration Act on or after July 1, 2005, is required to register every 90 days for the duration of their registration. Those offenders adjudicated as Sexually Dangerous or Sexually Violent, must register every 90 days for natural life.

WEEKLY=Required to Register every 7 days for as long as they remain homeless and/or until the terms of registration are complete.

ADDRESS CHANGE=Required to notify registering agency of any change of address within Illinois.

- Sex Offenders must notify registering agency a minimum of three days prior to moving and must register with the new agency within 3 days of arrival.
- Murderer/Violent Offenders Against Youth must notify registering agency a minimum of 5 days prior to moving and must register with the new agency within 5 days of arrival.
- If the offender is changing address within the same agency, the record will be updated, and new registration date will be given.

OUT OF STATE MOVE=Required to Notify agency of intent to move from Illinois to another state.

- Sex Offenders must notify the registering agency a minimum of 3 days prior to moving and must register with the new agency within 3 days of arrival.
- Murderer/Violent Offenders Against Youth must notify the registering agency a minimum of five days prior to moving and must register with the new agency within 5 days of arrival. Not all other states have MVOAY registration requirement. It is the responsibility of the offender to check and register if required.

TEMPORARY ADDRESS=Required to Notify agency of move to a temporary address.
This registration reason may be used for temporary housing arrangements, vacations, or travel for work.

- Sex Offenders must notify the registering agency within 3 days of any change of address and must re-register with the owning agency within 3 days after leaving the temporary address.
- Murderer/Violent Offenders Against Youth must notify the registering agency within 5 days of any change of address and must re-register with the owning agency within 5 days after leaving the temporary address.

EMPLOYMENT UPDATE=Required to Notify agency of change in employment.

- Sex Offenders are required to notify the registering agency within 3 days of obtaining employment and any subsequent changes must be made within 3 days.
- If a Sex Offender resides in Illinois but works in another state, they are required to also register in the state of employment.
- Murderer/Violent Offenders Against Youth must notify the registering agency within 5 days of obtaining employment and any subsequent changes

EDUCATION UPDATE=Required to Notify agency of change in education.

- Sex Offenders are required to notify the registering agency of any school information or change within 3 days of attending the school and any subsequent changes must be made within 3 days.
- If an offender attends any type of school in another state, they are also required to register in the state of attendance.

- Murderer/Violent Offenders Against Youth are required to notify the registering agency of any school information or change within 5 days and any subsequent changes must be made within 5 days.

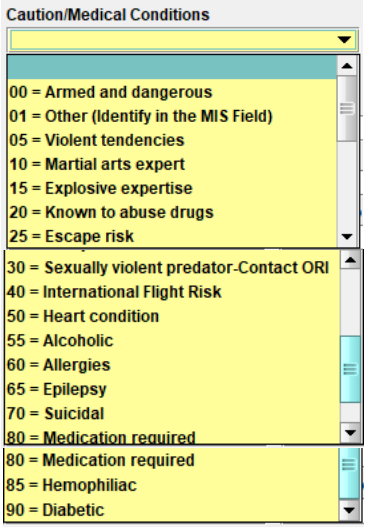
PHONE=Sex Offenders are required to Notify agency of addition or removal of telephone number, within 3 days.

5. REGISTRATION NUMBER (REG) – SYSTEM ASSIGNED

The registration number is a unique number auto assigned to each entry by the NextGen system. **It is not entered by the user**. The number will follow the same formatting as a LEADS number. The Registration Number will be sent to NCIC as the Originating Agency Case Number (OCA); ensuring every NCIC record has the required unique number.

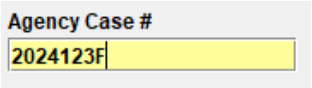
6. CAUTION/MEDICAL CONCERNS (CMC) - Optional

If appropriate, choose the Caution or Medical Concern that best fits the individual's history. Using a CMC will generate the Caution Message key in the Registry and NCIC response. There is no supplemental CMC field in NextGen, so the most egregious caution/condition should be chosen. If 01=Other is chosen it must be described in the Miscellaneous Information field of the form.



7. AGENCY CASE # (OCA) – Optional

If applicable and available, this field will be utilized for the entering agencies internal record/file number. Alpha-numeric and hyphen are allowed. Spaces are not allowed in Agency case #.

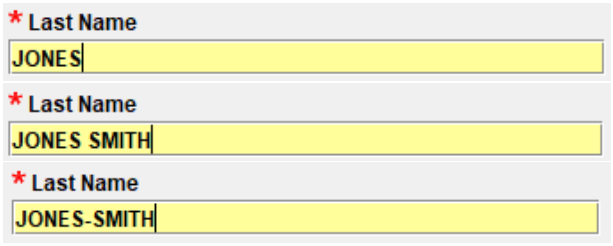


SEGMENT 2 – DEMOGRAPHICS (See the NCIC Code Manual, Personal Descriptors for Field Details)

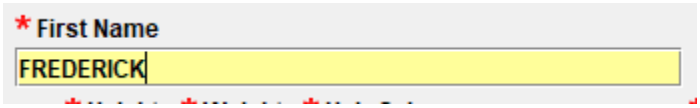
Note: Per 2-1. Guidelines for Entry, each drop-down menu field in the Demographics Section is searchable. Please refer to section 2.1 for detailed instructions.

**NOTE: Record names must be entered exactly as displayed on court documents or official ID. Any other variations on the name, such as alternate spelling, aliases and middle names not displayed on paperwork or ID will be entered in the Aliases Section.

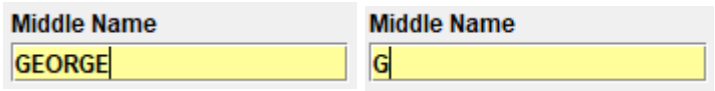
8. LAST NAME (NAM) – Mandatory
Enter the last name of the Offender. This field accepts a space and hyphen.



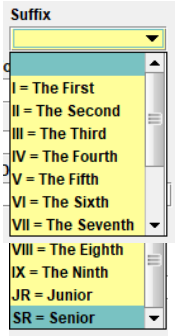
9. FIRST NAME (NAM) – Mandatory
Enter the first name of the Offender.



10. MIDDLE NAME (NAM) - Optional
Enter the middle name or middle initial, if applicable, of the Offender.

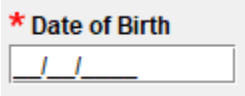


11. SUFFIX (NAM) - Optional
Select, if applicable, the suffix of the Offender's name. This field does not have a free form option. Only the suffixes in the drop-down menu are available.



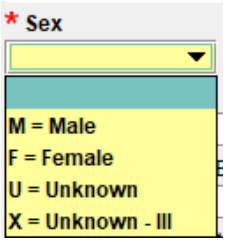
12. DATE OF BIRTH (DOB) – Mandatory

Enter the Offender's date of birth as displayed on official paperwork or ID, using the MM/DD/YYYY format.



13. SEX (SEX) – Mandatory

Select the Sex of the Offender. Currently NCIC and LEADS do not accept X=Unknown – III in this field. The inclusion of "X" in the drop-down menu is for future use.



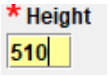
14. RACE (RAC) – Mandatory

Select the Race of the Offender.



15. HEIGHT (HGT) – Mandatory

Enter the Offender's Height. Example: 5 Ft 10 In would be entered as 510. NCIC limits are minimum height=4 Ft 00 In (400) AND maximum height=7 Ft 11 In. (711)



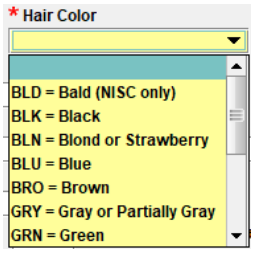
16. WEIGHT (WGT) – Mandatory

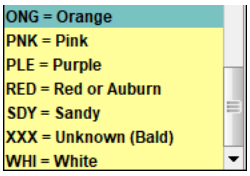
Enter the Offender's Weight. Example is 250 lbs. NCIC limits are minimum weight=50 AND maximum weight=499.



17. HAIR COLOR (HAI) – Mandatory

Select the Offender's Hair Color that is closest to how they currently appear. *For Bald, make sure that XXX=Unknown (Bald) is used. An NCIC error will be generated if BLD=Bald (NISC only) is used.





18. EYE COLOR (EYE) – Mandatory

Select the Offender's Eye Color that is closest to their natural eye color.



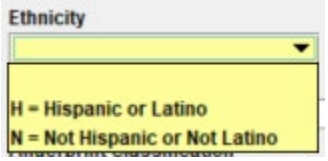
19. SKIN TONE (SKN) - Optional

Select the Offender's Skin Tone. This can be found in the offenders Illinois CHRI response or noted in person.



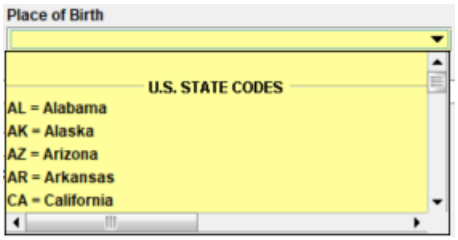
20. ETHNICITY (ETN) - Optional

Select the Offender's Ethnicity if available. This can be determined based on place of birth or noted in person.



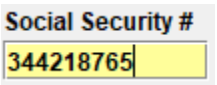
21. PLACE OF BIRTH (POB) - Optional

Select the Offender's Place of Birth. This field is highly encouraged to ensure NCIC compliance and is available on the FBI record or in person.



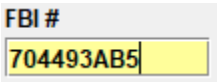
22. SOCIAL SECURITY NUMBER (SOC) - Optional

Enter the Offender's Social Security number. Do not include dashes. If more than one number is available, agencies should use the number that appears in the Illinois Criminal History and enter any others in the Alias Social Security Numbers section.



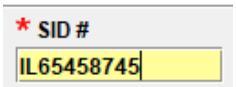
23. FBI NUMBER (FBI) - Optional

Enter the Offender's FBI record number. The inclusion of this number ensures that SOR information is available through criminal and civil fingerprint submissions.



24. STATE IDENTIFICATION NUMBER (SID) - Mandatory

Enter the Offender's Illinois SID number. If an Illinois SID is not available, it is acceptable to enter an out of state SID number. Multiple SID numbers may be entered into the supplemental SID area of the form. The SID can be obtained from the CHRI database.



If the Offender's SID number is not available, please enter one of the following SID codes below until the valid SID number can be obtained and the record modified

FIRST SIX POSITIONS OF SID FIELD	USE WHEN
PNOSID	Subject is **on parole** and no SID is available.
SNOSID	Subject is **from out of state** and no SID is available.
XNOSID	No SID is available in situations **other** than those listed above.

NOTE: Once a SID becomes available, the record should be modified to include it.

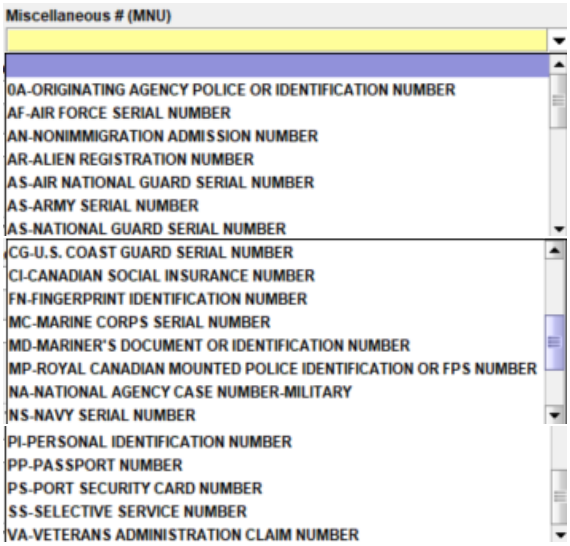
25. MISCELLANEOUS NUMBER (MNU) - Optional

If applicable, select the type of number and enter the number in its entirety. The MNU must be preceded by the 2-digit identifying code, a dash (-) and the number. If the 2-digit code is selected from the drop-down list, delete the translation, and type the number following the dash. For example: AR-022022022.

NOTE: The Offender Registry system does not allow for the entry of additional MNU's. Therefore, it is very important for agencies to enter the most important number.

Alien Registration Numbers will take precedence, especially for offenders facing deportation.

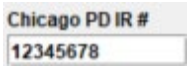
Personal identification number, Originating Agency ID number and Passport numbers will take precedence over military service numbers (since those are often the subjects social security number).





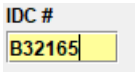
26. CHICAGO PD IR NUMBER (CIR) - Optional

If applicable, enter the Offender's Chicago PD Identification Record number. This record is assigned by Chicago PD. If a CIR has been assigned, it can generally be found in an Illinois CHRI response. In the sample, the number is preceded by IR, but there is no need to enter the IR, it should just be the number.



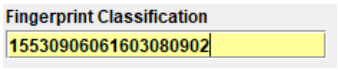
27. ILLINOIS DEPARTMENT OF CORRECTIONS INMATE NUMBER (IDC) - Optional

Enter the Offender's IDC #. This number is assigned by the Illinois Department of Corrections to an inmate upon incarceration. If present, the number can be obtained from an Illinois QR1 Rap Sheet response. **The IDC# should be populated whenever possible to ensure correct transfer of data when an offender is released or reincarcerated from the Department of Corrections.**



28. FINGERPRINT CLASSIFICATION (FPC) - Optional

If available, enter the Fingerprint Classification number assigned to the Offender. This number can be found on the NCIC III Response. This number should be entered as one continuous string with no dashes or spaces.

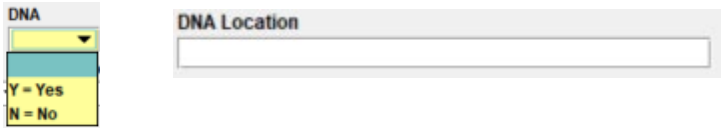


29. DNA and DNA LOCATION (DNA/DLO) - Conditional

The DNA field has a default value of N, meaning that no DNA data is available. If applicable, choose Y from the drop-down box. If Y is chosen from the drop-down box, then the DNA Location field must be completed. This field can include contact information, DNA Laboratory physical address, type of DNA sample, and other information deemed appropriate by the agency. If DNA location is not known, place UNKNOWN in the field.

If DNA is in Illinois, use this location: ILLINOIS STATE POLICE DNA INDEXING LABORATORY 3710 E LAKE SHORE DRIVE, SPRINGFIELD, IL 62712-8609 PHONE:(217)782-4975 ORI:IL0848800.

If Y is chosen and the DNA location is left blank, an error notification box will appear.



30. OPERATOR LICENSE STATE, LICENSE #, LICENSE EXPIRATION YEAR (OLS/OLN/OLY) - Conditional

If available, enter the Offender's driver's license information. These fields are not mandatory, but if used, all three fields must be completed, or an error notification will result. It is encouraged that these fields be completed even for out of state OLN's to ensure the integrity of the searching process.

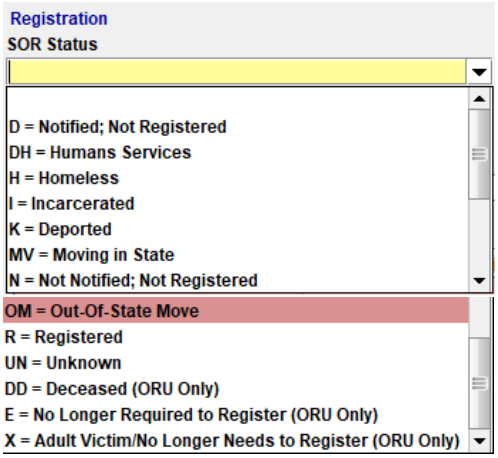


SEGMENT 3 – REGISTRATION

Note: Per 2-1. Guidelines for Entry, each drop-down menu field in the Registration Section is searchable. Please refer to Section 2.1 for detailed instructions.

31. SOR STATUS (LSTA) - Mandatory

Select the appropriate Status of the Offender from the drop-down menu. This field indicates the Offender's registration status, general location (Registered, Deported, Moved out of State) or if the record is in Moving Status to another Illinois county.



STATUS CODE D – Notified/Not Registered - Can be utilized by any agency upon notifying the offender of the need to register. The notifying agency will modify the record from N- Not Notified/Not Registered to D-Notified/Not Registered. The agency modifying N to D does not assume LEADS record ownership. The notifying agency must also attach an add-on to the record specifying the date and time of notification as well as the officer's name.

NOTE An offender released from the Department of Corrections should have a status D, allowing the new agency to assume ownership.

STATUS CODE DH-Human Services – used when an offender is housed in a Department of Human Services facility.

STATUS CODE H – Homeless – used when the offender has reported that they do not have a residence. If Homeless, offender is required to register weekly.

STATUS CODE I – Incarcerated – used when an individual is incarcerated in a state or federal prison.

STATUS CODE K – Deported – used when an offender has been reported as deported. Agencies are often notified of deportation by SOS but can also find information on individuals who are deported on ICE websites. Agencies can also run an ICE Query in LEADS 3.0.

STATUS CODE MV – Used when the offender is moving to another address within Illinois but outside of the owning agency's jurisdiction. See Modify (Section 3) for complete Moving details.

STATUS CODE N – Not Notified/Not Registered –. Any agency or officer that has contact with the subject should notify the offender of the need to register. The notifying agency will change the record status to D-Notified/Not Registered once the offender has been notified. The agency modifying N to D does NOT assume ownership of the record.

STATUS CODE OM – Out-Of-State Move – Used when the offender has notified agency of move to another state. The intended out of state address should be placed in the address editor box.

STATUS CODE R – Registered – The owning agency will use this code anytime an offender registers at their agency, whether annual or quarterly.

STATUS UN – UNKNOWN – The owning agency will use this code when the offender's location is unknown. This should be used in conjunction with the ADD=UN (Unknown/other) and the SNA/SNU fields should be completed with UNK/UNKNOWN. *NOTE: Entire process should be followed for updating a record to "Unknown Address" prior to selecting this Status*.

STATUS CODE DD – Deceased – Only the Offender Registry Unit can utilize this status code. Confirmation of death is required. Upon notification or discovery of death of an offender, the Offender Registry Unit should be notified. The Offender Registry Unit will change the offender status once death has been confirmed.

Agencies may receive information of the death of an offender via personal notice, the individual's driver's license, or photo id, or via obituaries. It is recommended that agencies check these files when an individual is an absconder as oftentimes agencies are not notified of an offender's death.

STATUS CODE E – Child Victim/No Longer Required to Register – Only the Offender Registry Unit can utilize this status code. Confirmation is required that offender no longer needs to register.

STATUS CODE X – Adult Victim/No Longer Needs to Register – Only the Offender Registry Unit can utilize this status code. Confirmation is required upon completion of the offender's registration requirement.

32. ORIGINAL REGISTRATION DATE (ORD) - Mandatory

The Original Registration Date (ORD) indicates the date the subject first registered as a sex offender or violent offender.

- ORD is a required NCIC field and therefore must be completed in NextGen.
- SOR Status N=Not Notified/Not Registered and SOR Status D=Notified/Not Registered will not have an ORD until the subject registers. Agencies should use the date of entry in the ORD field until it can be modified to the proper ORD.
- An IDOC (IL Dept of Corrections) SOR entry may not contain an ORD, as the notification to the offender to register (Status D) does not constitute registration.

33. LAST ACTIVITY DATE (LADT) – Mandatory

Enter the date that the Offender has either last registered or the date that a change was made to the record..

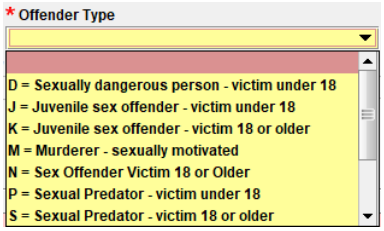
- SOR Status N (Not Notified/Not Registered). Must be completed with the date of entry.
- SOR Status N or D is modified to SOR Status/R, the Activity Date must be completed with the date of registration.

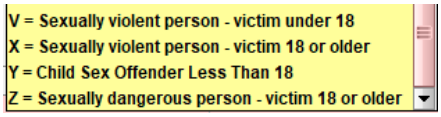


34. OFFENDER TYPE (CSO) – Mandatory

Select the Offender Type from the drop-down menu. The Offender Type defines whether the sex offender's victim was under or over 18 years of age. Once entered, the Offender Type can only be changed by the current record owner, an agency assuming ownership of the record, or the ISP Offender Registration Section. These types are determined by the type of conviction and the age of Victim. See AOIC Code Table and Offender Type/Status Code List (Addendum 1) for further clarification.

- Juveniles adjudicated in Juvenile Court should be marked appropriately with "J or K".
- Lifetime Sexual Predators should be marked "P or S". Both types should trigger the ERD/NONEXP.
- 10 Year Sex Offenders should be marked "Y or N". Both types should trigger the ERD/********(10 years from date of Registration).
- Sexually Motivated Murder (only if case is sexually motivated or if conviction was prior to the MVOAY Act and victim was a minor, should be marked "M".
- Only ISP ORU can use "D, V, X, Z".
- Users should ensure that the ERD is accurate after the record is registered. Both the record and the Registry/NCIC responses must reflect the correct ERD.





Below is a more detailed explanation of the Codes. See AOIC Code Table and Offender Type/Status Code List (Addendum 1) for further clarification.

10 YEAR REGISTRATION:	CODE Y = VICTIM < 18, OFFENDER ≥ 18 OR JUVENILE CONVICTED AS ADULT CODE N = VICTIM ≥ 18, OFFENDER ≥ 18 OR JUVENILE CONVICTED AS ADULT
LIFETIME REGISTRATION:	CODE P = VICTIM < 18, OFFENDER ≥ 18 OR JUVENILE CONVICTED AS ADULT CODE S = VICTIM ≥ 18, OFFENDER ≥ 18 OR JUVENILE CONVICTED AS ADULT CODE M = VICTIM = ANY AGE, OFFENDER = ANY AGE CODE D = VICTIM < 18, OFFENDER ≥ 18 (*ORU USE ONLY*) CODE V = VICTIM < 18, OFFENDER ≥ 18 (*ORU USE ONLY*) CODE X = VICTIM ≥ 18, OFFENDER ≥ 18 (*ORU USE ONLY*) CODE Z = VICTIM ≥ 18, OFFENDER ≥ 18 (*ORU USE ONLY*)
10 YEAR **OR** LIFETIME REGISTRATION:	CODE J = VICTIM < 18, OFFENDER = ADJUDICATED JUVENILE CODE K = VICTIM ≥ 18, OFFENDER = ADJUDICATED JUVENILE

- Codes Y and N are only for sexual offenders whose convictions require a 10-year registration. The Ending Registration Date (ERD) will not change unless the offender in convicted of a "FAILURE TO…" offense, OR a 10-Year Administrative Extension. A Statutory or Administrative extension will extend the ERD. The registration requirement changes to every 90-days if convicted of a Sex Offender Registration Violation on or after 07/01/2005. This does not include Attempt.

- Codes P and S are for offenders who have been labeled as Sexual Predators and whose convictions require Lifetime registration. Both codes are also used for offenders who are convicted of multiple sex offenses or felony convictions after 07/01/2011. Offenders are required to register annually unless they have been convicted of a "FAILURE TO…" offense. The registration requirement changes to every 90-days if convicted of a Sex Offender Registration Violation on or after 07/01/2005. This does not include Attempt.

- Codes D, V, X, Z are strictly used by the Offender Registration Unit. These are for Sexually Violent and Sexually Dangerous offenders. Sexually Violent is a person who was convicted of a sex offense and served time in IDOC. The offender is evaluated prior to release and is either paroled or committed to a treatment facility. Sexually Dangerous is a person who is not convicted of a sex offense but is civilly committed as a sex offender based on the preponderance of evidence and a mental health diagnosis. They are committed to IDOC indefinitely for treatment. Offenders are required to register every 90 days.

- Code M is for Sexually Motivated Murder. The victim and the offender can be any age for this code. However, for the murder of a child to be registerable, the offender must be 17 or older. Offenders are required to register annually unless they have been convicted of a "FAILURE TO…" offense. The registration requirement changes to every 90-days if convicted of a Sex Offender Registration Violation on or after 07/01/2005. This does not include Attempt.

- Codes J and K are for adjudicated juveniles. The length of registration requirement depends on the statute that the adjudication is derived from. When using these codes, refer to the

AOIC table for clarification on the length of registration. Juveniles with Lifetime registration requirement can petition the court after 2(misdemeanor) or 5(felony) years to be removed from the Sex Offender Registry. Offenders are required to register annually unless they have been convicted of a "FAILURE TO…" offense OR a 10-Year Administrative Extension. A Statutory or Administrative extension will extend the ERD. The registration requirement changes to every 90-days if convicted of a Sex Offender Registration Violation on or after 07/01/2005. This does not include Attempt.

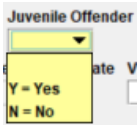
35. NEXT REGISTRATION DATE – SYSTEM ASSIGNED

This date is auto calculated based on Registration Type and the Last Activity Date and is not entered by the user. The date will appear on the Registry Response and the Signature form.

36. JUVENILE OFFENDER (JUV) - Optional

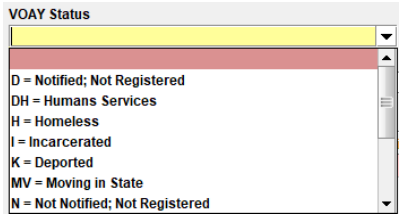
If applicable, select Y or N from the drop-down list.

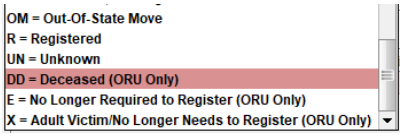
- If the offender is required to register based on a juvenile adjudication, then "Y" should be selected.
- If the offender was convicted as an adult, regardless of age, a "N" should be selected.
- If unknown, leave the field blank.
- The age of the victim is irrelevant to this field.



37. MVOAY STATUS (LSTA) - Mandatory

Select the appropriate Status of the Offender from the drop-down menu. This field indicates the Offender's registration status, general location (Deported, Moved out of State) or if the record is in Moving Status to another Illinois county. See 31. SOR Status for detailed description of each status.





38. MVOAY ORIGINAL REGISTRATION DATE (ORD) – Mandatory

The Original Registration Date (ORD) indicates the date the subject first registered as a violent offender against youth.

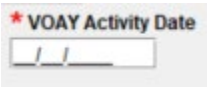
- MVOAY Status N=Not Notified/Not Registered and MVOAY Status D=Notified/Not Registered will not have an ORD until the subject registers. Agencies should use the Last Activity Date in the ORD field until it can be modified to the proper Original Registration Date.
- An IDOC (IL Dept of Corrections) MVOAY entry will not contain an ORD as the notification to the offender to register (Status D) does not constitute registration.
- Agencies registering an offender already in NextGen with Status/D entered by IDOC must complete the ORD field.



39. MVOAY LAST ACTIVITY DATE (LADT)– Mandatory

Enter the date that the Offender has either last registered or the date that a change was made to the record.

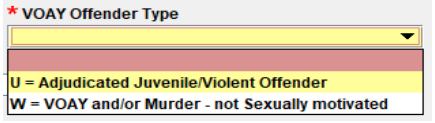
- MVOAY Status is N (Not Notified/Not Registered) the Activity Date indicates when the record was entered.
- MVOAY Status is N or D is modified to MVOAY Status/R, the Activity Date must be completed with the date of registration.



40. MVOAY OFFENDER TYPE (CSO) – Mandatory

Select the MVOAY Offender Type from the drop-down menu. The MVOAY Offender Type defines whether the violent offender was convicted as an adult or an adjudication as a juvenile. These types are determined by the type of conviction and the age of Victim. See AOIC Code Table and Offender Type/Status Code List (Addendum 1) for further clarification.

- Adjudicated Juvenile Murderer/Violent Offender Against Youths should be marked “U” when the offender has been adjudicated by the Juvenile Courts and deemed a violent offender.
- Murderer/Violent Offender Against Youths – Non-Sexually Motivated Murders of adult or child victims and all other MVOAY offenses against children should be marked “W”.



Below is a more detailed explanation of the Codes. See AOIC Code Table and Offender Type/Status Code List (Addendum 1) for further clarification.

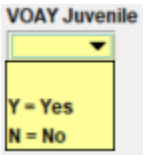
10 YEAR **OR** LIFETIME REGISTRATION:
CODE U = VICTIM < 18, OFFENDER = ADJUDICATED JUVENILE
CODE W = VICTIM = ANY AGE, OFFENDER = ANY AGE

- Code U is for adjudicated juveniles. The length of registration requirement depends on the statute that the conviction is derived from. When using this code, refer to the AOIC table for clarification on the length of registration. Offenders are required to register annually unless they have been convicted of a "FAILURE TO…" offense, OR a 10-Year Administrative Extension. A Statutory or Administrative extension will extend the ERD, but the annual registration requirement will not change.

- Code W is for offenders who have been convicted of non-sexually motivated murder of an adult or child. It is also for offenses against children under 18. Offenders can be any age. Most offenses require 10-year registration except for Murder of a Child, or Attempted Murder of a Child (<18). Violent offenders can also be lifetime if they have multiple convictions of registerable offenses; or if the offender was previously on the Sex Offender Registry and is then convicted of a MVOAY offense. Offenders are required to register annually. Even if an offender is convicted of a "FAILURE TO…" offense, OR a 10-Year Administrative Extension which extends the ERD; the annual registration requirement will not change. Only the ERD will adjust after the extension is added.

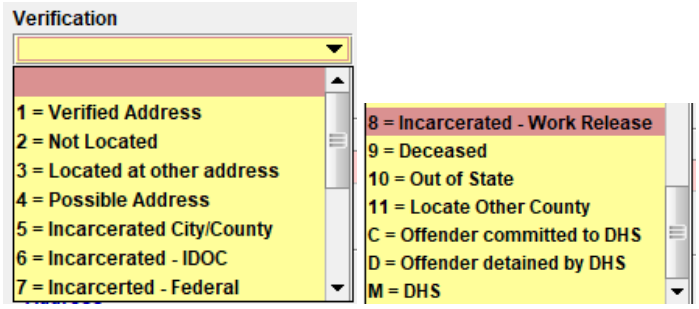
41. MVOAY NEXT REGISTRATION DATE – SYSTEM ASSIGNED
This date is auto calculated based on Registration Type and the Last Registration; it is not entered by the user. The date will appear on the Registry Response and the Signature form.

42. MVOAY JUVENILE OFFENDER (JUV) - Optional
If applicable, select Y or N from the drop-down list. The age of the victim is irrelevant to this field.
- If the offender is required to register based on a juvenile adjudication, then "Y" should be selected.
- If the offender was convicted as an adult, regardless of age, a "N" should be selected.
- If unknown, leave the field blank.



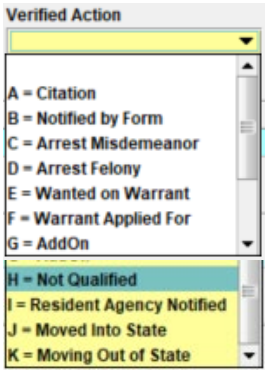
43. VERIFICATION (VER) - Optional

ONLY the ISP Offender Registration Unit can utilize Code C, D, and M.



44. VERIFIED ACTION (VAC) – Optional

Select the Verified Action from the drop-down list.



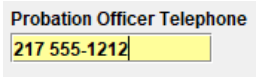
45. PROBATION OFFICER – Optional

If applicable and available, enter the name of the Offender's Probation Officer. Probation Officer name will not appear in the registry response but will appear on the SOR signature form.



46. PROBATION OFFICER TELEPHONE – Optional

If applicable and available, enter the telephone number of the Offender's Probation Officer. Use the (xxx(sp)xxx-xxxx) format. Probation Officer Telephone will not appear in the registry response but will appear on the SOR signature form.



SEGMENT 4 – CONVICTION EDITOR

Pictured below is the Conviction Information Editor. Ten (10) convictions may be included in record. *Note: Refer to Section 2-1. Guidelines for Entry, for detailed instructions on using the field editor box and searchable fields.*



47. BASE RECORD – Mandatory

The base record field is an indicator box that tells the NextGen system which citation the user would like to appear first in the response. Only one citation can be chosen as the Base, however all citations will appear in the record.

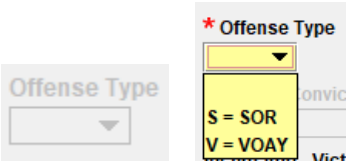
The following guidelines will assist in choosing theappropriate Base citation:

Single citation – mark as Base Record
Multiple citations – the original offense conviction/adjudication should be marked as Base Record.
Subsequent citations – including Violations of the SOR act will be added but not marked as base.
Dual Entry – Offender is both Sex Offender and MVOAY – the original offense conviction/adjudication pertaining to the Sex Offender record will be marked as base. This is because Sex Offender records are sent to NCIC and MVOAY's are not.



48. OFFENSE TYPE (OFT) – Conditional

This field is dictated and activated by the citation field. If the selected citation can be applied to both SOR and MVOAY/Murderer, the Offense Type will become highlighted. The field will become mandatory and either S=SOR or V=MVOAY will be selected based on the offender type.



49. CITATION (CIT) – Mandatory

Select the offense from the drop-down list that the offender was originally convicted/adjudicated of should be placed in the first field and marked as the base record.

Note: Per 2-1. Guidelines for Entry, this field is searchable. Please refer to section 2.1 for detailed instructions.

- The citation must be a valid code from the AOIC Sex Offender and MVOAY Code Table. The AOIC Reference Guide is available for further instructions on use of the Code Table.
- A minimum of one Citation with corresponding Conviction Date is required.
- Multiple Citations and offenses as well as subsequent registration violation offenses may be entered as appropriate.



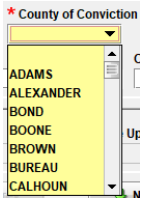
50. DATE OF CONVICTION (CON) – Mandatory

Enter the date the offender was convicted using the MM/DD/YYYY format. A CON is required for every citation. Please refer to SOP NextGen/NCIC CON DATE COMPLETION for accurate entry.



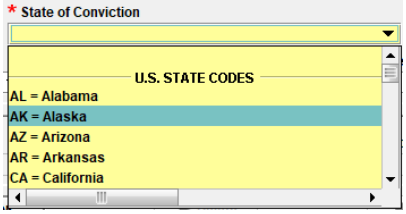
51. COUNTY OF CONVICTION (CCV) – Conditional

If the offender's State of Conviction is Illinois, the County of Conviction MUST be completed. Select the Illinois County of the offender's conviction from the drop-down menu.



52. STATE OF CONVICTION (CCV) - Mandatory

Select the offender's state or country of conviction from the drop-down menu.



53. VICTIM AGE (AOV) – Mandatory

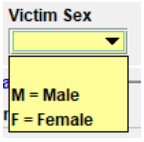
Enter the age of the victim at the time of offense. **FIELD MUST CONTAIN 2 DIGITS**. Victims under the age of 10 must be entered with a preceding zero, i.e., 05, 09, etc.

- Single Victim – Use this victim's age for all offenses including any failure to register offenses.
- Multiple Victims – Match the victim age to the offense if known. If unknown, use the youngest age of victim. Use the youngest victim's age for any failure to register offenses. When victim is less than 1 year the field should be completed with 00 and the actual age defined in months should be entered in the Miscellaneous Information field.



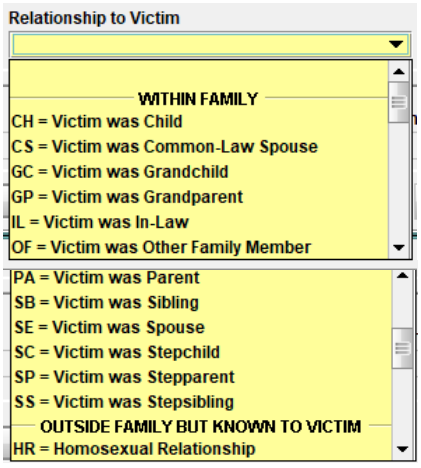
54. VICTIM SEX (SOV) – Optional

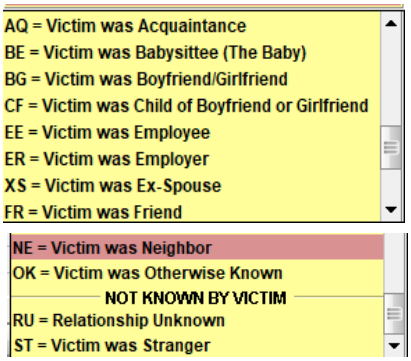
If available, select the sex of the victim from the drop-down menu.
Agencies may opt to leave this field blank to protect the identity of the victim(s).



55. RELATIONSHIP TO VICTIM (ROV) – Optional

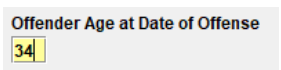
If available, select the offender's relationship to the victim from the drop-down menu.
Agencies may opt to leave this field blank to protect the identity of the victim(s).





56. OFFENDER AGE AT DATE OF OFFENSE (AOO) – Optional

Enter the age of the offender at the date of offense. If offender age is unknown, calculate by subtracting date of birth from the date of offense and minus one year.



57. JUVENILE CONVICTION – Mandatory

This box will be used to identify whether the offender was adjudicated as a juvenile or convicted as an adult.

Juvenile – The offender was 17 years of age or younger at the time of offense and was adjudicated in juvenile court.

Adult – The offender was 18 years or age or older or a juvenile who was charged and convicted as an adult.

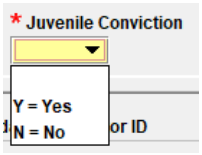
The YES/NO marked will determine if the record appears on the Public Offender Website or not. Offenders convicted/adjudicated as Juveniles will not be included in the Sex Offender website to protect their identity.

This field does not appear on the record response.

The following rules apply:

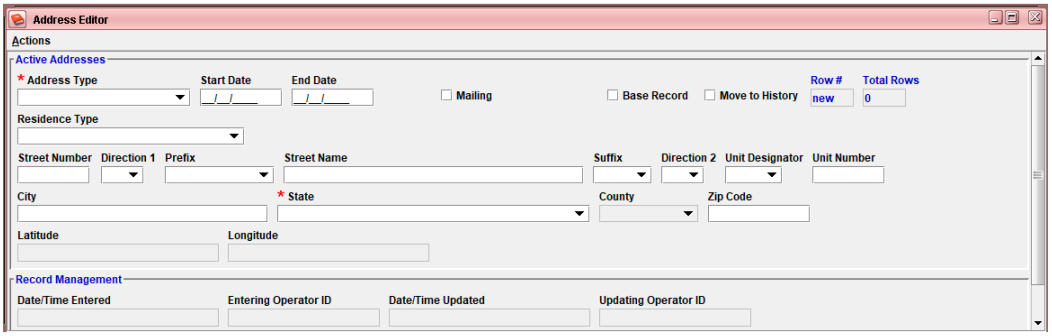
- Any record in which the offender was ONLY adjudicated as a juvenile will not appear on the Public Offender Website.
- Any record in which the offender was ONLY convicted as an adult will appear on the Public Offender Website.
- If an offender is adjudicated as a juvenile and then has a subsequent conviction(s) as an adult, the record will then appear on the Public Offender Website but will only display the adult convictions.

YES or NO must be selected for each citation entry.



SEGMENT 5 – ADDRESS EDITOR

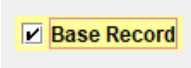
Pictured below is the Address Editor. *Note: Refer to Section 2-1. Guidelines for Entry, for detailed instructions on using the field editor box and searchable fields.*



58. BASE RECORD – Mandatory

Place a check in the Base Record box of the appropriate address.

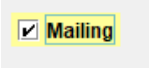
Agencies must check the address that will appear in the Base or body of the record. All other addresses that have not been placed in history will appear in the supplemental/additional portion of the record.



The place where the offender is currently residing will be marked as the base. This can be a residence, state, or federal prison, homeless or transient.

59. MAILING BOX - Mandatory

Place a check in the Mailing Box if the address provided is also the mailing address. This can be accomplished by clicking on the box with the mouse cursor or by pressing the spacebar once the field is highlighted.

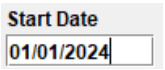


The mailing address may be different than the Base address and will require two address entries. The correct mailing address must be identified in each record to comply with Illinois Statutes requiring Illinois State Police to mail registration documents to offenders.

60. START DATE (BDA) – Conditional

If applicable, enter the Start Date of the new address provided by the Offender. Utilize the MM/DD/YYYY format.

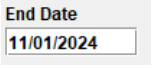
- Use the date the offender began the residence type. It is permissible to approximate the beginning date. If BDA field is left blank, the system will autofill it with current date.
- When 09-Temporary Lodging is used, the BDA field must be included.



61. END DATE (EDA) – Conditional

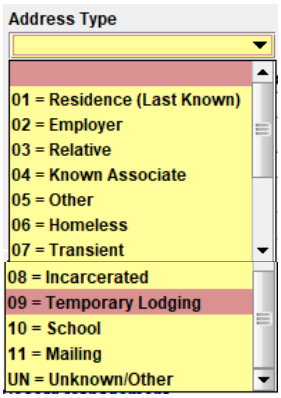
If applicable, enter the End Date of the address provided by the Offender. Utilize the MM/DD/YYYY format.

- Use the date the offender terminated the type of residence.
- Addresses with an End Date will be retained historically but will not appear in the Registry response.
- When 09-Temporary Lodging is used the EDA is required.



62. ADDRESS TYPE (ADD) - Mandatory

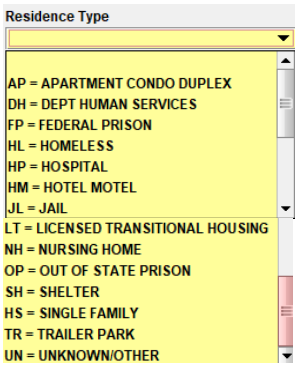
Select the Offender's type of address from the drop-down menu. This field is required to comply with NCIC entry standards.



NOTE For 09=Temporary Lodging, NextGen does not allow a future start date but does allow a future end date. Current date can be used as the start date.

63. RESIDENCE TYPE (RES) - Optional

Select the Offender's type of residence from the drop-down menu.



64. STREET NUMBER (SNU) - Mandatory

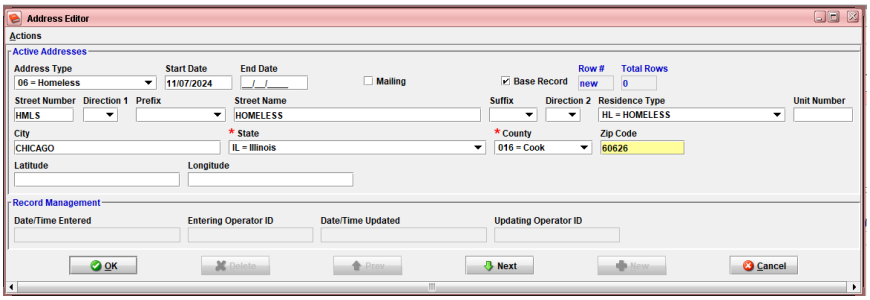
Enter the Street Number of the address provided by the Offender. The guidelines are different for the following conditions:

- Offender is HOMELESS (IN-STATE AND OUT-OF-STATE)
- Address is UNKNOWN
- Offender has been DEPORTED
- Offender is Incarcerated in COUNTY/LOCAL JAIL

IN-STATE HOMELESS OFFENDER:

To ensure the non-compliance timer is set and triggered if the in-State offender does not meet the weekly registration requirements, the following rules must be applied:

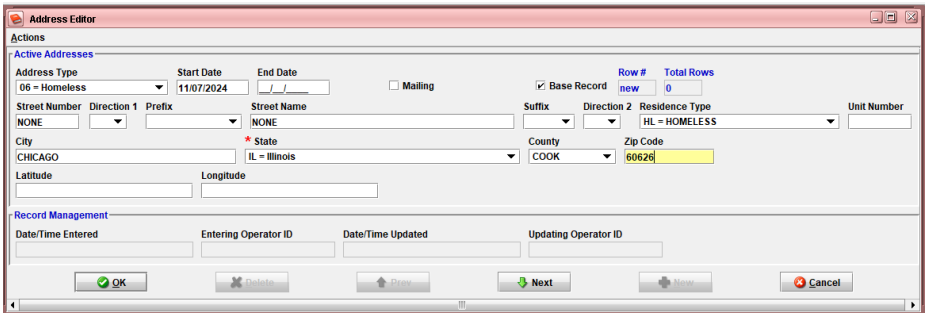
- SOR/MVOAY Status – must be H-Homeless
- Address Type – must be 06-Homeless
- Street Number field must contain HMLS. This will ensure the noncompliance timer is set and triggered if the offender does not meet weekly registration requirements. This is required for in-state weekly registrants.
- Street Name field will auto-populate with the word "HOMELESS".
- City, County and Zip code should be completed.
- State is always required.
- Residence Type - must contain HL-Homeless.



OUT OF STATE HOMELESS OFFENDER:

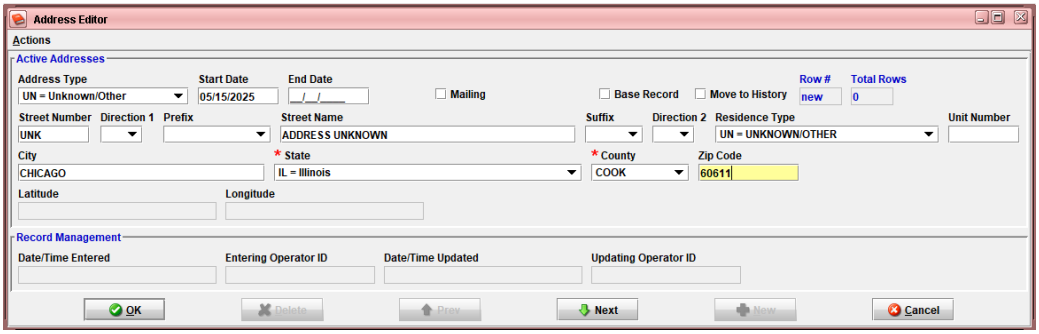
Out of State homeless offenders DO NOT REQUIRE the weekly registration timers that In-State offenders have in place. To ensure the offender remains compliant in Illinois, the following rules must be applied:

- SOR/MVOAY Status – must be OM = Out-of-State Move
- Address Type – must be 06-Homeless
- Street Number – must be NONE. Do NOT use the code HMLS.
- Street Name –must be NONE.
- Residence Type - must contain HL-Homeless
- State is always required.
- All other address fields should be completed as appropriate.



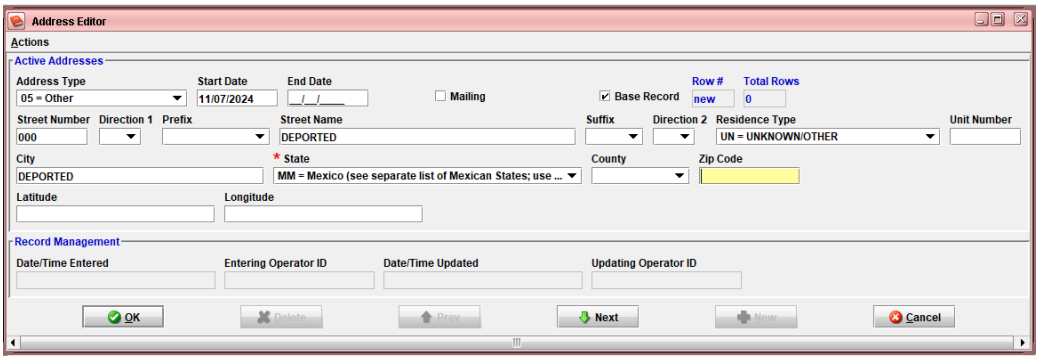
UNKNOWN ADDRESS or NON-COMPLIANT/ABSCONDER OFFENDER:
A record may be entered when the offender's address is unknown; however, the record must be updated as soon as the proper address is known. *NOTE: This entry will make the offender status Non-Compliant.*

- SOR/MVOAY Status – must be UN-Unknown
- Address Type – must be UN=Unknown/Other
- Residence Type – must contain UN-Unknown/Other
- Street Number – must be UNK
- Street Name – must be ADDRESS UNKNOWN
- .City – must be the last known city of residence
- State is always required
- County – must be last known county of residence if state is IL



DEPORTED:
Once an offender is confirmed deported the address should be changed accordingly.

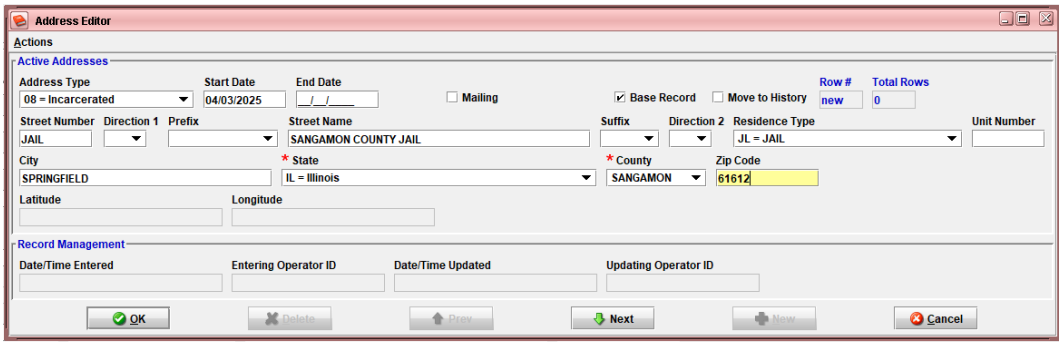
- SOR/MVOAY Status – must be K-DEPORTED
- ADDRESS TYPE – complete with 05=Other
- SNU – complete with 000 (three zeros)
- SNA – complete with the word DEPORTED
- CITY – complete with the word DEPORTED
- STATE – complete with the country they have been deported to.
- RESIDENCE TYPE – must contain Unknown/Other



INCARCERATED IN LOCAL/COUNTY JAIL:

When an Offender is incarcerated in a Local or County Jail the address should be changed accordingly.

- SOR/MVOAY Status – DO NOT CHANGE; keep current status.
- ADDRESS TYPE – complete with 08=Incarcerated
- RESIDENCE TYPE – must contain J=JAIL
- SNU & SNA - should contain the address of the local/county jail
- City, County and Zip code should be completed.
- State is always required.



65. DIRECTION 1 (SDI) – Optional

If applicable, select the Direction in the drop-down box of the address Offender has provided.



66. PREFIX – Optional

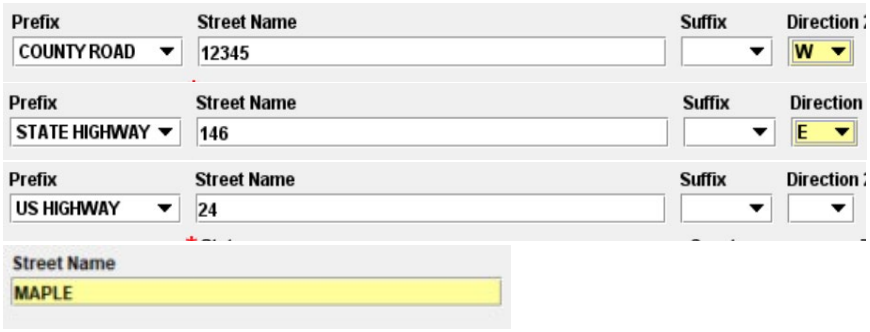
If applicable, select the Prefix in the drop-down box of the address Offender has provided.

Note: If address contains State Highway, US Highway, US Route, County Road, etc., ensure that the correct drop down is selected in the prefix drop-down field. **No prefix should be entered in the Street Name field.



67. STREET NAME (SNA) – Mandatory

Enter the Street Name of the address. **Only the street name should be in this field.** **Note: If address contains any type of prefix such as State Highway, US Highway, US Route, County Road, etc. ensure that the correct drop down is selected in the prefix drop-down field. Do NOT enter IL, US, CR etc., in the Street Name field.



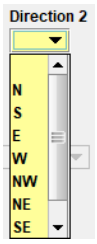
68. SUFFIX – Optional

If applicable, choose the correct Suffix from the drop-down menu for the address provided by the Offender. Below is a small example of the option in the drop-down menu.



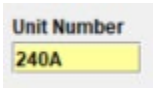
69. DIRECTION 2 – Optional

If applicable, select the 2nd Direction in the drop-down box of the address the Offender has provided.



70. UNIT NUMBER (UNN) – Optional

If the Offender lives in an apartment or a room in a structure, enter the number of the Unit in which the Offender resides.



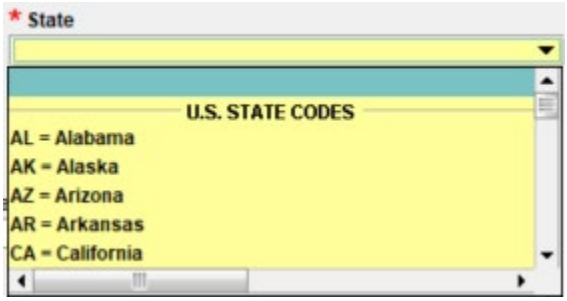
71. CITY (CTY) – Optional

Enter the name of the city or city mailing address the Offender resides, works, or attends school.



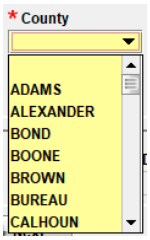
72. STATE (STA) – Mandatory

Choose the appropriate state from the drop-down menu, that the Offender resides, works, or attends school. When the offender resides outside of the United States, the country code should be used.



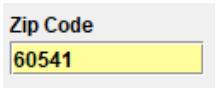
73. COUNTY (COU) – Conditional

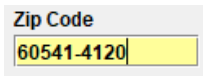
If the offender's address is in Illinois, the county MUST be completed. Select the Illinois County of the offender's address from the drop-down menu. If the Offender's address is outside Illinois, the county field will remain greyed out.



74. ZIP CODE (ZIP) - Optional

Enter the Zip Code of the address provided by the Offender. This is a 5 or 10 number field. Utilize a dash before entering the additional 4 delivery numbers.





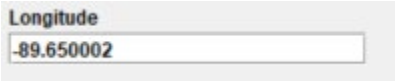
75. LATITUDE – Optional

If available, enter the Latitude of the address provided by the Offender. This is for mapping purposes only.



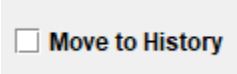
76. LONGITUDE – Optional

If available, enter the Longitude of the address provided by the Offender. This is for mapping purposes only.



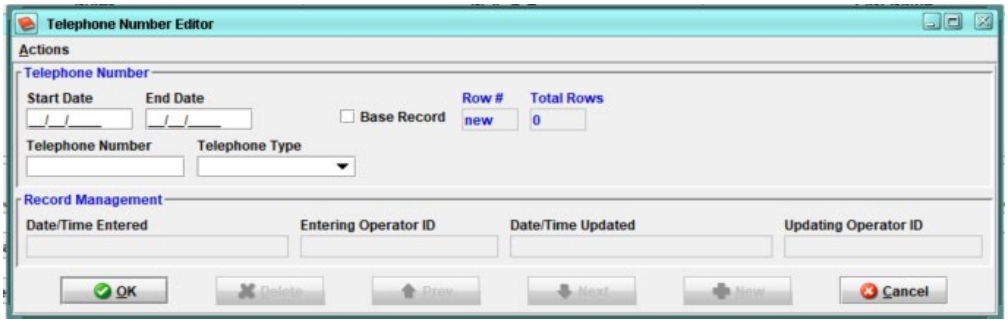
77. MOVE TO HISTORY

This box will be checked when the address information is no longer applicable to the current registration. It will be used in conjunction with the End Date field to place the item into History. Any item placed into History will no longer appear in the Registration response but will be retained by the ORU for historical purposes. Please refer to 3-7. MOVING TO HISTORY for detailed instructions.



SEGMENT 6 – TELEPHONE EDITOR

Pictured below is the Telephone Number Editor. Each field of the Editor is defined as shown below. NCIC rules allow a maximum of nine (9) social Telephone number entries for each record.



78. BASE RECORD – Mandatory

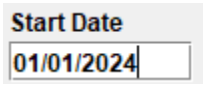
Place a check in the Base Record box of the appropriate phone number. Users must check the phone number that will appear in the Base or body of the record. All other phone number(s) will appear in the supplemental/additional portion of the record.

Note: Per 2-1. Guidelines for Entry, any entry can be checked as a base record. Please refer to section 2.1 for detailed instructions.



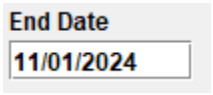
79. START DATE (BDA) – Optional

If applicable, enter the Start Date of any telephone number(s) provided by the Offender. Utilize the MM/DD/YYYY format. Use the date the offender reports as beginning service of the phone number. It is permissible to approximate the beginning date.



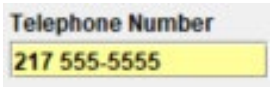
80. END DATE (EDA)– Optional

If applicable, enter the End Date of the telephone number provided by the Offender. Utilize the MM/DD/YYYY format. The End Date will be the date the offender terminated use of that phone number.



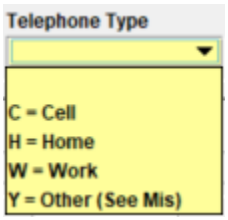
81. TELEPHONE NUMBER (TNO) – Optional

Enter the telephone number provided by the Offender. Enter the number in the format of XXX(sp)XXX-XXXX.



82. TELEPHONE TYPE (TNT) – Optional

Choose the type of telephone number provided by the Offender. If Y=Other (See Mis) is chosen, it must be explained in the Miscellaneous Information field. *Note: Per 2-1. Guidelines for Entry, the telephone type drop-down menu field is searchable. Please refer to section 2-1 for detailed instructions.*



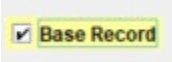
SEGMENT 7 – EMAIL EDITOR

Below is the Email Editor. Each field of the Editor is defined as shown below. NCIC rules allow a maximum of 99 Email entries for each record.

83. BASE RECORD – Mandatory

Users must check the email that will appear in the Base or body of the record.

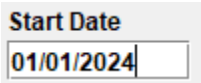
Note: Per 2-1. Guidelines for Entry, any entry can be checked as a base record. Please refer to section 2-1 for detailed instructions.



84. START DATE (BDA) – Optional

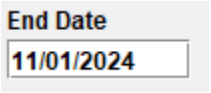
Enter the Start Date of any email address provided by the Offender. Utilize the MM/DD/YYYY format.

Use the date the offender began using the email address. It is permissible to approximate the beginning date.



85. END DATE (EDA)– Optional

Enter the End Date of the email address provided by the Offender. Utilize the MM/DD/YYYY format.



The End Date will be the date the offender terminated use of the email address.

86. EMAIL ADDRESS (EML) – Optional

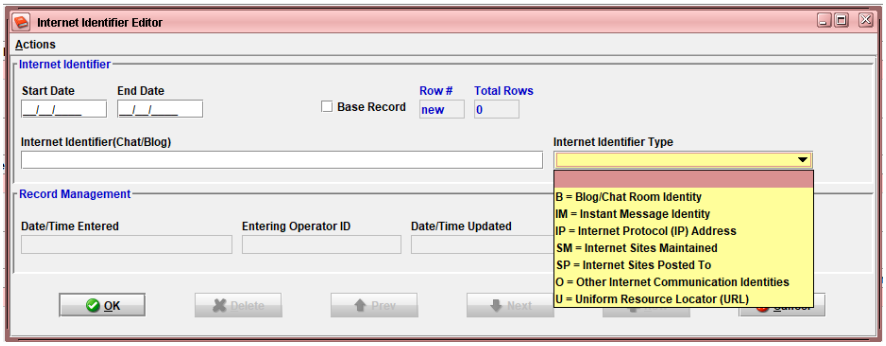
In the Email Address field enter the name of the email address as shown below using a period (.).

Email (2)

Base	Start Date	End Date	Email
✔	20200125		LETSRIDE@GMAIL.COM
	20210121		CARNIVALFUN@AOL.COM

SEGMENT 8 – INTERNET IDENTIFIER EDITOR

Pictured below is the Internet Identifier (Chat/Blog) Editor. Each field of the Editor is defined as shown below. NCIC rules allow a maximum of 99 Internet Identifier entries for each record.



87. BASE RECORD – Mandatory

Place a check in the Base Record box of the appropriate internet identifier. Users must check the Internet Identifier that will appear in the Base or body of the record.

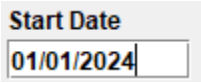
Note: Per 2-1. Guidelines for Entry, any entry can be checked as a base record. Please refer to section 2-1 for detailed instructions.



88. START DATE (BDA) – Conditional

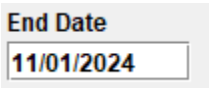
If applicable, enter the Start Date of any internet identifier provided by the Offender. Utilize the MM/DD/YYYY format.

Use the date the offender began using the internet identifier. It is permissible to approximate the beginning date.



89. END DATE (EDA)– Conditional

If applicable, enter the End Date of the internet identifier provided by the Offender. Utilize the MM/DD/YYYY format.



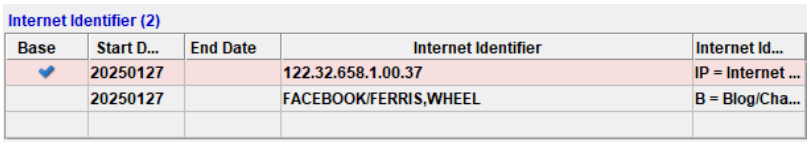
The End Date will be the date the offender terminated use of the internet identifier

90. INTERNET IDENTIFIER (CHAT/BLOG) (IID) – Optional

In the Internet Identifier (Chat/Blog) field enter the name of the internet site as well as the Userid when applicable.

The IID should contain any designation used by the offender for routing or self-identification in internet communications, posting or purchasing. There should be only one identifier per entry, i.e., Snapchat and Facebook identifiers should be 2 separate entries in the Internet Editor Box.

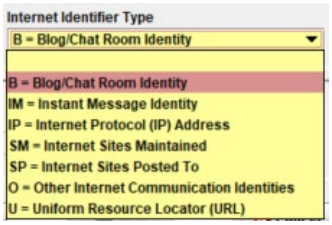
Periods are allowed in NexGen, i.e., IP Address 123.45.678.


Internet Identifier (2)

Base	Start D...	End Date	Internet Identifier	Internet Id...
✔	20250127		122.32.658.1.00.37	IP = Internet ...
	20250127		FACEBOOK/FERRIS,WHEEL	B = Blog/Cha...

91. INTERNET IDENTIFIER TYPE – Optional

Select the type of Internet Identifier from the dropdown list that describes the type of internet communications or postings. Internet Identifier Type will not appear in the Registry response but will appear in the SOR signature form.



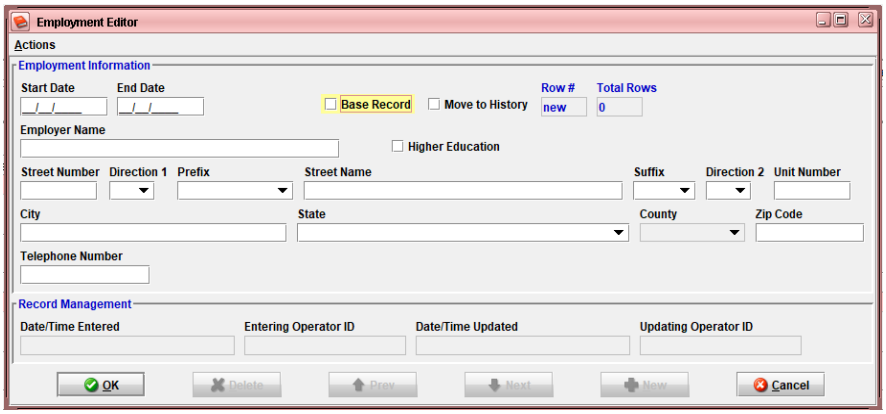
SEGMENT 9 – EMPLOYMENT EDITOR

ILLINOIS EMPLOYMENT REQUIREMENTS:

The Illinois Sex Offender Registration Act (730 ILCS 150/) and the Illinois Murderer and Violent Offender Against Youth Registration Act (730 ILCS 154/) require offenders to include employment information as a registration component, regardless of whether it is at a higher learning institution. Agencies entering or assuming ownership of a sex offender record must attach this information to the base record with an Employment Address entry.

Pictured below is the Employment Editor. NCIC rules allow a maximum of nine (9) Employer entries for each record.

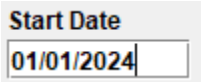
Note: Refer to Section 2-1. Guidelines for Entry, for detailed instructions on using the field editor box and searchable fields.



92. START DATE (BDA) – Optional

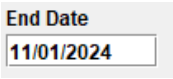
If applicable, enter the Start Date of employment provided by the Offender. Utilize the MM/DD/YYYY format.

Use the date the offender began employment. It is permissible to approximate the beginning date.



93. END DATE (EDA)– Optional

The End Date will be the date the offender terminated employment with the company.



94. BASE RECORD – Mandatory

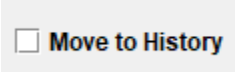
Place a check in the Base Record box of the appropriate phone number. *Note: Per 2-1. Guidelines for Entry, any entry can be checked as a base record. Please refer to the section 2.1 for detailed instructions.*



Users will check the employment that will appear in the Base or body of the record. All other employment(s) that have not been placed in History will appear in the supplemental/additional portion of the record.

95. MOVE TO HISTORY

This box will be checked when the address information is no longer applicable to the current registration. It will be used in conjunction with the End Date field to place the item into History. Any item placed into History will no longer appear in the Registration response but will be retained by the ORU for historical purposes. Please refer to 3-7. MOVING TO HISTORY for detailed instructions.



96. EMPLOYER NAME (EMP) – Mandatory

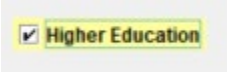
Enter the name of the Employer's Business provided by the Offender. **NOTE* If the Employer name is completed the City, State and County (if Illinois) become mandatory. If the offender is self-employed, their home address should be used. Items such as Retired or Unemployed may be entered in the Occupation box but not in the employment area.*



97. HIGHER EDUCATION – Conditional

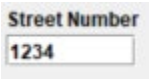
If the Offender is employed by a Higher Education institution, the Higher Education Box must be checked.

An institution of higher learning is defined as all places licensed by the State Board of Higher Education where certification or degrees are awarded. If an institution is not licensed by the Illinois Board of Higher Education (IBHE) or other state board of higher education, the school is not considered an institution of higher learning. Check whether a school is an institution of higher learning at Higher Education in Illinois.



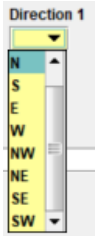
98. STREET NUMBER (SNU) – Optional

Enter the Street Number of the address provided by the Offender.



99. DIRECTION 1 (SDI) - Optional

If applicable, select the Direction in the drop-down box of the address Offender has provided.



100. PREFIX – Optional

If applicable, selection the Prefix in the drop-down box of the address Offender has provided.



101. STREET NAME (SNA) – Optional

Enter the Street Name of the address provided by the Offender. Only the street name should be in this field.



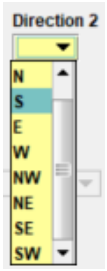
102. SUFFIX – Optional

If applicable, choose the correct Suffix from the drop-down menu for the address provided by the Offender.



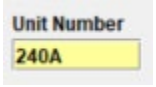
103. DIRECTION 2 – Optional

If applicable, select the 2nd Direction in the drop-down box of the address Offender has provided.



104. UNIT NUMBER (UNN) – Optional

If the Offender works in a specific office, floor, suite, etc., enter the number of the Unit in which the Offender works.



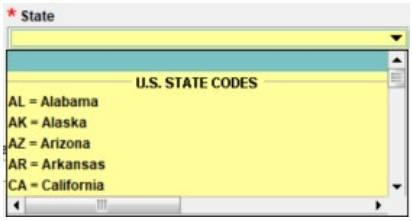
105. CITY (CTY) – Conditional

This field becomes Mandatory once the Employer's Name of Business is entered. Enter the name of the city where the employer's business is located.



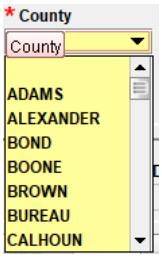
106. STATE (STA) – Conditional

This field becomes Mandatory once the Employer's Name of Business is entered. Choose the appropriate state from the drop-down menu, where the employer's business is located.



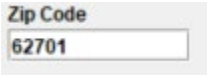
107. COUNTY (COU) – Conditional

If the offender's work address is in Illinois, the county MUST be completed. Select the Illinois County of the employer's business address from the drop-down menu. If the offender works out of state, the county will remain greyed out.



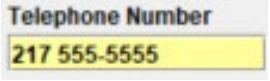
108. ZIP CODE (ZIP) - Optional

Enter the Zip Code of the address provided by the Offender.



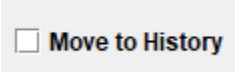
109. TELEPHONE NUMBER (TNO) – Optional

Enter the telephone number of the employer's business provided by the Offender. Enter the number in the format of XXX(sp)XXX-XXXX.



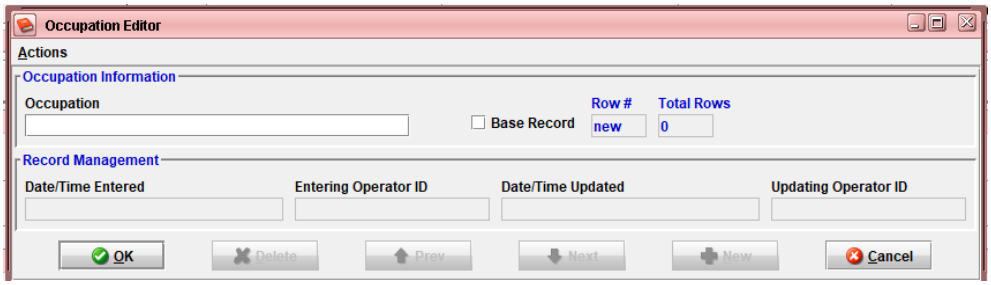
110. MOVE TO HISTORY

This box will be checked when the employment information is no longer applicable to the current registration. It will be used in conjunction with the End Date field to place the item into History. Any item placed into History will no longer appear in the Registration response but will be retained by the ORU for historical purposes. Please refer to 3-7. MOVING TO HISTORY for detailed instructions.



SEGMENT 10 – OCCUPATION EDITOR

Pictured below is the Occupation Editor. Each field of the Editor is defined below. NCIC rules allow a maximum of nine (9) Occupation entries for each record.



111. OCCUPATION (OCP) – Optional

If applicable, enter the Occupation of the Offender. Only alpha numeric characters allowed, no period or special characters. If offender is UNEMPLOYED or RETIRED, enter those in this section.



112. BASE RECORD – Mandatory

Place a check in the Base Record box of the appropriate Occupation.

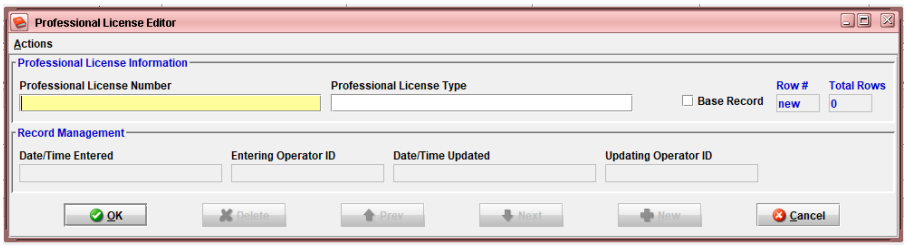


Users will check the Occupation that will appear in the Base or body of the record. The offender's primary occupation will be marked as the Base record.

Occupation(s) cannot be placed in History and have no end Date. When an offender changes occupations, the previous occupation should be deleted, and the new occupation added.

SEGMENT 11 – PROFESSIONAL LICENSE EDITOR

Pictured below is the Professional License Editor. Each field of the Editor is defined below. NCIC rules allow a maximum of nine (9) Professional License entries for each record.



113. BASE RECORD – Mandatory

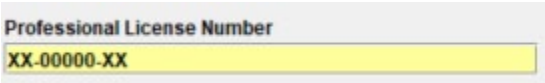
Place a check in the Base Record box of the apprpriate license number. *Note: Per 2-1. Guidelines for Entry, any entry can be checked as a base record. Please refer to section 2.1 for detailed instructions.*



Users will check the professional license that will appear in the Base or body of the record.

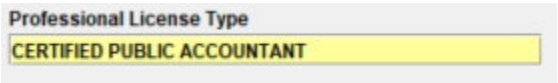
114. PROFESSIONAL LICENSE NUMBER (PLN) - Optional

If provided, enter the Professional License Number for the Offender.



115. PROFESSIONAL LICENSE TYPE (PLT) – Conditional

If Professional License Number has been entered, the Professional License Type must be entered. Only alpha numeric characters allowed, no period or special characters.



SEGMENT 12 – EDUCATION EDITOR

ILLINOIS EDUCATION REQUIREMENTS:

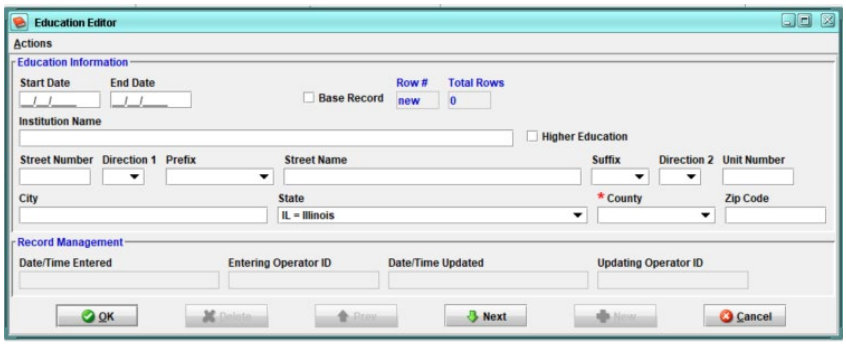
The Illinois Sex Offender Registration Act (730 ILCS 150/) and the Illinois Murderer and Violent Offender Against Youth Registration Act (730 ILCS 154/) require offenders to include student information as a registration component, regardless of whether it is at a higher learning institution. Agencies entering or assuming ownership of a sex offender record must attach this information to the base record with a Student Address entry.

FEDERAL INSTITUTE OF HIGH LEARNING REQUIREMENT:
The Federal Sex Offender Registration Act requires that states collect and make the names of all sex offenders employed at or attending an institution of high education available to the law enforcement and campus police agency where the institution is located. When a sex offender works at or attends an institution of higher learning school (college, university, seminary, institute, etc.) they must report this information as a component of registration. The law enforcement agency accomplishing the registration and any subsequent Offender Registry agency record owners must enter the employment and/or student information as a part of the Registry record.

An institution of higher learning is defined as all places licensed by the State Board of Higher Education where certification or degrees are awarded. If an institution is not licensed by the Illinois Board of Higher Education (IBHE) or other state board of higher education, the school is not considered an institution of higher learning. Check whether a school is an institution of higher learning at Illinois Board of Higher Education .

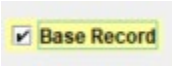
Student/employment for an offender attending or working at a high school which is NOT an institution of higher learning, would be entered as supplemental student/employer data. The indicator for higher learning should NOT be used if it is a high school.

Pictured below is the Education Editor. Each field of the Editor is also defined as shown below.
Note: Refer to Section 2-1. Guidelines for Entry, for detailed instructions on using the field editor box and searchable fields.



116. BASE RECORD – Mandatory

Place a check in the Base Record box of the appropriate institution. *Note: Per 2-1. Guidelines for Entry, any entry can be checked as a base record. Please refer to section 2.1 for detailed instructions.*

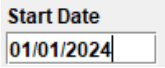


Users must check the school that will appear in the Base or body of the record. All other school(s) that have not been placed in History, will appear in the supplemental/additional portion of the record.

117. START DATE (BDA) – Conditional

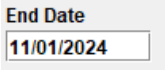
If applicable, enter the Start Date of any educational institution provided by the Offender. Utilize the MM/DD/YYYY format.

Use the date the offender began attending the educational institution. It is permissible to approximate the beginning date.



118. END DATE (EDA)– Conditional

If applicable, enter the End Date of the educational institution attended by the Offender. Utilize the MM/DD/YYYY format.



The End Date will be the date the offender terminated attendance at the school.

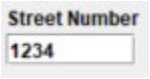
119. INSTITUTION NAME (SHN) – Conditional

Enter the name of the Educational Institution that the Offender attends.



120. STREET NUMBER (SNU) – Optional

Enter the Street Number of the address provided by the Offender.



121. DIRECTION 1 (SDI) - Optional

If applicable, select the Direction in the drop-down box of the address Offender has provided.



122. PREFIX – Optional

If applicable, selection the Prefix in the drop-down box of the address Offender has provided.



123. STREET NAME (SNA) – Optional

Enter the Street Name of the address provided by the Offender. Only the street name should be in this field.



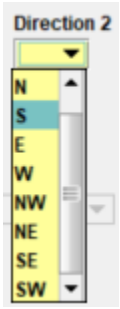
124. SUFFIX – Optional

If applicable, choose the correct Suffix from the drop-down menu for the address provided by the Offender.



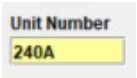
125. DIRECTION 2 – Optional

If applicable, select the 2nd Direction in the drop-down box of the address Offender has provided.



126. UNIT NUMBER (UNN) – Optional

If the Offender attends school in a certain classroom, building or annex, enter the number of the Unit in which the Offender attends such class.



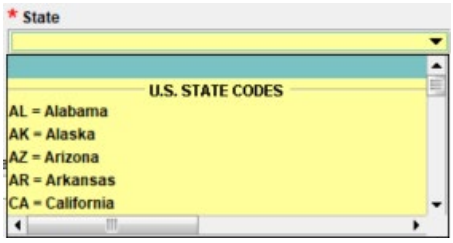
127. CITY (CTY) – Conditional

If the educational institution name has been completed, the city becomes Mandatory. Enter the name of the city where the educational institute is located.



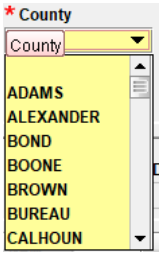
128. STATE (STA) – Conditional

If the educational institution name has been completed, the state becomes Mandatory. Choose the appropriate state from the drop-down menu, where the educational institution is located.



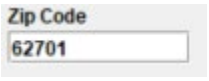
129. COUNTY (COU) – Conditional

If the offender's address is in Illinois, the county MUST be completed, with a valid Illinois county code. Select the Illinois County of the employer's business address from the drop-down menu.



130. ZIP CODE (ZIP) – Optional

Enter the Zip Code of the address provided by the Offender.



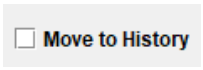
131. HIGHER EDUCATION – Conditional

The Higher Education is a conditional box. Refer to the beginning of this segment for the definition of higher education.



132. MOVE TO HISTORY

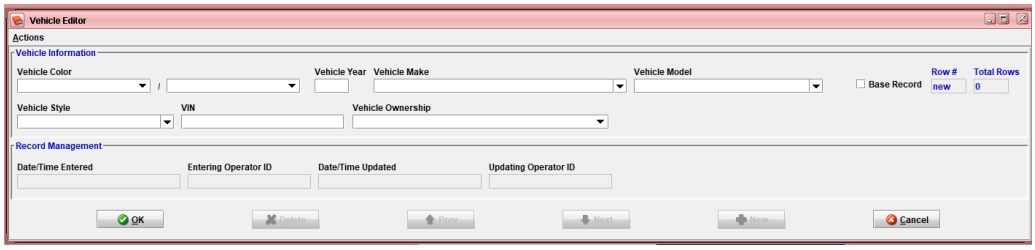
This box will be checked when the education information is no longer applicable to the current registration. It will be used in conjunction with the End Date field to place the item into History. Any item placed into History will no longer appear in the Registration response but will be retained by the ORU for historical purposes. Please refer to 3-7. MOVING TO HISTORY for detailed instructions.



SEGMENT 13 – VEHICLE EDITOR

A prerequisite inquiry should be made on the vehicle prior to entry. This can be done by running a 10-28 on the registration or a Title Search on the VIN. Prerequisites will provide Vehicle Year, Make, Model, Style, and possibly Ownership.

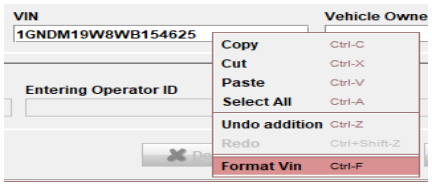
Pictured below is the Vehicle Editor. Each field of the Editor is also defined below.
Note: Refer to Section 2-1. Guidelines for Entry, for detailed instructions on using the field editor box and searchable fields.



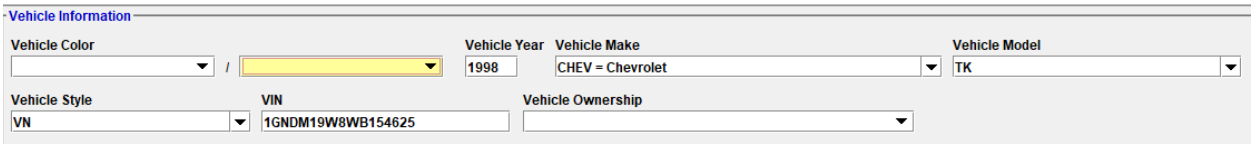
VIN FORMATTING:

The NextGen system has the NICB VIN Assist database integrated as a user service. This allows the user to decode a VIN into the Year, Make, Model, and Style of vehicle. This can be accomplished in one of the following two ways.

- Enter the VIN and right click on the field. A menu box will pop up – click on Format VIN.
- Enter the VIN and press CTRL+F.



Once the VIN is formatted, the fields (except for Color, Base, and Ownership) will autocomplete. This will not work with homemade vehicles.



133. BASE RECORD – Mandatory

Place a check in the Base Record box of the appropriate Vehicle. *Note: Per 2-1. Guidelines for Entry, any entry can be checked as a base record. Please refer to section 2.1 for detailed instructions.*



Agencies should check the vehicle that will appear in the Base or body of the record. All other vehicle(s) that will appear in the supplemental/additional portion of the record.

134. VEHICLE COLOR (VCO) – Optional

Select color(s) of the vehicle from the drop-down menu. When a vehicle is two-tone, the first color will be the color on top and the second color will be the bottom color. For example, a red car with a white convertible top would be entered as WHI/RED.



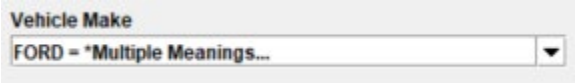
135. VEHICLE YEAR (VYR) – Conditional

If entry of vehicle is started, this field becomes Mandatory. Enter the 4-digit Vehicle Year of manufacture.



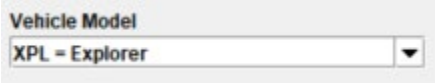
136. VEHICLE MAKE (VMA) – Conditional

If entry of vehicle is started, this field becomes Mandatory. Select the Vehicle Make of the vehicle. This is a searchable field.



137. VEHICLE MODEL (VMO) – Optional

Select the Vehicle Model of the vehicle. This is a searchable field.



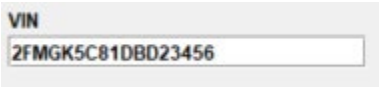
138. VEHICLE STYLE (VST) – Conditional

If entry of vehicle is started, this field becomes Mandatory. Select the Vehicle Style of the vehicle. This is a searchable field.



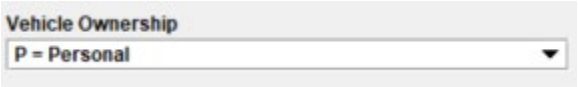
139. VEHICLE IDENTIFICATION NUMBER (VIN) – Conditional

If entry of vehicle is started, this field becomes Mandatory. Enter the Vehicle Identification Number (VIN). It is recommended that this field be completed first and then formatted for the auto-completion of other fields. (See above for instructions on formatting a VIN).



140. VEHICLE OWNERSHIP (VOW) – Optional

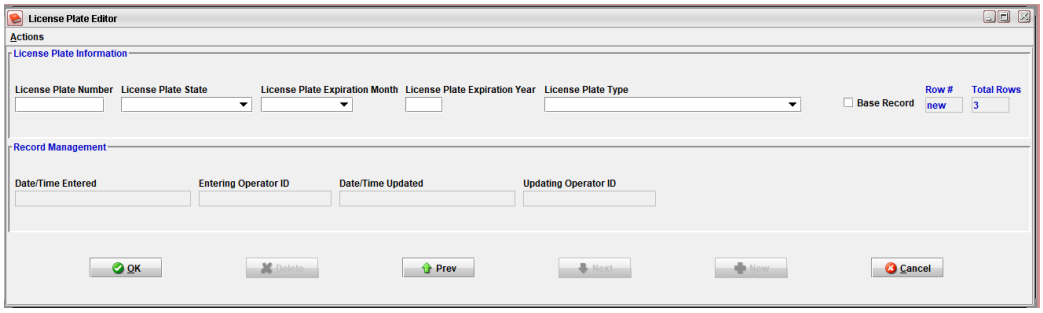
Select the appropriate Ownership of the vehicle.



SEGMENT 14 – LICENSE PLATE EDITOR

Pictured below is the License Plate Editor. Each field of the Editor is defined as shown below. *Note: Refer to Section 2-1. Guidelines for Entry, for detailed instructions on using the field editor box and searchable fields.*

A prerequisite inquiry should be made on the license plate prior to entry. This can be done by running a License inquiry and will provide the License Month and Year.

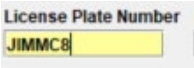


141. LICENSE PLATE NUMBER (LIC) – Conditional

Enter the license plate number. Do not enter spaces. When possible, enter the license plate number on the line that corresponds with the vehicle data entered.

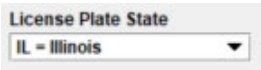
Example: Line 2 of Vehicle data: red 2020 Chevrolet

Line 2 of Lic data should contain the plate that is registered to that vehicle.



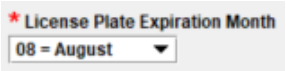
142. LICENSE PLATE STATE (LIS) – Conditional

If entry of the license plate is started, this field becomes Mandatory. Select the state from the drop-down menu. If ILLINOIS is chosen, all the remaining fields become Mandatory.



143. LICENSE PLATE EXPIRATION MONTH (LIM) - Conditional

If License Plate State is Illinois as above, the license plate expiration month becomes Mandatory. Select the month of expiration for the license plate.



144. LICENSE PLATE EXPIRATION YEAR (LIY) – Conditional

If License Plate State is Illinois as above, the license plate expiration date becomes Mandatory. Enter the 4-digit year of expiration for the license plate. Non-Expiring plates – enter NX in the License Year field.



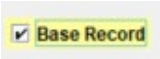
145. LICENSE PLATE TYPE (LIT) – Conditional

If entry of the license plate is started, this field becomes Mandatory. Select the license plate type from the drop-down menu.



146. BASE RECORD – Mandatory

Place a check in the Base Record box of the appropriate License Plate. *Note: Per 2-1. Guidelines for Entry, any entry can be checked as a base record. Please refer to section 2.1 for detailed instructions.*

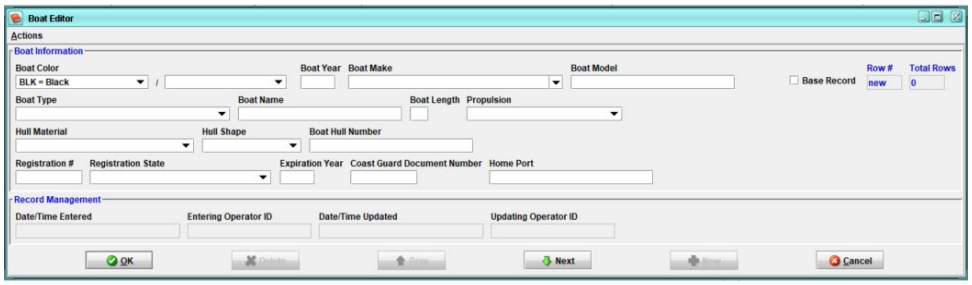


Users must check the License Plate that will appear in the Base or body of the record. The license plate selected as base should correspond with the vehicle that is selected as base. All other License Plate(s) that will appear in the supplemental/additional portion of the record.

SEGMENT 15 – BOAT EDITOR

A prerequisite boat inquiry should be made prior to the entry of boat data. This can be accomplished by running the Boat Registration and/or Boat Hull Number. A prerequisite will provide Boat Color, Year, Make, Model, Type, Length, Propulsion, Owner name and address.

Pictured below is the Boat Editor. Each field of the Editor is defined below. *Note: Refer to Section 2-1. Guidelines for Entry, for detailed instructions on using the field editor box and searchable fields.*



147. BASE RECORD – Mandatory

Place a check in the Base Record box of the appropriate Boat. *Note: Per 2-1. Guidelines for Entry, any entry can be checked as a base record. Please refer to section 2.1 for detailed instructions.*



Agencies should check the boat that will appear in the Base or body of the record. All other boat(s) will appear in the supplemental/additional portion of the record.

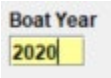
148. BOAT COLOR (BCO) – Optional

If applicable, select the boat color from the drop-down menu provided by the Offender. If the boat is two-toned the first field should contain the top color and the second field the bottom color. For example: a blue boat with a white cabin would be entered as WHI/BLU.



149. BOAT YEAR (BYR) – Conditional

When entry of the Boat has been started, the Boat Year becomes Mandatory. Enter the boat year.



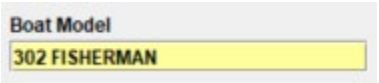
150. BOAT MAKE (BMA) – Conditional

When entry of the Boat has been started, the Boat Make becomes Mandatory. Select the boat make from the drop-down menu.



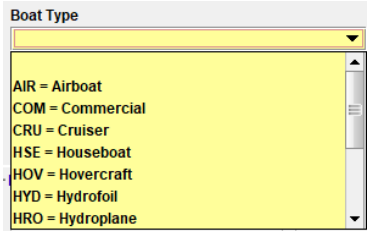
151. BOAT MODEL (BMO) - Optional

If available, enter the boat model.



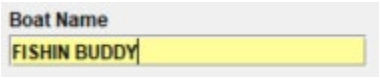
152. BOAT TYPE (BTY) – Conditional

When entry of the Boat has been started, the Boat Type becomes Mandatory. Select the boat type from the drop-down menu. Below is a portion of the drop-down menu.



153. BOAT NAME(BNM) – Optional

If available, enter the Boat Name provided by the Offender.



154. BOAT LENGTH (BLE) - Optional

If available, enter the Boat Length.



155. PROPULSION (PRO) - Optional

If available, select the Propulsion type from the drop-down menu.



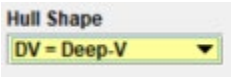
156. HULL MATERIAL (HUL) – Optional

If available, select the Hull Material from the drop-down menu.



157. HULL SHAPE (HSP) – Optional

If available, select the Hull Shape from the drop-down menu.



158. BOAT HULL NUMBER (BHN) - Conditional

If available, enter the Boat Hull Number.



159. BOAT REGISTRATION # (REG) - Conditional

If available, enter the Registration Number.



160. BOAT REGISTRATION STATE (RES) – Conditional

If Registration # is entered, the Registration State becomes Mandatory. Select the state from the drop-down menu.



161. BOAT REGISTRATION EXPIRATION YEAR (REY) – Conditional

If Registration # is entered, the Registration Expiration Year becomes Mandatory. Enter the 4-digit registration year.

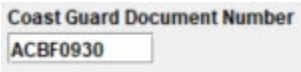


One of the following fields/sets is Mandatory for registration of the boat record.

- BOAT HULL NUMBER (BHN)
- REGISTRATION # (REG), REGISTRATION STATE (RES), REGISTRATION EXPIRATION YEAR (REY)

162. COAST GUARD DOCUMENT NUMBER (CGD) – Optional

If available, enter the Coast Guard Document Number.



163. HOME PORT (HPT) – Optional

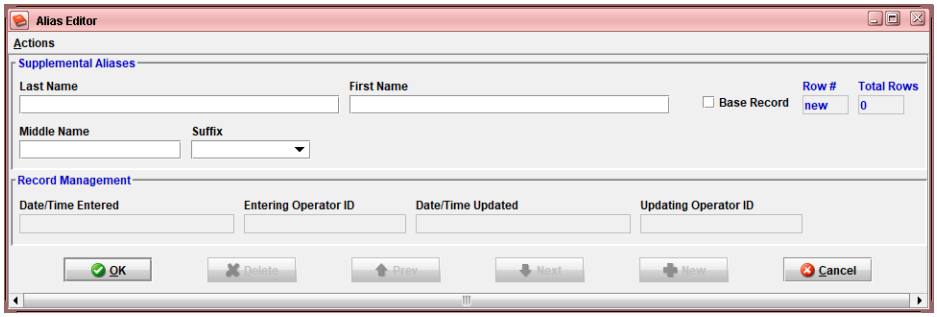
If available, enter the Home Port of the Boat being registered by the Offender.



SEGMENT 16 – ALIASES (AKA) Optional

Pictured below is the Alias Editor. Each field of the Editor is defined below. NCIC rules allow a maximum of 99 alias entries for each record.

A prerequisite Criminal History may provide Alias Names.



164. BASE RECORD – Mandatory

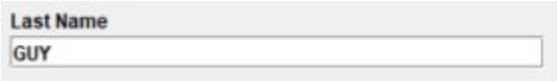
Place a check in the Base Record box of the appropriate Alias Name. *Note: Per 2-1. Guidelines for Entry, any entry can be checked as a base record. Please refer to section 2.1 for detailed instructions.*



Users will check the Alias Name that will appear first in the supplemental/additional portion of the record.

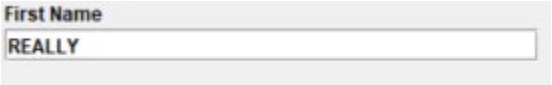
165. LAST NAME (NAM) – Conditional

Enter the last name of the alias that has been used by the Offender. Alias names must contain a first and last name. If either is unknown an "X" may be used. Numerics are not allowed but can be spelled out.



166. FIRST NAME (NAM) – Conditional

Enter the first name of the alias that has been used by the Offender. Alias names must contain a first and last name. If either is unknown an "X" may be used. Numerics are not allowed but can be spelled out.



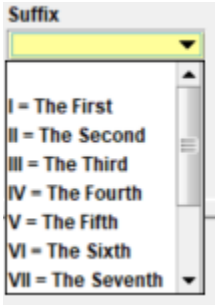
167. MIDDLE NAME (NAM) – Optional

If available, enter the middle name of the alias that has been used by the Offender. It is highly recommended that agencies enter any full middle names available. This will ensure proper alias name cross match procedures can be followed. (See LEADS Hit Chapter for information).



168. SUFFIX – Optional

If applicable, select the appropriate suffix from the drop-down menu.

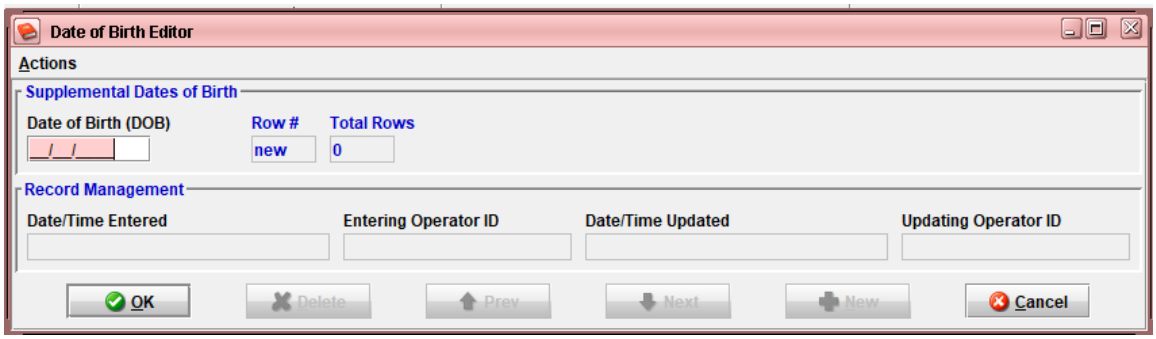


SEGMENT 17 – ALIAS DATES OF BIRTHS(DOB) Optional

Pictured below is the Alias Date of Birth Editor. Each field of the Editor is defined below. NCIC rules allow a maximum of 9 date of birth entries for each record.

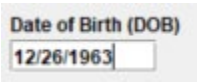
The NextGen registry allows more than 9 alias dates of birth, and all will appear in the Registry response, however only the first 9 will appear in the NCIC record.

A prerequisite Criminal History may provide Alias DOB's.



169. DATE OF BIRTH (DOB) – Optional

If there are additional DOB's that the Offender has used, enter each one here utilizing the MM/DD/YYYY format.

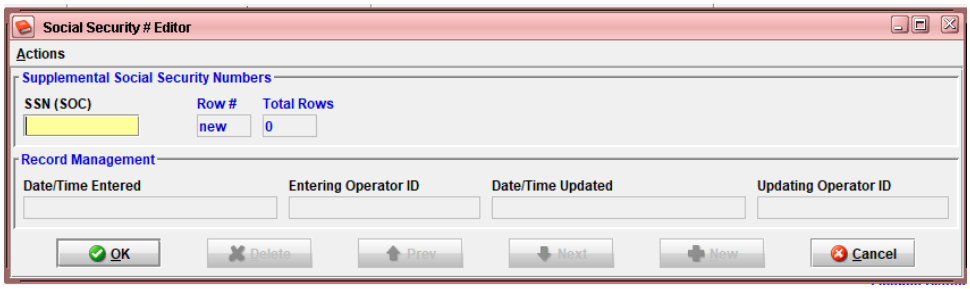


SEGMENT 18 – ALIAS SOCIAL SECURITY # (SOC) Optional

Pictured below is the Alias Social Security # Editor. Each field of the Editor is also defined as shown below. NCIC rules allow a maximum of 9 social security number entries for each record.

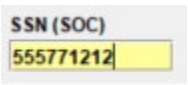
The NextGen registry allows more than 9 alias SOC's and all will appear in the Registry response, however only the first 9 will appear in the NCIC record.

A prerequisite Criminal History may provide alias social security numbers.



170. SOCIAL SECURITY NUMBER (SOC) – Optional

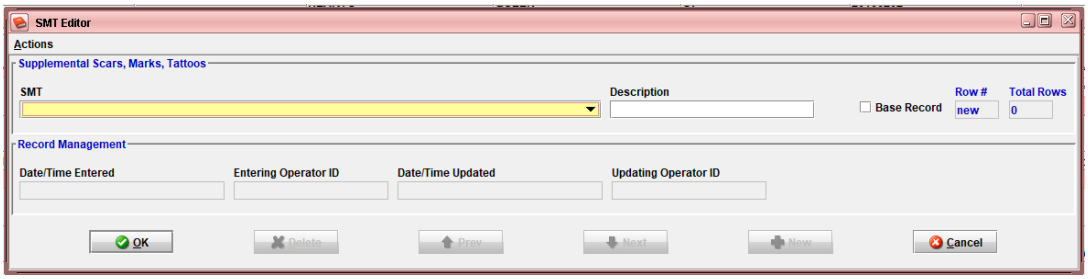
If there are additional Social Security Numbers that the Offender has used, enter each one here. Do not use hyphens.



SEGMENT 19 – SCARS, MARKS, TATTOOS (SMT) EDITOR

Pictured below is the Scars, Marks, Tattoos (SMT) Editor. Each field of the Editor is defined below. *Note: Refer to Section 2-1. Guidelines for Entry, for detailed instructions on using the field editor box and searchable fields.*

A prerequisite Criminal History may provide Scars, Marks, or Tattoos.



171. BASE RECORD – Mandatory

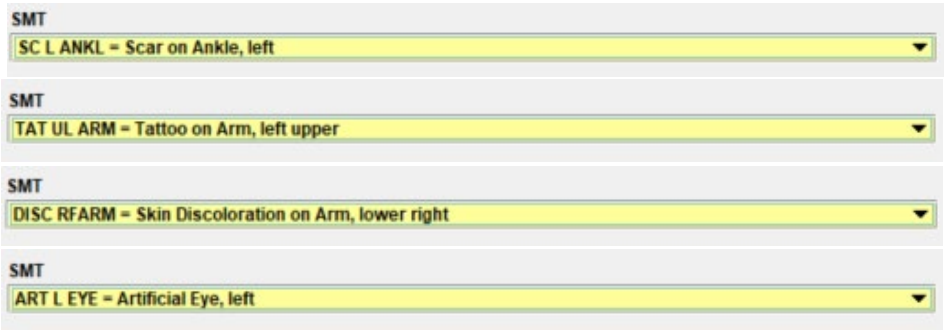
Place a check in the Base Record box of the appropriate SMT. *Note: Per 2-1. Guidelines for Entry, any entry can be checked as a base record. Please refer to section 2.1for detailed instructions.*



Users will check the SMT that will appear in the Base or body of the record. This should normally be the most visible or obvious SMT. All other SMT(s) will appear in the supplemental/additional portion of the record.

172. SCARS, MARKS, TATTOOS (SMT) – Optional

If applicable, select the SMT from the drop-down menu.



173. SMT DESCRIPTION – Optional

If available, enter the description of the SMT previously selected. Alpha/numeric characters only allowed. No periods, or other special characters are allowed. The Description will not appear in the Offender registry Response but will appear on the SOR signature form.



SEGMENT 20 – IMAGES

Each field of this section is defined as below. NCIC rules allow one (1) mugshot per record. *Note: Refer to Section 2-1. Guidelines for Entry, for detailed instructions on using the field editor box and searchable fields.*
NextGen does not require an image for initial or subsequent entries; ***however, Illinois Statute does require an image for initial entry and should be updated annually.*** To be compliant with the Illinois Statute, it is imperative to ensure that a headshot photo is taken of the Offender at the time of initial registration and updated annually.

Image entry may only be completed by the owning agency.

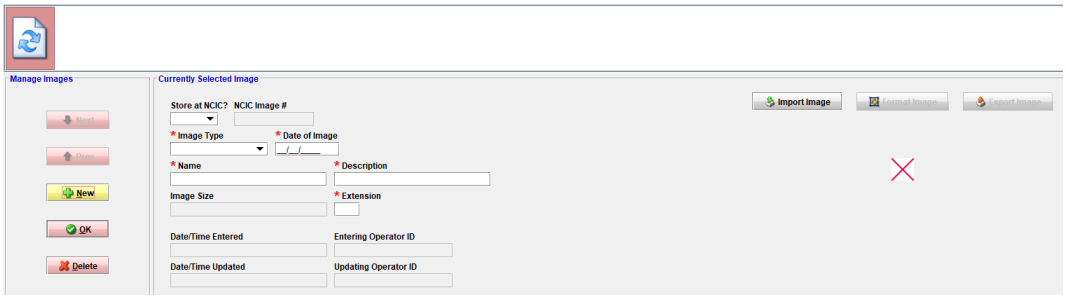
An image is not required to Modify an error in the record or to update the OLY and LIY.



174. MANAGE IMAGES SUB-SECTION - Optional
To enter a new image, click on the New button on the left side of the section under Manage Images.

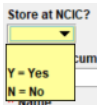


175. CURRENTLY SELECTED IMAGE SUB-SECTION – Conditional
Each of the fields below are contained in the Image Sub-Section. *Note: Per 2-1. Guidelines for Entry, the drop-down menus in the Image Sub-Section are searchable. Please refer to section 2.1 for detailed instructions.*



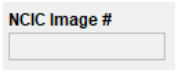
176. STORE AT NCIC? – Conditional

Select from the drop-down menu as to whether to store at NCIC. If this is an SOR record that will be sent to NCIC, select Yes. If this is a MVOAY record that will be in Registry Response only, select No. **Only the most recent mugshot should be stored at NCIC.**



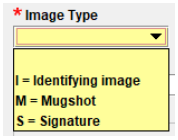
177. NCIC IMAGE # (IMN)

This is an NCIC assigned number and upon submission, a number will be assigned to the image.



178. IMAGE TYPE (IMT) – Conditional

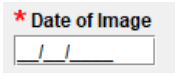
Below are the types of images available and their description. Select the type of image that is being imported. Only the most recent image should be labeled as MUGSHOT, and any previous images should be changed to Identifying Image.



- I-IDENTIFYING IMAGE = Any type of image that is NOT the most recent headshot for inclusion in record.
- **M-MUGSHOT** = Headshot of Offender. Illinois Statute requires a mugshot of the Offender at the time of initial entry and/or subsequent entries. **Only the most current mugshot will appear in the Registry and NCIC responses. The Sex Offender Registry website will display only the most current mugshot.**
- S-SIGNATURE = Image of Offender's signature for inclusion in record.

179. DATE OF IMAGE (DOI) – Conditional

Enter the entry date of the image being imported.



180. IMAGE NAME (NAM) – Conditional

Enter the name of the Offender in the Last Name/First Name format.



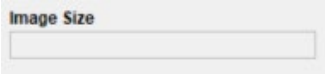
181. IMAGE DESCRIPTION – Conditional

Enter a brief description of the image/document being imported.



182. IMAGE SIZE – System Assigned

The image size will be automatically entered when the image/document is imported.



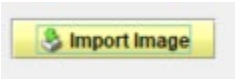
183. IMAGE EXTENSION – Conditional

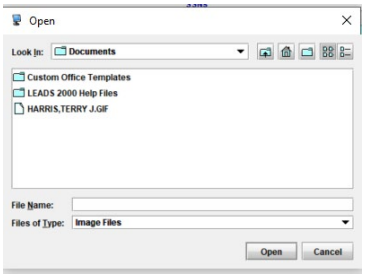
Enter the extension assigned to the image/document being imported. Only 3 types of image extensions are allowed - .GIF, .JPG, and .PNG.



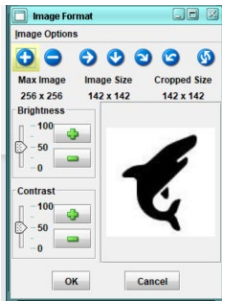
184. IMPORT IMAGE – Conditional

Click on the Import Image button. This will open the files box. Navigate to the folder in which the images are located.





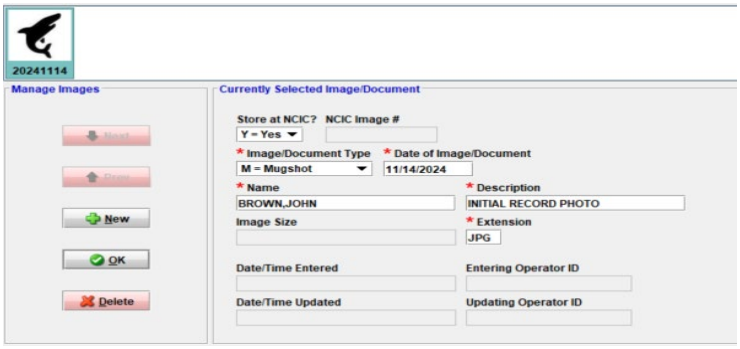
The image will appear in the Image Format. Use the +/- buttons to size the image within the shaded box. Click OK to save the image.



Click on the OK button to save the image to file.



The saved image will move to the white area above the Image Section.



SUBSEQUENT PHOTO ADDITIONS

NCIC only allows for one Mugshot per record. It does not automatically upload the most recent image. Previous images must be deleted from the record or modified to Identifying Image, and then the newest image uploaded.

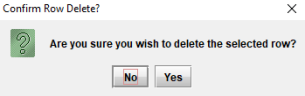
185. DELETING A MUGSHOT

Once a record is activated, the mugshot can be deleted.

- In the photo editor area, select the DELETE button



- A pop-up box will appear to confirm the deletion.

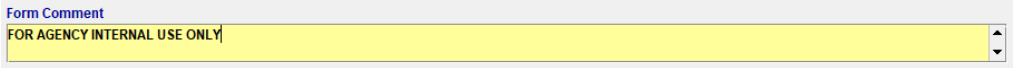


- Click yes. The image area will clear, and a new image can now be entered following the steps above.

SEGMENT 21 – FORM COMMENT & MISCELLANEOUS

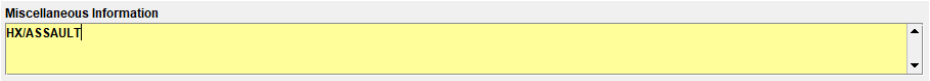
FORM COMMENT - Optional

- This is a free form field for agency internal use. Information that only pertains to the agency may be entered in this section. Information in this section is only visible to the owning agency. The NCIC rules limit this section to 500 characters.



MISCELLANEOUS INFORMATION - Optional

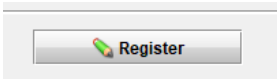
- This is a free form field to capture any information that is not able to be placed within the record format. **This field is not searchable**. It must contain the reason for CAUTION first if the CMC field has been previously selected. The NCIC rules limit this section to 500 characters.



SEGMENT 22 REGISTER

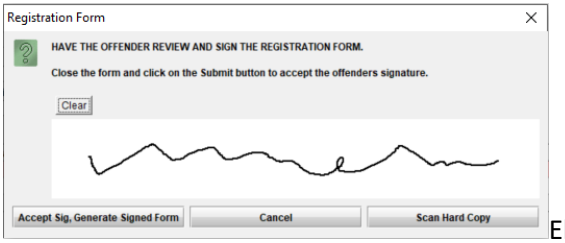
186. SAVE RECORD

To save the record click on the register button at the bottom of the screen.

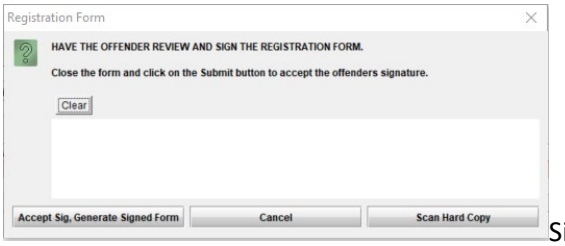


187. SIGNATURE BOX

The Registration Form box will open. An Automatic Signature is available for agencies that have a compatible signature pad or a way for the offender to sign via computer. This will insert the offender's signature onto the Registration form. If the offender is unable to sign via signature pad or via computer, the signature box can be bypassed, and the form can be printed for signature. Whether the signature is signed electronically, or bypassed, click on the Accept Sig, Generate Signed Form Button.



Electronically Signed/Click Accept Button



Signature Bypassed/Click Accept Button

188. REGISTRATION FORM

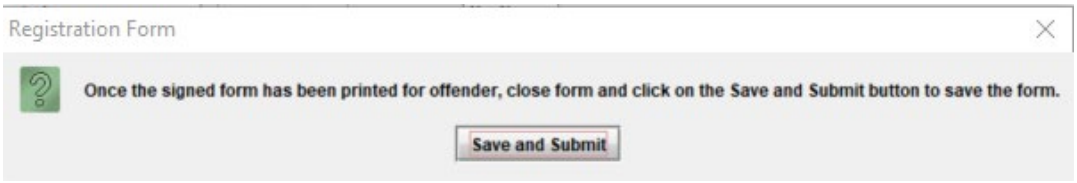
The Registration Form will open. This form should be printed and provided to the Offender. Below is just a small snapshot of the form.

ILLINOIS SEX OFFENDER REGISTRATION ACT
REGISTRATION FORM

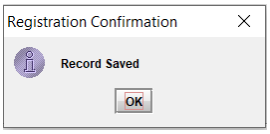
Photo Required (PLEASE TYPE OR PRINT USING BLACK INK)

Initial Registration: ☐	Annual: ☐	Quarterly: ☐	Homeless Weekly: ☐	Change of Address: ☐	School: ☐	Employment: ☐
Last Name: PEPPERMINT	First Name: PATTY	Middle Name:				
DOB: 06/01/1990	Sex: F	Race: U	POB: IL			
Resident Address: IDOC DANVILLE CC 3920 E MAIN ST	Apartment #:					
City: DANVILLE	State: IL	ZIP: 61834	County: 092	Housing Type: JL		
Secondary Address: 999 SW PEANUTSAVE						
Telephone: ANYWHERE	WI	Cell Phone: 00000	SSN: 909999099 AP			

A new box will open.



Click the Save and Submit Button. Once submitted, the record and its modifications are saved.

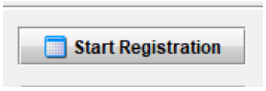


SEGMENT 23 – IMPORTING DOCUMENTS

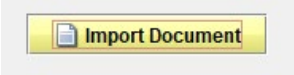
The NextGen system allows for various documents to be uploaded into the offender record. Documents may be added during initial registration or any time after the record has been established. Documents will not appear in the NCIC or Registry response and will only be available to the Offender Registry Unit. Agencies must contact the ORU for copies of any documents needed. Only the owning agency can import documents to the record. Other agencies must email/fax the document to the owning agency for inclusion in the record.

189. Importing a document can be accomplished by two methods.
- Adobe Acrobat (Full version, not Reader)
    - Resolution must be set to Low or Medium.
    - File size reduced to less than 1MB by optimizing the document.
- Word Document
    - Save PDF as a Word document to the computer.

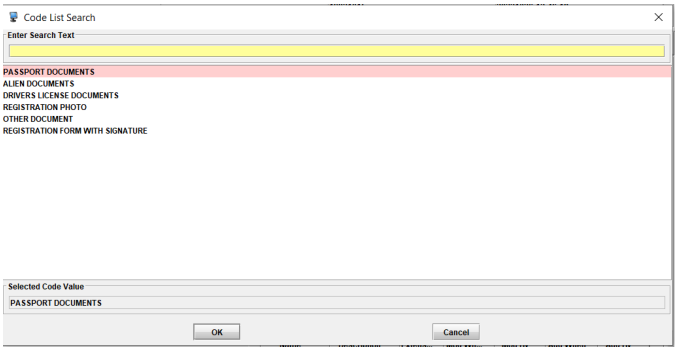
190. For previously established records, click on the Start Registration button.
For initial registration, the Start Registration will have already been established.



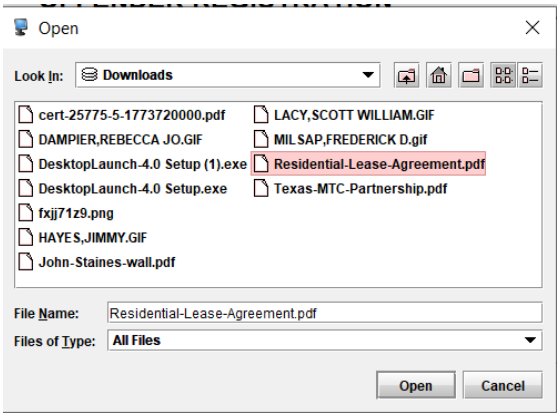
191. Click on the Import Document at the bottom center of the Registration Format.



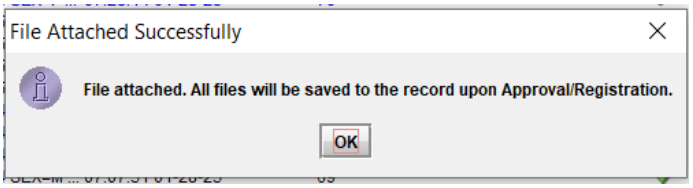
192. Choose from the type of document to be included in the record. Click on the type from the list or enter the type in the blank space above the list in the box. Press OK button.



193. The files box will open. Navigate to the folder in which the documents are located. Highlight the file, then click on the Open button at the bottom.

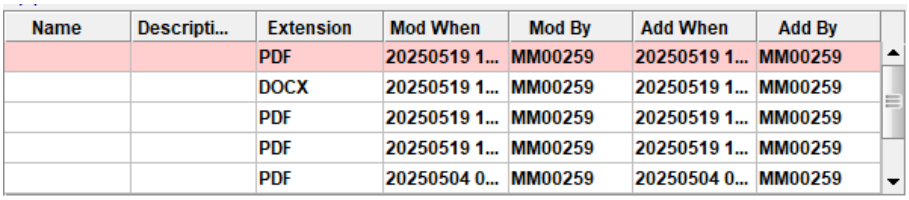


194. A box will appear noting that the document has been saved and will be attached to the record upon Approval/Registration.



195. Click the Register Button to save the entire record. See SEGMENT 22 REGISTER for more detail instructions.

196. Once the record has been saved, the documents uploaded will show in the box at the bottom right of the Registration Format.

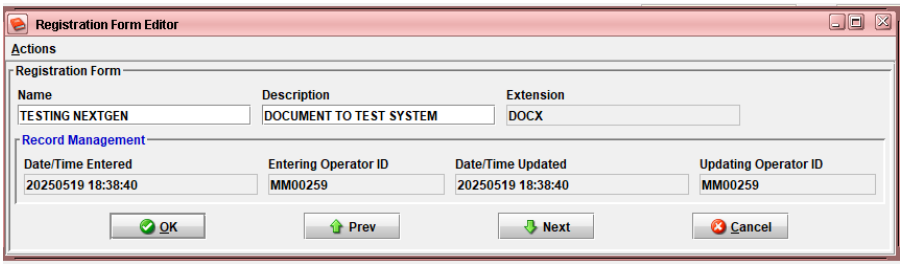


Name	Descripti...	Extension	Mod When	Mod By	Add When	Add By
		PDF	20250519 1...	MM00259	20250519 1...	MM00259
		DOCX	20250519 1...	MM00259	20250519 1...	MM00259
		PDF	20250519 1...	MM00259	20250519 1...	MM00259
		PDF	20250519 1...	MM00259	20250519 1...	MM00259
		PDF	20250504 0...	MM00259	20250504 0...	MM00259

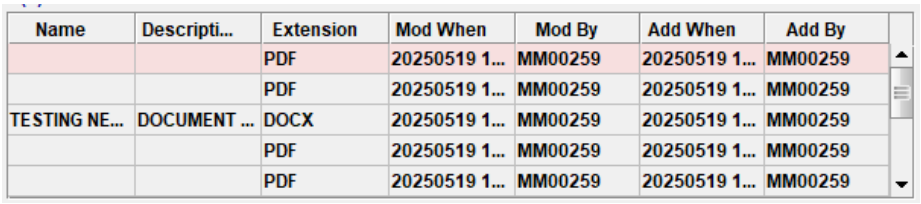
197. RENAMING DOCUMENT

Renaming of a document can only be done once a record has been established. If the agency chooses to add the name of the document previously uploaded; click on the Start Registration button as in 190.

- In the Registration Reason, select Other/Modify from the drop-down menu.
- Double click in the Name field as shown above. The Registration Form Editor will open.
- If more than one item is in the Editor Box, click Next Button until the document is found.
- Highlight the Name field in the Registration Form Editor.
- Enter the Name chosen, and then enter the Description if applicable.



- Press OK Button.
- Click the Register Button to save the entire record. See SEGMENT 22 REGISTER for more detail instructions.



Name	Descripti...	Extension	Mod When	Mod By	Add When	Add By
		PDF	20250519 1...	MM00259	20250519 1...	MM00259
		PDF	20250519 1...	MM00259	20250519 1...	MM00259
TESTING NE...	DOCUMENT ...	DOCX	20250519 1...	MM00259	20250519 1...	MM00259
		PDF	20250519 1...	MM00259	20250519 1...	MM00259
		PDF	20250519 1...	MM00259	20250519 1...	MM00259

MODIFY/UPDATE/MOVING HISTORY/DELETE

This section provides the instructions, as well as differences between Modifying a record, Updating a record, and Deletion of information in the record. These are three separate actions and have specific uses.

3-1. MODIFYING A RECORD

Modifying a record is ONLY used to correct mistakes. DO NOT use the MODIFY action to update the following fields: Registration Status, Address, Employment, Education, or Telephone. Other/Modify is used for corrections, updates, and changes that do not affect the Next Registration date. When modifying a record, the same guidelines should be followed as Entry of a Record.

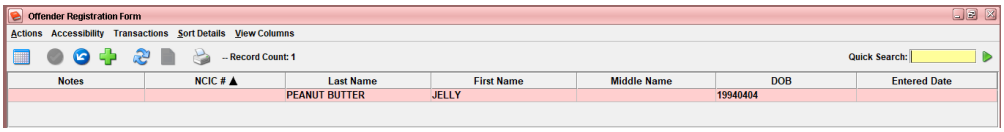
The Registration Reason of Other/Modify will ONLY be used to correct mistakes or update/change information that does not affect the Next Registration Date. DO NOT use the Registration Reason-Other/Modify to update the following fields: Registration Status, Address, Employment, Education or Telephone.

1. *SEARCH FOR RECORD*
   Locate the record to be modified by using the search screen. Refer to Section 1-6, E. (System Access, Search Existing Records) for more detailed information on Search Procedures

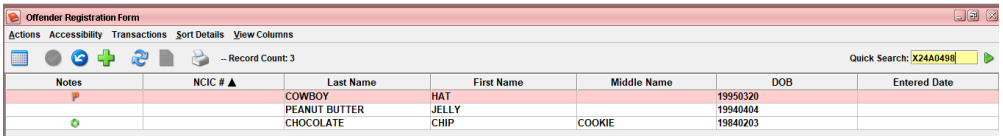


2. *START REGISTRATION MODIFY/UPDATE*

Once the record has been searched and found, it will appear in the upper portion of the Offender Registration Form.



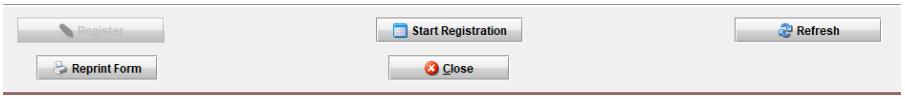
If the Offender Registry Form is already open with multiple records in use, ensure the proper record is highlighted (colored) before continuing.



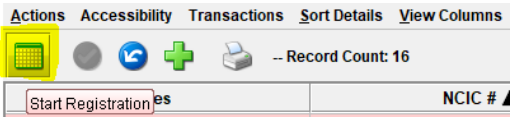
The highlighted record will appear in the Offender Registration Screen; however, all fields will be greyed out until the record is activated by the user.

ACTIVATING THE RECORD TO BE MODIFIED – The record can be activated for modification/update in two different ways.

- Located at the bottom of the Offender Registration format is the Start Registration button. This button must be clicked to activate the record for modification/update.

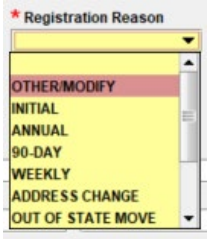


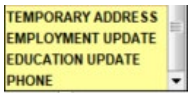
- Located at the upper left of the Offender Registration format is an icon that looks like a calendar. Users can also click on this button to activate the record for modification/update.



3. *REGISTRATION REASON - Mandatory*

When modifying a record to correct mistakes, or to update data that does not affect the Next Registration Date, OTHER/MODIFY must be used. Updates such as Registration Type (Annual, 90-Day, Weekly), Address Change, Residential Move, Employment Update, Education Update, or Phone Number will require the selection of that specific action. The actions below are explained for further clarification.



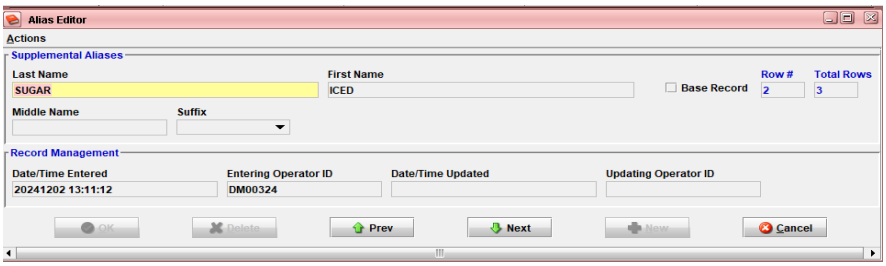


OTHER/MODIFY= Used to fix entry errors or update expiration dates (DLY, LIY) in an existing record. Do Not use this reason, if the offender has notified the agency of an address change, temporary address, new or change in phone number, employment, or education update, or an out of state move. ***This is the only time that information in the record will be overwritten, all other updates require a new line of information.***

4. LAST ACTIVITY DATE (LADT)
   The Last Activity Date (LADT) field affects the Next Registration Date field. This determines the date that the offender is required to next register. The LADT should only be changed during Registration (Annual, 90 Day, Weekly), Address Change, Employment Change, Education Change, or Phone Change. ***When making corrections, or updates/changes that don't affect the Next Registration Date, the Last Activity Date (LADT) field should be completed with the previous activity date.***



5. MODIFY
   Record Information, Demographics and Registration can be modified within each field. If the modification is for any other field, the field editor box must be opened by double clicking on one of the fields.



   The previous and next arrows can be used to find the appropriate item to modify. Once the item is corrected. Click the OK button.

NOTE** - **The Last Activity Date must be completed prior to completing registration.

6. REGISTER
   Once the modifications have been made, the record must be registered again by clicking on the register button at the bottom of the screen. This will save all modifications to the record. Please refer to SEGMENT 22 for detailed instruction.

3.2 UPDATING A RECORD

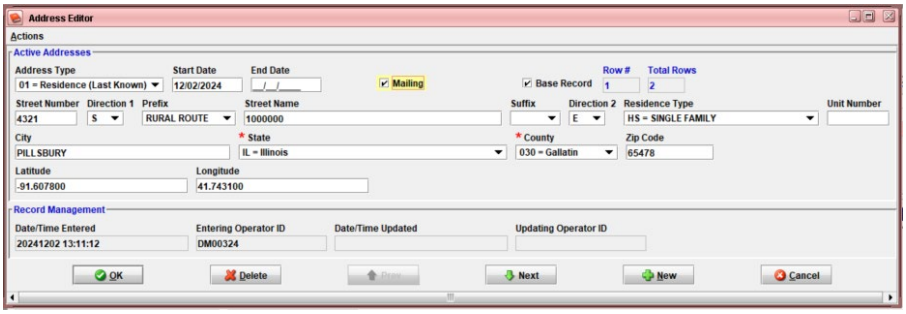
Updating a record is used for any record changes, (other than Other/Modify) that will affect the offenders Next Registration Date.

It is very important to use the appropriate reason for the Update.

1. REGISTRATION REASON
   Select the Registration Reason for the update. *Important Note: If correcting information or adding information that does not affect the registration date; the Other/Modify Registration Reason will be used. Please refer to Entry-Registration Reason.*

2. *OPENING THE FIELD EDITOR BOX*
   Information is being added, but the previous information will remain in the record, for example, a new conviction or secondary phone number.

   Double click on the blank white line to open a new editor box for the segment to be updated. Double click on information that is already completed in the segment to be updated and then click the NEW button to get a new editor box.



   Fill in any new information just as would be done for a new record. Once the new information is completed, Click the OK button.

3. END DATE(EDA):
   If information is no longer active an End Date (EDA) should be placed in the field editor box. This will retain the information for historical purposes, but the information will not appear in the registry response or on the signature form.

4. REGISTER
   Once the modifications have been made, the record must be registered again by clicking on the register button at the bottom of the screen. This will save all modifications to the record. Please refer to SEGMENT 22 for detailed instructions.

5. Z2 INQUIRY
   Agencies must run a Z2 inquiry on the offender anytime an update is made. This is done to ensure all new information was transitioned into the NCIC and Registry Responses.

3-3.OFFENDER MOVING TO ANOTHER JURISDICTION WITHIN ILLINOIS

When an offender is moving to another jurisdiction within Illinois, it is mandatory for the owning agency to perform an Address Change and place the subject in Moving Status. This will allow the new agency to take over the record, as opposed to making a new entry.

WHAT IS DIFFERENT

Users will no longer override the previous address. All addresses will be maintained with an end date for historical purposes and current address(es) will appear within the registry response. The owning agency must choose which is the Base Record Address – this will be the primary residence address.

1. SEARCH RECORD
   Within SOR ADMIN, use the Search box to locate offender by name, or the Quick Search box to locate offender by Registration number. See Section 1.6 System Access for further information on accessing records.

2. START REGISTRATION
   As with any other modify, the Start Registration button at the bottom of the form must be clicked to activate the record.

3. REGISTRATION REASON
   The registration reason for any residence change will be the Address Change. Do NOT use Other/Modify for any residence/address change.

Steps for Moving an Offender Within Illinois

Offender advises Agency A of intent to move:

- Agency A selects Address Change in the Registration Reason drop down list
  - Agency A changes the SOR or MVOAY Status – to MV=Moving.
  - Last Activity Date- change to the date of update.
  - Agency A enters an End Date in the current address of the Address Editor Box.
  - Agency A creates a new address in the Address Editor Box with the BDA of the Offenders Moving date.
  - **Agency A should maintain communication with Agency B to ensure offender's registration compliance. If Offender, fails to register with Agency B; Agency A should change the address to UNK/UNKNOWN. This will cause the OFS to change to Absconder/Non-Compliant.**
    - *Agency A should also document offender's noncompliance with the entry of an Add-On (ED1). See 3.5 ADD-ON ENTRY FOR NEXTGEN SYSTEM.*

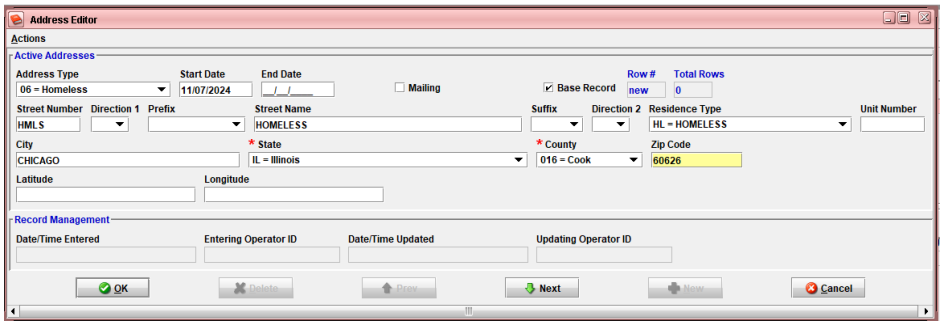
- Agency B updates the record to take ownership. Update record to include:
  - Originating Agency Identifier - change to the new agency's ORI.
  - Registration Reason – Agency B selects Address Change in the drop-down list.
  - SOR or MVOAY Status – change to R=Registered
  - Last Activity Date – change to the date of the update
  - Agency B Verifies current address in the Address Editor Box. Mark as Base record if applicable.
  - Agency B is now the owner of the record.

3.4 UPDATING RECORD TO HOMELESS, NON-COMPLIANT/ABSCONDER OR UNKNOWN ADDRESS

When an Offender becomes HOMELESS or an ABSCONDER, the record must be updated correctly for the system's timers to maintain the appropriate limits mandated by Illinois Statutes. The below guidelines are provided for In-State Homeless, Out-of-State Homeless, and Unknown Address.

1. IN-STATE HOMELESS OFFENDER
   To ensure the non-compliance timer is set and triggered if the in-State offender does not meet the weekly registration requirements, the following rules must be applied:

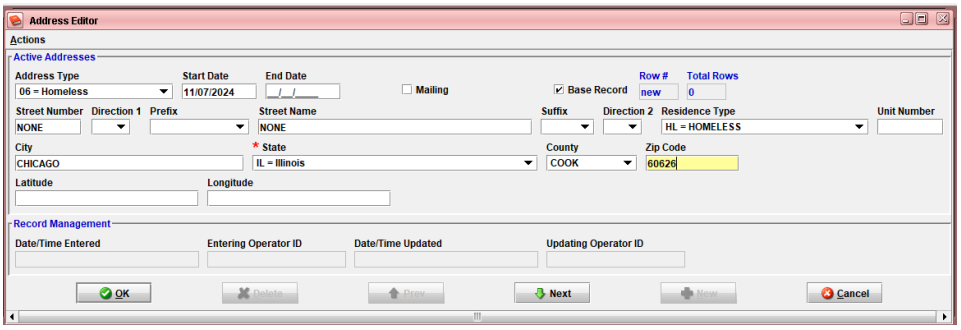
- Address Change must be selected in the Registration Reason drop-down list.
- SOR/MVOAY status should be changed to H=Homeless.
- Open the Address Editor Box and make the following updates:
  - In the current address, enter the date of notification in the End Date field (EDA).
  - Uncheck the Base Record box.
  - Create a new Address by clicking the Next box at the bottom of the Address Editor Box.
  - Address Type – must be 06-Homeless
  - Residence Type must contain HL-Homeless.
  - Street Number field must contain HMLS. This will ensure the noncompliance timer is set and triggered if the offender does not meet weekly registration requirements. DO NOT use HMLS for Out-of-State Homeless.
  - Street Name field will auto-populate with the word "HOMELESS".
  - City, County and Zip code should be completed.
  - State is always required.
  - Check Base Record box and Mailing box if separate mailing address such as a P.O. Box isn't provided.



2. OUT-OF-STATE HOMELESS OFFENDER
   Out of State homeless offenders do not require the weekly registration timers that In-State offenders have in place. To ensure the offender remains compliant in Illinois, the following rules must be applied:

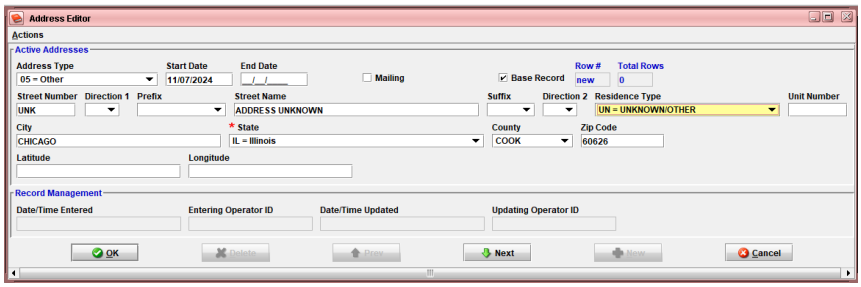
- Out-of-State (OM) must be selected in the Registration Reason drop-down list.
- SOR/MVOAY Status should be changed to Out-of-State Move (OM).
- Open the Address Editor Box and make the following updates:
  - In the current address, enter the date of notification in the End Date field (EDA).
  - Uncheck the Base Record box.

- Create a new Address by clicking the Next box at the bottom of the Address Editor Box.
- Address Type – must be 06-Homeless
- Residence Type must contain HL-Homeless.
- Start Date (BDA) – enter the date of notification of move.
- Check Base Record box.
- Street Number field must be ***NONE***. Do NOT use the code HMLS. This is required Only for in-state weekly registrants.
- Street Name field must be ***NONE***.
- City, County and Zip code should be completed.
- State is always required.



3. NON-COMPLIANT/ABSCONDER OFFENDER - UNKNOWN ADDRESS
When an Offender fails to register at the appropriate time and their address becomes unknown, the record must be updated to reflect this. To ensure the offender's status changes appropriately to Absconder, the following rules must be applied:

- Address Change must be selected in the Registration Reason drop-down list.
- Enter activity date (LADT) that Offender was found to not be at registered address.
- Change the SOR/MVOAY status to UN=UNKNOWN.
- Open the Address Editor Box and make the following updates:
  - In the current address, enter the date the Offender was found to not be at registered address in the End Date field (EDA).
  - Uncheck the Base Record box.
  - Create a new Address by clicking the Next box at the bottom of the Address Editor Box.
  - Address Type – must be UN=UNKNOWN/OTHER
  - Residence Type – must be UN=Unknown/Other
  - Start Date (BDA) – Enter the date the Offender was found to not be at registered address.
  - Check the Base Record box.
  - Street Number – must be UNK
  - Street Name – must be UNKNOWN. This will automatically set the Offender's status to NON-COMPLIANT.
  - City, County, Zip Code – complete if known.
  - State is always required.
  - Place an add-on in the record explaining the address was checked and offender's location is now unknown.



If Offender is Out-of-State, enter only the appropriate state code. **Do not** enter Unk/Unknown in the address.

3-5. UPDATING RECORD FROM SOR/MVOAY TO MVOAY/SOR

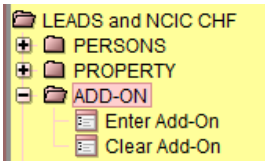
SOR records and MVOAY records may occasionally need to be changed to one or the other due to changes in court rulings or errors. If this action is required reach out to the Offender Registration Unit.

3-6. ADD-ON ENTRIES AND REGISTRATION EXTENSIONS

Add-Ons can be entered to become part of an offender record in NextGen. Add-Ons completed in the last 90 days are visible to any LEADS user upon inquiring on the record. All Add-Ons, regardless of entry date are visible to any LEADS user upon a Z-2 Inquiry of the Registration number. Add-On entries will remain with the record for the life of the record. Add-Ons will also be retained on the SOR Admin side for historical purposes, even after the life of the record has expired. For additional information on Add-Ons, see the Add-On chapter of the LEADS 3.0 Manual.

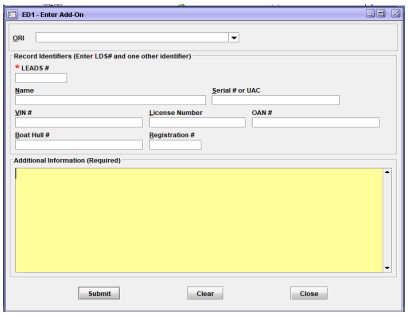
1. LEADS 3.0 offers two (2) ways to access the Sex Offender Add-On form. Both will activate the Sex Offender Add-On format; however, it is recommended to use the Hot Key method when possible as this will auto complete the Registry Number and Name.

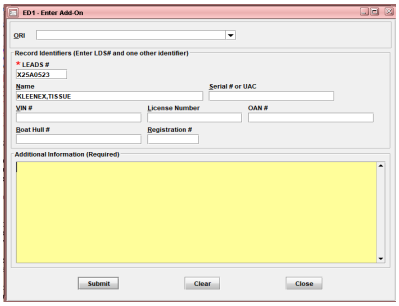
- From the menu tree, select LEADS and NCIC CHF, ADD-ON, ENTER ADD-ON.



- From the Registry Response, select the Enter Add-On Hot Key.



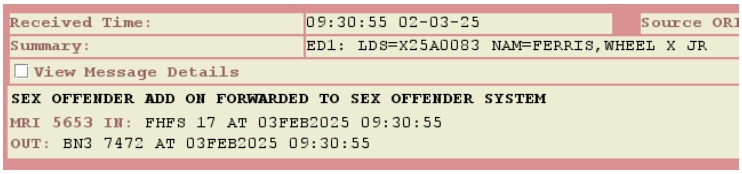




2. Enter the NextGen Registration number in the LEADS number field, and the name of the offender, if needed. Complete the rest of the Add-On Record and submit. Add-on Additional Information should include:

- Date & time of contact
- Agency name
- Reason for contact
- Location of contact
- Result of contact

3. A successful entry will have the response below.

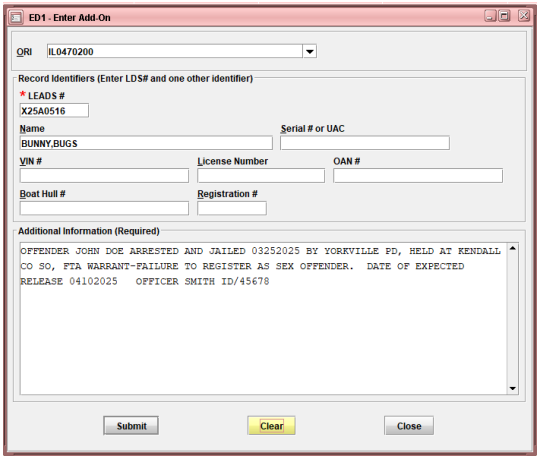


ADD-ON NOTIFICATION OF JAILED OR INCARCERATED SUBJECT

4. When an Offender is arrested and detained at a local or county jail; an Add-On record should be completed by the jailing agency. Add-ons for jailed subjects should contain:

- Name of arresting agency
- Name of facility
- Date subject incarcerated/jailed
- Reason for incarceration/jail
- Date of expected release

Example: Offender John Doe arrested and jailed 03252025 by Yorkville PD, held at Kendall Co SO, FTA Warrant-failure to register as sex offender. Date of expected release 04102025 Officer Smith ID/45678



Upon release, the jailing agency should complete a second Add-On detailing subject released and current address.

REGISTRATION VIOLATION CONVICTIONS or ADMINISTRATIVE EXTENSIONS

5. When an Offender fails to follow the registration requirements of his/her conviction(s); the following steps should be taken.

FOR STATUTORY REGISTRATION VIOLATION CONVICTION OR ADMINISTRATIVE EXTENSION REVIEW:

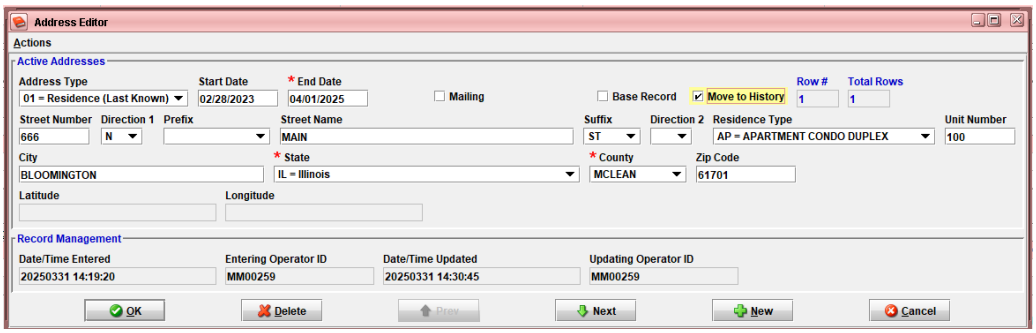
- At the time of required registration, the agency should run a criminal history.
- Only offenders that have previously registered or been notified to register can become non-compliant.
- When an offender is deemed an absconder or non-compliant, the agency should review the criminal history to determine if there are any convictions for any SOR/MVOAY violation citations. The agency should also review the Add-Ons for 10-Year Administrative Extensions.
- Any new convictions for a SOR/MVOAY violation should be added to the offender's record by the registering agency. (See SOR VIOLATION AOIC TABLE or VOAY VIOLATION AOIC TABLE for violation citations). The additional conviction(s) may require an SOR offender to become a **90-day registrant** if the conviction was on or after ***07/01/2005*.** **Please note: MVOAY offenders will never become a 90-day registrant, regardless of additional violation convictions.
- When an offender who was an absconder or noncompliant registers, the agency will update the LADT field with the current date of registration and ensure the Registration Status is "R – Registered". If the offender is not a lifetime registrant, this update will trigger an automatic Add-On of 10 years being added to the registrant's record and update the Ending Registration Date.
- An added citation for a SOR/MVOAY violation may change the OFS to absconder or non-compliant. Once this offender re-registers and the agency updates the LADT and Registration Status to R, an automatic Add-On of 10 years will be added to the registrant's record. Lifetime registrants do not receive the 10-year penalty for non-compliance.
- As with regular Add-Ons, extension Add-Ons will remain with the record for the life of the record. The extension Add-Ons will also be retained on the ORU ADMIN side for historical purposes, even after the life of the record has expired.

- If the registering agency identifies an erroneous 10-Year Administrative Extension from an Add-On, they should complete an AGENCY-EXT-ER Administrative Extension Error Removal Request (ISP8-052) and send it to the Offender Registration Unit.

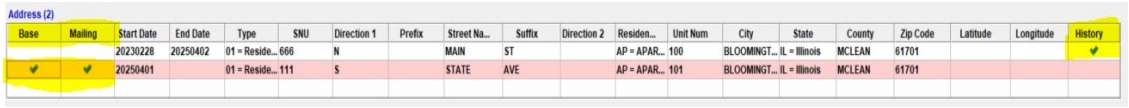
3-7. MOVING DATA TO HISTORY

1. MOVING DATA

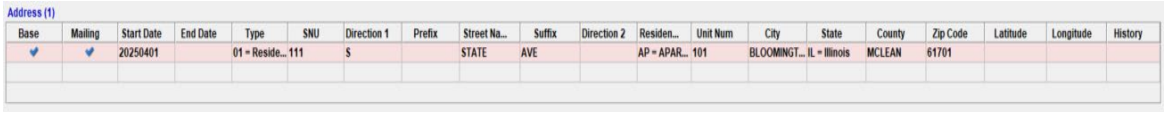
- Information that is no longer current can be moved to history. The following Editor Boxes have this capability.
  - ADDRESS
  - EMPLOYMENT
  - EDUCATION
- This information will be retained on the ORU ADMIN side, even after the life of the record has expired. Once moved to history, the information will no longer be visible to the agency.
- As with Modifying or Updating a record, click the "Start Registration" Button to begin.
- Select the appropriate action in the REGISTRATION REASON field.
- Locate the entry in the Editor Box that is no longer current.
- Enter the date in the END DATE field the Offender has provided.
- Uncheck the Base Record Box and the Mailing Box (Only available in the Address Editor Box).
- Check the Move to History Box. Press OK Button or NEW Button (if Offender has provided new information).



- The Editor Box will show both the old and new information until Registration is completed. The information that is moving will have a checkmark in the History Box. The new information should have the Base Record Box checked.



- Click on the REGISTER Button to save the changes. The procedures for Registering are the same as ENTRY/MODIFY/UPDATE. Please refer to SEGMENT 22 for detailed instructions.
- After the record is saved, the old information will no longer show in the record. Only the newly added information will remain in the record.

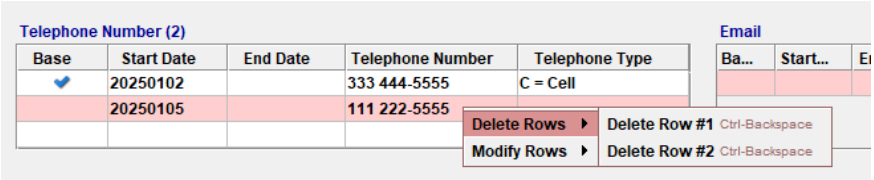


- Run a Z2 inquiry on the offender record. This is done to ensure all new information was transitioned into the NCIC and Registry Responses. The old information should no longer be visible.

3-8. DELETION OF INFORMATION

1. DELETING DATA FROM THE RECORD
   Data can be deleted from an existing record; however, data should only be deleted from a record when the information is incorrect or does not belong in the record.
- Most information will be retained within the record for historical purposes by placing an end date in the appropriate area. However, information entered in error can be deleted.

2. HOW TO DELETE DATA
- Search for the appropriate record then select "Start Registration". Choose "Other/Modify" in the Registration Reason.
- Data that is not in an Editor Box can be deleted by placing a # in the field.
- Data can be deleted from the editor box by right clicking on the line to be deleted and selecting the correct row to the removed.



- Ctrl & Backspace will delete the highlighted row.
- Once the information has been deleted, the form must be "Registered and Saved".
- An inquiry should be made on the record to ensure changes/deletions were retained properly.

*NOTE: On the very rare occasion that a record is being changed from a Sex Offender to MVOAY or vice versa, it is very important to remove the SOR or MVOAY data first and then change the record to the appropriate type and completed as necessary.

CLEAR/CANCEL A RECORD

An SOR or MVOAY record can only be Cleared or Cancelled by the Offender Registry Unit. Agencies must contact the ORU at ISP.SOR.Unit@Illinois.gov to request the record be Cleared/Cancelled.

4-1. CLEAR

- Records will be cleared when an offender has completed the term of registration or is deceased.
- The NCIC record will remain in the NSOR system; however, the status will be changed to inactive and the record will only be available if the NCIC number is queried. A query by Name, Sex, DOB will not return an inactive NCIC Sex Offender record.
- The Registry Response will be removed from the NextGen system and only available upon request to the Offender Registry Unit (ORU).

4-2. CANCEL

- Records will be cancelled when it is determined that the record is invalid, or if the original criminal offense is expunged or pardoned.
- A record that is cancelled will no longer appear in the NCIC or Registry Response and is only available upon request to the Offender Registry Unit (ORU).

INQUIRY

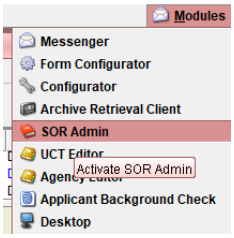
NextGen has incorporated the ability to inquire on an Offender via the Z2 (Name, Sex, Date of Birth Query) and the QH (Query Criminal History) search buttons. All LEADS 3.0 forms are still available for inquiries of Offenders. Information on all other queries can be found in the appropriate LEADS 3.0 chapter.

5-1. INQUIRY VIA NEXTGEN REGISTRATION SEARCH

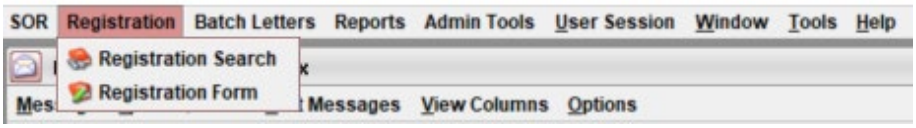
Users have the capability to run QH (Criminal History Query) and Z2 (Name, Sex, Date of Birth Query) within the NextGen System. This alleviates the need to use two (2) separate systems for Offenders. Below are the steps for both Queries in NextGen.

Z-2 (NAME, SEX, DATE OF BIRTH QUERY)

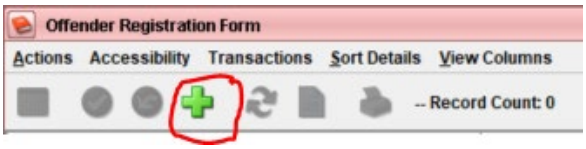
1. Select SOR Admin from the Module drop down in the top right corner of the OpenFox Desktop.



2. Select the Registration Form from the Registration Drop Down List.



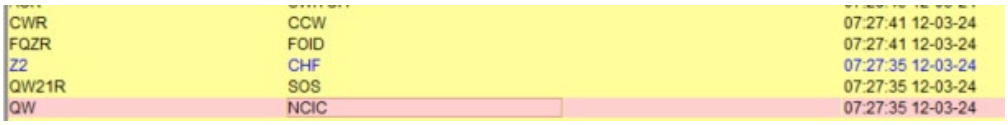
3. Click on the Green Plus Sign to open a new Offender Registration form.



4. Enter the information in the Last Name, First Name, Date of Birth, and Sex Fields. Press Run Z2 button.

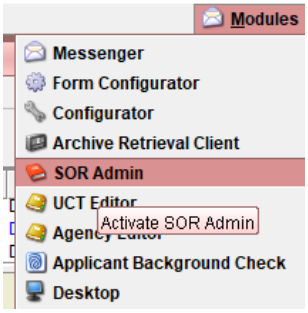


5. The NextGen system will return the same standard responses as in LEADS 3.0. See the LEADS Driver's License Chapter for more information on Z2 responses.

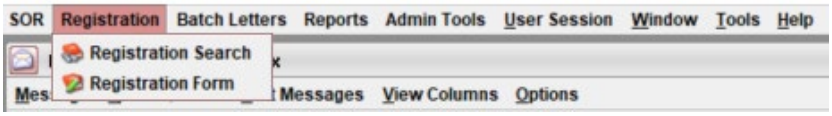


QH (QUERY CRIMINAL HISTORY)

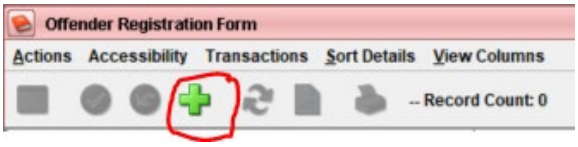
6. Select SOR Admin from the Modules drop down in the top right corner of the OpenFox Desktop.



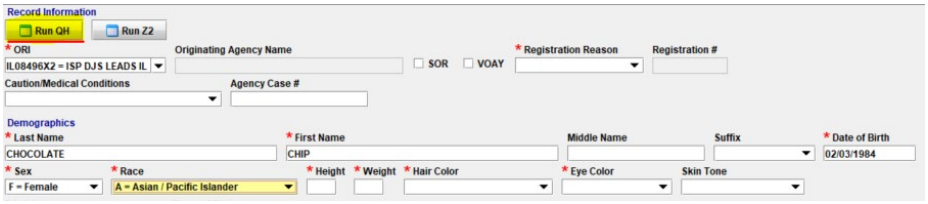
7. Select the Registration Form from the Registration Drop Down List.



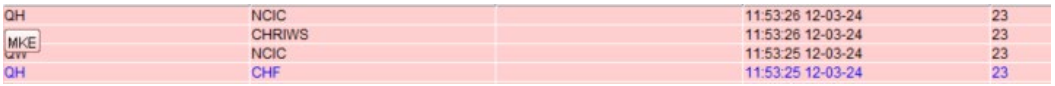
8. Click on the Green Plus Sign to open a new Offender Registration form.



9. Enter the information in the Last Name, First Name, Date of Birth, Sex, and Race Fields. Press Run QH button.



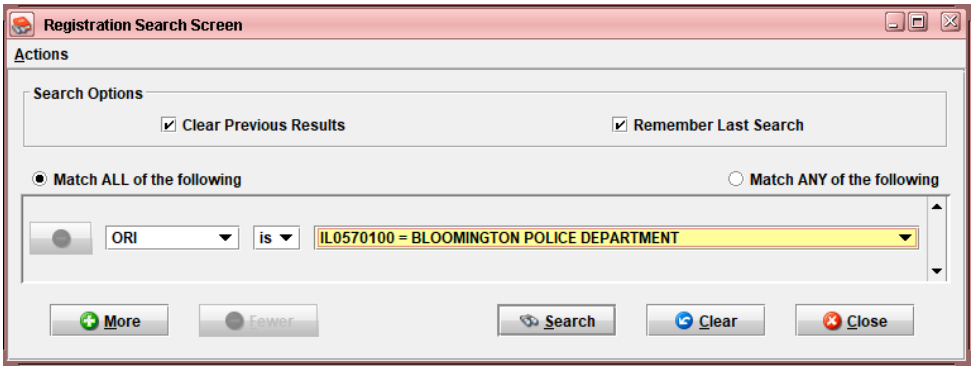
10. The NextGen system will return the same standard responses as in LEADS 3.0. See the LEADS manual Criminal History Chapter for more information.



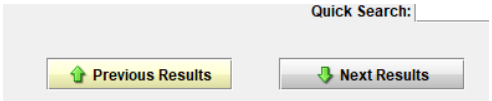
5-2. SEARCH FOR AGENCY OWNED RECORDS

In NextGen, agencies can search for their owned records.

- Click on Registration in the SOR Admin
- Click on Registration search
- Choose ORI from the drop-down search menu
- Select the name of the agency from the drop-down menu



- If there are more than 500 records in the search result, the below buttons will become active for scrolling through records.



5.3 INQUIRY OF RETAINED HISTORICAL INFORMATION

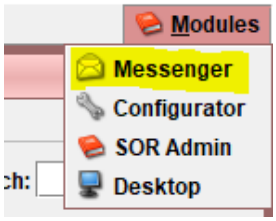
A record's history is not visible in a Query/Response. Inquiring agencies will not be able to view any information placed in history. Only the Offender Registration Unit can retain and view this information in the NextGen record. Agencies needing historical information from a record should contact the Offender Registration Unit.

5.4 Z9 SUMMARY INQUIRY (VIA LEADS 3.0)

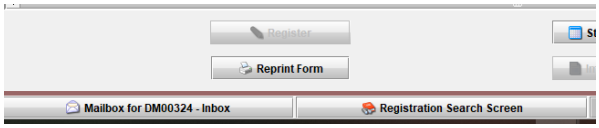
The Z-9 Summary Inquiry is accessed via the menu tree in LEADS 3.0.

1. NextGen offers 2 ways to return to the LEADS 3.0 system.

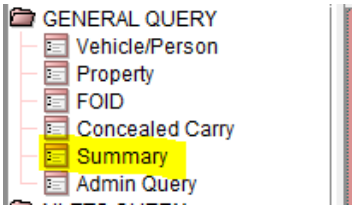
   - Select Messenger from the Modules drop-down list in the upper right corner of the screen.



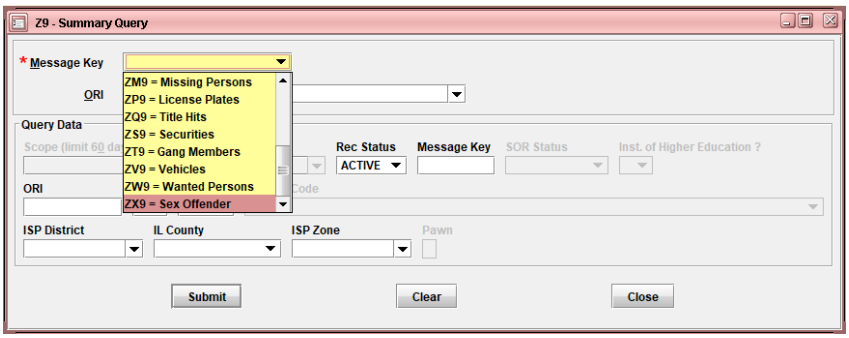
   - Select the Mailbox for xxxxxx – Inbox button at the base of the screen.



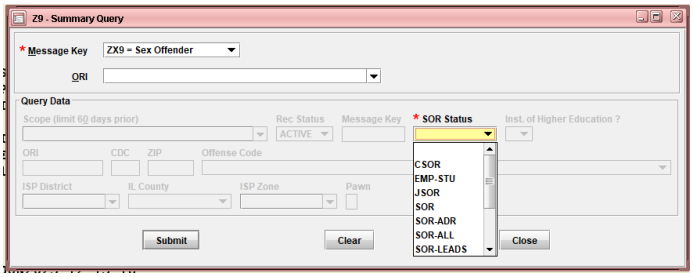
2. Select Summary from the General Query drop-down menu on the left side of the screen.



3. In the Z9 Summary Query form, select Z9=Sex Offender from the drop-drown menu.



4. Choose the desired SOR status from the drop-down menu in the Message Key field. Complete the required fields that become active for the requested status. Press submit to generate results.



SOR STATUS FIELD

Below are the Status Fields and their descriptions.

- CSOR: **CSOR dissemination is restricted to law enforcement**. The CSOR inquiry produces a listing of all child sex offender records (including Juvenile offenders) in a specified county. *The Community Notification Inquiry (SOR) should be used for Community Notification purposes*.

- EMP-STU: The EMP-STU inquiry produces a listing of sex offenders who are attending or are employed at an institution of higher learning in a specified county. While there is no restriction against public dissemination of this listing, *the Community Notification Inquiry (SOR) should be used for Community Notification purposes.*

- JSOR: **JSOR dissemination is restricted to law enforcement**. The JSOR inquiry produces a listing of all sex offenders in a specified county who are juveniles.

- SOR: The SOR inquiry produces a list for community notification of all sex offender records in a specified county. All victims are included regardless of age (adult/child).

- SOR-ADR: **SOR-ADR dissemination is restricted to law enforcement**. The SOR-ADR inquiry produces a listing of employment address and student address information for all sex offenders (including Juvenile offenders) in a specified county.

- SOR-ALL: **SOR-ALL dissemination is restricted to law enforcement**. The SOR-ALL inquiry produces a listing of all sex offender records (adult/child) in a specified county and includes more data fields than the Community Notification listing.

- SOR-LEADS: **SOR-LEADS dissemination is restricted to law enforcement**. The SOR-LEADS inquiry produces a listing of all sex offender records (adult/child) entered on a specified date, either for the entire state or for a specified county.

- SOR-NONCMP: **SOR-NONCMP dissemination is restricted to law enforcement**. The SOR-NONCMP produces a listing of all sex offenders (adult/child) in a specified county, ISP district, or ISP zone who are non-compliant.

- VOY: The VOY inquiry produces a list for community notification of all VOAY records in a specified county.

- VOY-ADR: **VOY-ADR dissemination is restricted to law enforcement**. The VOY-ADR inquiry produces a listing of employment address and student address information for all VOAY offenders in a specified county.

- VOY-ALL: **VOY-ALL dissemination is restricted to law enforcement**. The VOY-ALL inquiry produces a listing of all VOAY offender records in a specified county and includes more data fields than the Community Notification listing.

- VOY-NONCMP: **VOY-NONCMP dissemination is restricted to law enforcement**. The VOY-NONCMP inquiry produces a listing of all VOAY offenders in a specified county, ISP district, or ISP zone who are non-compliant.

VALIDATION

Validation is still required in NextGen as it is a component of LEADS and forwards records to NCIC. All records, including Expired and Out-of-State, are required to be validated.

6-1. NCIC VALIDATION REQUIREMENTS

Field by field data validation of records is required by NCIC. All registration SOR and M/VOAY records must be reviewed to ensure all available information is present, the data is accurate, and the record is still active. These requirements must be included when using the steps below to validate records. Validation is defined on the next page as:

- Review and comparison of field data between the NextGen record response and the NCIC record response. A field-to-field comparison must occur.
- Review and comparison of the record to the current supporting documentation (electronic or hard copy), i.e., registration form, case file, etc.
- Review and comparison of all criminal history information of the offender via LEADS.
    - Agencies must ensure all convictions and conviction dates are accurate, this will ensure 90-Day Registration is applied for those that meet it.
- Consultation with the entering authority agency (serviced agency) where applicable.
- Consultation with the court as needed.

Electronically validating the record alone does not meet NCIC requirements. Users modifying SOR and M/VOAY records are responsible for accomplishing a true validation upon transmission of the transaction.

6-2. MONTHLY VALIDATION STEPS AND SCHEDULE

Validation for these records is no longer included in the menu tree of 3.0 and must be done within the SOR Admin form. The first weekend of the validation month, the Open Fox Switch will generate an initial notification transaction to each ORI that has records in the system requiring validation. The validation report should be run monthly following the Open Fox Switch transaction.

- Anytime an SOR record is modified or updated, a validation notice is sent to NCIC, and the Registration record is updated with the current DTV and VID. *MVOAY records are not sent to NCIC but will follow the same validation schedule as SOR records*.
- If a record is not modified or updated prior to the necessary validation, that record will appear on the LEADS monthly validation report. Agencies must run the validation report monthly.
- Records on the LEADS monthly validation report must be modified to validate. However, nothing within the record needs to be changed.

  Step 1. Search and activate the record by clicking "Start Registration".

  Step 2. Select Registration Reason "Other/Modify". Make any necessary updates/modifications if necessary. If no changes are needed, proceed to Step 3.

  Step 3. Register the record as normal.

- The record will now display the current DTV and VID and will retain the LADT and Next Registration Date with no change. It is important to remember that when validating a record, it should always be updated with the most current information. CHRI, SOS, and any other pre-requisite inquiries should be made and added to the record.

Below is the current schedule the Illinois State Police follows to comply with NCIC standards. Each agency is responsible for adhering to these standards.

VALIDATION SCHEDULE

1. NSOR records that have been validated within the last 11 months, based on the Date of Last Validation (VLD) Field, will not be selected for monthly validation. This is a mechanism for agencies to perform SOR and M/VOAY record validation as part of the verification process. When an entering agency updates the Name of Validator (VLN) Field (completion of the VLN is automatic when record is modified), the record will not be selected by the NCIC System for validation for at least another year. Records that have not been validated within the last 11 months would represent noncompliant, out of state, incarcerated, etc. offenders. This allows the jurisdiction to validate its SOR records on its schedule, and not the NCIC System's schedule.

2. SOR Records that are NOT validated as part of the verification process will be selected for validation monthly based on the Offender Registration Date (ORD) field. The validation schedule is:

Validation:		Month in ORD Field:
January	-	October
February	-	November
March	-	December
April.	-	January
May	-	February
June	-	March
July	-	April
August	-	May
September	-	June
October	-	July
November	-	August
December	-	September

3. M/VOAY records are not included in the monthly validation list or schedule. It is expected that agencies will verify/validate each MVOAY record on a yearly basis regardless of offender registration status. All MVOAY validation requirements remain the same as SOR records, apart from the schedule.

6-3. VALIDATION REVIEW

4. The primary appropriate source of information in SOR and VOAY records is the agency's registration form completed by the agency officer or employee and signed by the offender.

5. Secondary necessary sources of information include:
    - Illinois and other state and federal CHRI
    - Court documentation
    - Illinois Secretary of State Driver's License, Vehicle, and License plate data
    - Illinois Department of Natural Resources Boat registration data

6. Record Maintenance – records must be kept accurate and up to date. Agencies that enter records are responsible for record accuracy, timeliness, and completeness.

7. Accuracy – The Illinois State Police Offender Registration Unit and FBI CJIS Division Audit Unit will review agency records to ensure fields are accurate.

8. Timeliness of Entry – All SOR and M/VOAY records entered must be entered in NextGen within the parameters defined by state statute.

    - Under 730 ILCS 150/6, "The law enforcement agency shall, within 3 days of the reporting in person by the person required to register under this Article, notify the Illinois State Police of the new place of residence, change in employment, telephone number, cellular telephone number, or school." W*hen a new offender record is created, or an existing record is modified the Illinois State Police are automatically notified.*
    - Under 730 ILCS 154/30 "The law enforcement agency shall, within 3 days of the reporting in person by the person required to register under this Act, notify the Illinois State Police of the new place of residence, change in employment, or school." W*hen a new offender record is created, or an existing record is modified the Illinois State Police are automatically notified.*

9. Completeness – Validations must include the addition of any information not previously available.

    - For SOR and M/VOAY record the below fields must be reviewed for completeness. If some do not apply, i.e., Boat fields, the fields can remain blank.

- Caution (CAU)
- Name (NAM)Last Name, First Name, Middle Name, Suffix
- Date of Birth (DOB)
- Sex
- Race (RAC)
- Height (HGT)
- Weight (WGT)
- Hair color (HAI)
- Eye color (EYE)
- Place of Birth (POB)
- Social Security Number (SOC)
- FBI/UCN Number
- State Identification Number (SID)
- Miscellaneous Number (MNU) passport, personal identification, alien registration number, etc.
- Driver's License Number, State, Expiration (OLN, OLS, OLY)
- Offender Status (OFS) for both SOR and M/VOAY where applicable Initial Offender Registration Date (ORD)
- Ending Registration Date (ERD)
- Juvenile Offender Indicator (JUV)
- Date of Conviction (CON)
- Address Type (ADD)
- Address Street Number (SNU)
- Street Name (SNA)
- City Name (CTY)
- County (COU)
- State (STA)
- ZIP
- Telephone Number (TNO)
- Email Address (EML)
- Internet Identifiers (IID)
- Vehicle Identification Number, Vehicle Year, Vehicle Make, Vehicle Model, Vehicle Style (VIN, VYR, VMA, VMO, VST)
- License Plate Number, License Plate State, License Plate Expiration, License Plate Type (LIC, LIS, LIY, LIT)
- Boat Color, Hull Serial Number, Overall Length, Boat Make, Model, Name, Type, Model Year, Coast Guard Document Number, Home Port, Hull Shape, Outer Hull, Propulsion, Registration Number, Registration State, Registration Year
- Alias (AKA)
- Scars/Marks/Tattoos (SMT)

10. Second Party Quality Check – NextGen and NCIC policy require all entries be checked by a person in addition to the user entering the record to ensure accuracy. <u>All fields in the record should be verified against the registration documentation to ensure all data matches and is not omitted. Additionally, a comparison of the NextGen and NCIC SOR responses must occur on a field-to-field basis.</u>

NextGen SOR - Offender Type/Record Status Codes						
ORU USE ONLY - Code: V, X, D, Z and Status: E, X, DD						
Code	**Offender Type**	**Lifetime (Y/N)**	**Disposition**	**Victim Age**	**Offender Age**	**JUVENILE CONVICTION CHOICE (Y/N)**
Y	Child Sex Offender V<18	No	Conviction	Less than 18	18 or Older	NO - Appears on Website
N	Adult Sex Offender V≥18	No	Conviction	18 or Older	18 or Older	NO - Appears on Website
P	Sexual Predator V<18	Yes	Conviction	Less than 18	18 or Older	NO - Appears on Website
S	Sexual Predator V≥18	Yes	Conviction	18 or Older	18 or Older	NO - Appears on Website
J	**Juvenile Sex Offender V<18**	**Either Y or N***	**Adjudication**	**Less than 18**	**Adjudicated Juv**	**YES - Hidden from Website**
K	**Juvenile Sex Offender V≥18**	**Either Y or N***	**Adjudication**	**18 or Older**	**Adjudicated Juv**	**YES - Hidden from Website**
M	Murderer - Sexually Motivated	Yes	Conviction	Any Age	Any Age	NO - Appears on Website
W	MVOAY - Not Sexually Motivated	Either Y or N*	Conviction	<18 - Except Murder	Any Age	NO - Appears on Website
U	**Juvenile Violent Offender Against Youth**	**Either Y or N***	**Adjudication**	**Less than 18**	**Adjudicated Juv**	**YES - Hidden from Website**
V	Sexually Violent Person V<18	Yes	Conviction	Less than 18	18 or Older	NO - Appears on Website
X	Sexually Violent Person V≥18	Yes	Conviction	18 or Older	18 or Older	NO - Appears on Website
D	Sexually Dangerous Person V<18	Yes	Conviction	Less than 18	18 or Older	NO - Appears on Website
Z	Sexually Dangerous Person V≥18	Yes	Conviction	18 or Older	18 or Older	NO - Appears on Website

Status	**Description of SOR/VOAY Status Code**	**Agency Use**	**Notes/Action**
N	Not Notified - Not Registered	Yes	Needs to be Notified to Register and to Register with an Agency
D	Notified to Register - Not Registered	Yes	Has been Notified to Register but has not yet Registered with an Agency
R	Registered by Agency	Yes	Has been Successfully Registered with an Agency
H	**Homeless Registrant**	**Yes**	**MUST follow NextGen Manual Procedure for Homeless Address**
UN	**Location Unknown - Non-Compliant Status**	**Yes**	**MUST follow NextGen Manual Procedure for Unknown Address**
MV	**Offender Moving within State (IL)**	**Yes**	**MUST follow Nextgen Manual Moving Procedure**
OM	Moving Out of State	Yes	Use when offender moves to a state outside of Illinois
I	Incarcerated in IL Dept of Corrections	Yes	Update Address to IDOC Location
DH	Admitted to Department of Human Services	Yes	Update Address to DHS Location
FP	Incarcerated in Federal Prison (BOP)	Yes	Update Address to BOP Location
OP	Incarcerated in an Out of State Prison	Yes	Update Address to OOS Prison Location
K	Deported	Yes	**Verify through ICE/Follow NextGen Manual Procedure for Deported**
E	Child Victim/Expired Offender - ORU Only	No	Residency Restrictions still apply after Expiration from the Registry
X	Expired Offender - ORU Only	No	Used for other types of expired offenders that are NOT child sex offenders
DD	Deceased Offender - ORU Only	No	Send ORU - Obituary/Incident Report/Death Certificate for Removal

ADDENDUM 2

ILLINOIS STATE POLICE	OFFENDER REGISTRATION UNIT
STANDARD OPERATING PROCEDURE	NextGen/NCIC CON DATE COMPLETION
DATE IMPLEMENTED: 10/2025	DATES REVISED:
PURPOSE: This procedure explains review modification and correction of offender "conviction date" (the "CON" field).	

PREREQUISITES/RESOURCES

1. LEADS/NextGen and NCIC Access
2. CHRI Rap Sheet
3. Case File
4. County Court Records

PROCEDURE – Evaluate the Conviction Date

1. When entering and/or quality checking an offender record, the CON date(s) must be represented correctly to maintain compliance with NSOR policy. Evaluation must determine which circumstance applies:
    a. If the record CON date(s) are correctly represented.
    b. If the record CON date(s) are identical and/or clearly incorrect.

PROCEDURE –MODIFICATION OF THE CON DATES

1. When the record CON date(s) are correctly represented – no modification is needed.
2. When the record CON date(s) are incorrect, i.e. all CON dates are the same, consult the CHRI rap sheet, county court records, case report(s), or internal records to obtain the correct CON date(s).
3. Initiate modification of the CON date(s) in NextGen Admin. Use the Conviction Editor to modify the CON date(s). The modified record can be saved and synced with NCIC after performing an examination of all other fields for completeness and accuracy.

PROCEDURE – RECORD COMPLETENESS AND QUALITY ASSURANCE

1. Whenever agencies modify CON date(s), compare the LEADS and NCIC responses field to field. Ensure all fields meet requirements and modify or add data as needed.
2. Data in records should be corrected if found erroneous or required by the system to be corrected.
3. Example data fields that may need to be corrected are:
    a. ORD
    b. OFS (SOR or VOAY Status)
    c. Address Type
    d. Alias Names
    e. Date of Birth
    f. Email Address
    g. Internet Identifier
    h. Place of Birth
    i. SMTs
    j. Address Information SNU, SNA, CTY, COU, STA

k. Race
l. Sex
m. SOC #
n. SID #
o. FBI #
p. DOC #
q. Telephone #
r. Offender Type Code
s. Convictions and Conviction Dates
t. Victim and Offender Ages
u. Photos
v.

4. Every time modifications are made to a NextGen Record a "Note" should be added by the User regarding the modification.
    a. Example: ON 10/7/2025 AGENCY REVIEWED OFFENDER RECORD AND IDENTIFIED INCORRECT CONVICTION DATES AND A MISSING FBI#. DATA CORRECTED AND ADDED.
5. Print the LEADS/NextGen AND NCIC Responses prior to the changes and include all documentation viewed to validate your findings. Make changes to the record with the Note included and print the updated response.

ADDENDUM 3

ILLINOIS STATE POLICE	OFFENDER REGISTRATION UNIT
STANDARD OPERATING PROCEDURE	NSOR and NextGen Record Completeness
DATE IMPLEMENTED: 10/2025	DATES REVISED:
PURPOSE: This procedure explains how to perform case research on subjects who may or may not have the requirement to register in Illinois.	

PREREQUISITES/RESOURCES

1. LEADS/NextGen and NCIC Access
2. Case Files
3. Criminal History
4. Historical ORU Record Files

Every SOR and M/VOAY record must contain accurate and complete information to meet NSOR and NextGen requirements. Complete records include all critical information that was available at the time of entry and any applicable information obtained thereafter. Critical information is defined as data fields that will: (1) increase the likelihood of a positive hit on the subject or associated vehicle/boat and aid in the identification of an offender; or (2) assist in compliance with applicable laws and requirements.

1. Whenever agencies are working on a record, a review of completeness must occur. The review will require query of SOS to obtain or confirm driver's or vehicle data to ensure the record data matches the Drivers and VIN/LIC data. Query of the CHRI rap sheet to obtain or confirm SID, FBI, IDC, CON dates, and conviction data should also be made.
2. After comparison, confirmation and potential modification/addition of the SOS driver and vehicle data to the record data, staff must compare the CHRI data and enter missing data or correct erroneous information.
3. Agencies must query LEADS using NAM, SEX, DOB to obtain both the LEADS and NCIC records. A field-to-field comparison of the NextGen and NCIC responses is needed to ensure the record data mirrors each other with the exception of Illinois-Only fields, i.e. IDC#, CPD IR#. Discrepancies must be addressed through modification, addition or field deletion where applicable.
4. For NSOR records, the following fields must be included for completeness:
    a. Name (NAM);
    b. Alias (AKA);
    c. Sex (SEX);
    d. Race (RAC);
    e. Place of Birth (POB);
    f. Date of Birth (DOB);
    g. Height (HGT);
    h. Weight (WGT);
    i. Scars, Marks, Tattoos, and Other Characteristics (SMT);
    j. Caution and Medical Conditions (CMC);
    k. FBI Number/UCN (FBI); Miscellaneous Number (MNU) - to include Passport, Personal Identification, and Alien Registration Numbers only;

l. Social Security Number (SOC);
m. Operator's License Number (OLN), Operator's License State (OLS), and Operator's License Year of Expiration (OLY);
n. License Plate Number (LIC), License Plate State (LIS), License Plate Year of Expiration (LIY), and License Plate Type (LIT);
o. Vehicle Identification Number (VIN), Vehicle Year (VYR), Vehicle Make (VMA), Vehicle Model (VMO), and Vehicle Style (VST);
p. Date of Conviction (CON);
q. Offender Registration Date (ORD);
r. Ending Registration Date (ERD);
s. Street Number (SNU); Street Name (SNA); City Name (CTY); County (COU); State Name (STA); ZIP Code (ZIP);
t. Telephone Number (TNO);
u. Address Type (ADD);
v. State Identification Number (SID);
w. Offender Status (OFS);
x. Email Address (EML); and Internet Identifiers (IID).

(Advisory Policy Board minutes, Convicted Sexual Offender Registry File Validation Task Force Report, Issue 4 Essential Data Elements, June 2009 and NCIC Technical and Operational Update 10-2, Section 2.8, May 3, 2010