



Criminal Justice Information Sharing (CJIS) • 600 E Blvd Dept 125 • Bismarck ND 58505-0100  
Office Phone: (701) 328-1110

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**Password Change: *\*Your password must be changed before you will be able to access the ND CJIS Portal.***

You have been given a temporary password, which was included in the welcome email.

To change your password, go to <https://www.nd.gov/itd/chanpass/default.aspx>. The password must contain:

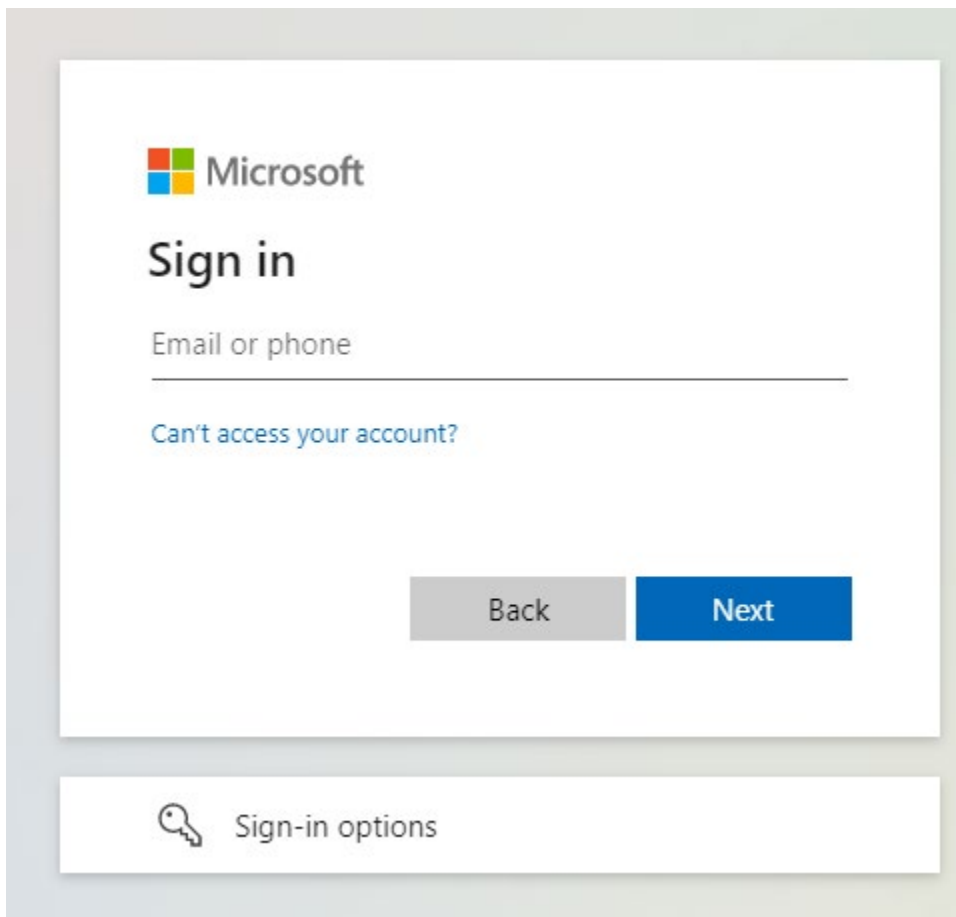
- At least 20 characters
- At least one UPPER CASE letter
- At least one lower case letter
- At least one number

\* You cannot re-use any of the last 24 previous passwords, any part of your first or last name, or any 4 characters that match your Login ID.

## **To Log into the ND CJIS Portal**

Go to <https://secure.cjis.nd.gov>. This is the link you will always use to access the ND CJIS Portal, so you may want to bookmark it. If you need to use a VPN to connect to the state network, you will need to connect before using the Portal.

The login page will look like this:



Enter your username@nd.gov and the new password you just set. The first time you log in, you will be asked to set your password verification questions and agree to the user agreement.

### **Important Note About Searches and Notifications:**

Conducting searches and/or setting up notifications for non-criminal justice related reasons is a violation of the ND CJIS Access Agreement. Non-criminal justice reasons include, for example, setting up notifications on yourself or a family member, searching your own name/information, searching at the request of non-Portal users, viewing driver's license or motor vehicle records or photos without an articulated criminal justice purpose, etc.

Proper use of the ND CJIS Portal is limited to specific criminal justice-related purposes. If prompted for a reason for conducting a search, you must enter a valid reason for accessing information. If you are testing to see how search criteria should be entered, please do not use names you know. Instead, use the test accounts referenced on page 4 of the Portal Manual.

Please note that logs are kept of all searches conducted and notifications set up.

### **For Assistance:**

All software support issues are to be reported through the North Dakota IT (NDIT) Service Desk by submitting an incident online at <https://northdakota.service-now.com/serviceportal> or calling 1-877-328-4470. The NDIT Service Desk is operational 24 hours a day, 7 days a week, 365 days a year.

- Password unlocks and resets will be handled by the NDIT Service Desk.
- Software support issues, such as loading of software and compatibility, will be forwarded on to CJIS.

If you have any questions, please feel free to call ND CJIS at 701-328-1110.

## Searching the ND CJIS Portal

ND CJIS Portal users may only conduct searches to look up information related to incidents/investigations/cases they are actively working on. Conducting a search on yourself, friends, family, co-workers, etc. for personal reasons is a violation of the ND CJIS Portal User Agreement and may result in loss of access. If you wish to “test” how searches work, you may use the following records:

- **Name Search:** System, Test
- **Driver’s License Search:** Permit, Test
- **Motor Vehicle Search:** Ewer, Testing

## Basic ND CJIS Portal Searches

Click “Main Menu” link in the top blue navigation bar.



You will see a box at the top of the screen with the heading, “Enter Criteria.” Two buttons - Person and Property - are located above the search box. Select “Person” if you plan to search for information about a certain person such as arrests, incident records, driver’s license records, etc. Select “Property” if you plan to search for a motor vehicle, watercraft, or incident where a vehicle may have been entered in the incident report.

### Main Menu

The image shows the 'Enter Criteria' search box. It has a heading 'Enter Criteria' and two radio buttons: 'Person' (selected) and 'Property'. Below the radio buttons is a search input field with a 'Clear' button and a 'Search' button. A note says '(Use \* for a wildcard)'. There is a checkbox for 'Include Soundex'. Below the checkbox, it says 'This search returns information found in the following record types: Arrest, Check Offense, Concealed Weapon License, Custody, Incident Reports, Protection Orders, Offender Registration, North Dakota Game and Fish Watercraft License, and Supervision.' At the bottom, there is a link: 'If you would like to limit the types of records your search returns, please click on the following link: [Modify Default Search Results.](#)' and a link for '[+] Advanced Search'.

## Person Search

Enter the name or other information (SSN, Date of Birth, SID, Driver’s License Number) on which you want search. Keep in mind that records in the ND CJIS Portal could match a person on several different pieces of information, so you may want to run several searches using different information. For example, you may want to conduct a search based on name, alias name, social security number, etc.

Note: It is best practice to run search information separately, but it can be combined if the number of results is too high (especially for common names). Combination examples may include last name SSN, last name DOB, etc. Keep in mind that if you search for combinations, all records may not show up because all records don’t have SSN, DOB, SID, and/or a DL number.

### Include Soundex

If you want names that sound the same, but may be spelled differently, to appear in your search results, you can check the “Include Soundex” box. This would be useful if you are not sure how some names are spelled. There is a pre-loaded list of common similar “nicknames” (such as Bob for Robert, Missy for Melissa) loaded into the ND CJIS Portal, so they will be returned in results, even if you do not choose “Include Soundex.”

### Using \* for Wildcard Person Searches

An asterisk (\*) can be used to broaden your searches. This is referred to as a wildcard search.

- John\* will give you the first name of John and the last names of Johns, Johnson, etc.
- If you are searching for a last name and a partial first name you will need to use a wildcard.
  - Johnson, D won't work
  - Johnson, D\* will work

### Examples of Person Searches

<b>Person Information</b>	<b>Search Terms</b>
Legal Name: John Edward Doe	Enter as: John Doe John Doe yields the same search results as Doe, John, so you don't need to run both. Don't use the middle name or middle initial in the search criteria. The system has all common nicknames for John, so you don't need to run nicknames/aliases similar to the person's name (see section about "Include Soundex").
Alias: Larry Appleseed	Enter as: Larry Appleseed Aliases that are not nicknames similar to the name of the person being searched should be run separately. A wildcard (*) may be beneficial to use. If you aren't sure about the alias, such as if you heard it was Larry Apple-something, you could enter Larry Apple*.
SSN: 123-45-6789	Enter as: 123456789 There may be additional records just connected to the last four digits of the offender's last name, so it might be beneficial to also run the search using *6789. The search will strip out dashes automatically if you accidentally leave those in. Do NOT use spaces or you won't receive search results.
DL#: DOE123456	Enter as: DOE123456 The search will strip out dashes automatically if you accidentally leave those in. Do NOT use spaces or you won't receive search results.
SID: 123456	Enter as: 123456 The search will strip out dashes automatically if you accidentally leave those in. Do NOT use spaces or you won't receive search results.
Date of Birth: January 2, 1934	Enter as: 1/2/1934 Use a 4-digit year and use forward slashes or dashes between the month, day, and year. Do NOT run the numbers without slashes or dashes or you won't receive search results.

### Property Search

Property searches return motor vehicle records from the NDDOT database, watercraft records from ND Game and Fish, and incident reports where a vehicle license plate number has been entered in the proper fields.

To receive motor vehicle records, you will need to enter one of the following criteria: Registered owner name, License plate number, VIN, Make, Model, Vehicle year.

Watercraft records and incident reports containing a vehicle license plate number can only be searched by license number.

### ***Using \* for Wildcard Property Searches***

An asterisk (\*) can be used to broaden your property searches. This is referred to as a wildcard search.

- You can use the wildcards at the beginning, middle, or the end of the search
  - \*123
  - abc\*
  - ab\*34
- Wildcards can be used with registered owner names in the property search
  - John\*

### ***Examples of Property Searches***

<b><i>Property Information</i></b>	<b><i>Search Terms</i></b>
License Plate: ABC123	Enter as: abc123 You don't need to use capitalization or spaces. You can use abc* to check for results, if you know the first 3 digits of a license plate. Or, you could use *123 if you know the last 3 digits of a license plate.
Name: John Edward Doe	Enter as: John Doe You can pull up all motor vehicle records associated with a person's name. Do not include the middle name.

## Search Results

On the Search Results page, you will notice a blue '+' next to some event types. This indicates there is more than one record of that event type associated with the name. These records are combined if they have identical Name and DOB or Name, DOB and SSN. Clicking on the '+' will display the entire list of records for that event.

ATTN	Name	DOB	SSN	SID	Driver ID	Activity Date	Events (Agency)	Action
	SYSTEM, TEST	01/01/1940					CWIS (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>
	SYSTEM, TEST	01/01/1940	357-17-1351				CWIS (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>
	SYSTEM, TEST	01/01/1940	507-31-1155				CWIS (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>
	SYSTEM, TEST	10/05/1966 01/01/1940 02/01/1940 05/05/1965 02/02/1941 12/15/1945	357-03-0357 357-03-1037 502-34-2345	<a href="#">83417</a>		[+]	[+] ARR (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>
[+]						COF (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>	
[+]						[+] CST (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>	
[+]						OFR (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>	
[+]						[+] ARR (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>	
						[+]	COF (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>
						[+]	ARR (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>
						[+]	CST (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>

ATTN	Name	DOB	SSN	SID	Driver ID	Activity Date	Events (Agency)	Action
	SYSTEM, TEST	01/01/1940					CWIS (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>
	SYSTEM, TEST	01/01/1940	357-17-1351				CWIS (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>
	SYSTEM, TEST	01/01/1940	507-31-1155				CWIS (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>
	SYSTEM, TEST	10/05/1966 01/01/1940 02/01/1940 05/05/1965 02/02/1941 12/15/1945	357-03-0357 357-03-1037 502-34-2345	<a href="#">83417</a>		[+]	[+] ARR (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>
[+]						COF (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>	
[+]						[+] CST (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>	
[+]						OFR (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>	
[+]						[+] ARR (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>	
						02/29/2	COF (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>
							ARR (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>
							ARR (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>
							ARR (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>
							CST (ND BUREAU OF CRIMINAL INVESTIGATION)	<a href="#">Details</a>   <a href="#">Search MV</a>   <a href="#">Courts</a>

## Advanced Searches

There is also an Advanced Search section for you to narrow down search results. To access Advanced Search, click on the plus sign next to Advanced Search under the search bar, as shown below.

When conducting a person search, the advanced search feature allows you to choose different attributes such as sex, eye color, weight, event type (which is the type of record you may be looking for), etc.

If you select Blank and/or Other you will get results where the demographic information was either entered as "Blank" or "Other" on the records. If you are completely unsure of which box to check in a category, it is recommended to select all the boxes or none of the boxes in a category - this will not filter results by any of the criteria in the category.

CJIS Search

Person  Property

Search:    (Use \* for a wildcard) ⓘ

Include Soundex

This search returns information found in the following record types: Arrest, Check Offense, Concealed Weapon License, Custody, Incident Reports, Protection Orders, Offender Registration, North Dakota Game and Fish Watercraft License, and Supervision.

If you would like to limit the types of records your search returns, please click on the following link: [Modify Default Search Results.](#)

[-] Advanced Search

**Person**  
 Select/Deselect All

<input type="checkbox"/> Sex	<input type="checkbox"/> Race	<input type="checkbox"/> Eye Color	<input type="checkbox"/> Hair Color	<input type="checkbox"/> Height	<input type="checkbox"/> Weight	<input type="checkbox"/> Age	<input type="checkbox"/> Event
<input checked="" type="checkbox"/> Female (0)	<input checked="" type="checkbox"/> African Am. (9)	<input checked="" type="checkbox"/> Black (3)	<input checked="" type="checkbox"/> Bald (0)	<input checked="" type="checkbox"/> 4'00"-4'06" (0)	<input checked="" type="checkbox"/> 1-99 (0)	<input checked="" type="checkbox"/> 0-17 (0)	<input checked="" type="checkbox"/> 24/7 (0)
<input checked="" type="checkbox"/> Male (22)	<input checked="" type="checkbox"/> Caucasian (8)	<input checked="" type="checkbox"/> Blue (1)	<input checked="" type="checkbox"/> Black (3)	<input checked="" type="checkbox"/> 4'07"-4'11" (0)	<input checked="" type="checkbox"/> 100-149 (4)	<input checked="" type="checkbox"/> 18-24 (0)	<input checked="" type="checkbox"/> ARR (12)
<input checked="" type="checkbox"/> Other (0)	<input checked="" type="checkbox"/> Native Am. (0)	<input checked="" type="checkbox"/> Brown (10)	<input checked="" type="checkbox"/> Blonde (1)	<input checked="" type="checkbox"/> 5'00"-5'06" (3)	<input checked="" type="checkbox"/> 150-199 (11)	<input checked="" type="checkbox"/> 25-34 (0)	<input checked="" type="checkbox"/> BKG (0)
<input checked="" type="checkbox"/> Blank (0)	<input checked="" type="checkbox"/> Other (1)	<input checked="" type="checkbox"/> Green (1)	<input checked="" type="checkbox"/> Brown (11)	<input checked="" type="checkbox"/> 5'07"-5'11" (12)	<input checked="" type="checkbox"/> 200-249 (0)	<input checked="" type="checkbox"/> 35-44 (0)	<input checked="" type="checkbox"/> CHS (0)
	<input checked="" type="checkbox"/> Blank (4)	<input checked="" type="checkbox"/> Gray (0)	<input checked="" type="checkbox"/> Gray (0)	<input checked="" type="checkbox"/> 6'00"-6'06" (1)	<input checked="" type="checkbox"/> 250-299 (1)	<input checked="" type="checkbox"/> 45-54 (5)	<input checked="" type="checkbox"/> COF (2)
		<input checked="" type="checkbox"/> Hazel (1)	<input checked="" type="checkbox"/> Red (1)	<input checked="" type="checkbox"/> 6'07"-6'11" (0)	<input checked="" type="checkbox"/> 300-349 (0)	<input checked="" type="checkbox"/> 55-64 (0)	<input checked="" type="checkbox"/> CST (4)
		<input checked="" type="checkbox"/> Other (0)	<input checked="" type="checkbox"/> White (0)	<input checked="" type="checkbox"/> Other (0)	<input checked="" type="checkbox"/> Other (0)	<input checked="" type="checkbox"/> 65-74 (1)	<input checked="" type="checkbox"/> CWIS (3)
		<input checked="" type="checkbox"/> Blank (6)	<input checked="" type="checkbox"/> Other (0)	<input checked="" type="checkbox"/> Blank (6)	<input checked="" type="checkbox"/> Blank (6)	<input checked="" type="checkbox"/> 75+ (16)	<input checked="" type="checkbox"/> CWL (0)
			<input checked="" type="checkbox"/> Blank (6)			<input checked="" type="checkbox"/> Blank (0)	<input checked="" type="checkbox"/> DL (0)
							<input checked="" type="checkbox"/> DNA (0)
							<input checked="" type="checkbox"/> DR (0)
							<input checked="" type="checkbox"/> GFLIC (0)
							<input checked="" type="checkbox"/> INC (0)
							<input checked="" type="checkbox"/> NDHP (0)
							<input checked="" type="checkbox"/> OFR (1)
							<input checked="" type="checkbox"/> PRO (0)
							<input checked="" type="checkbox"/> SPR (0)
							<input checked="" type="checkbox"/> WTC (0)

When conducting a property search, the advanced search feature allows you to choose what search you want results for (property or motor vehicle) and allows you to narrow down motor vehicle results.

CJIS Search

Person  Property

Search:    (Use \* for a wildcard) ⓘ

This returns two different searches. The Property Search returns information found in the following events: Records Management Data (Incident Reports) and North Dakota Game and Fish Watercraft License Databases. The Motor Vehicle Search returns information found in the DOT Motor Vehicle database.

[-] Advanced Search

**Property**  
 Select/Deselect All

**Motor Vehicle**  
 Select/Deselect All

<b>Type</b>	<input checked="" type="checkbox"/> Style ⓘ	<input checked="" type="checkbox"/> Year	<input checked="" type="checkbox"/> Color ⓘ	<input checked="" type="checkbox"/> State	City
<input checked="" type="checkbox"/> INC (0)	<input checked="" type="checkbox"/> 2 Door (0)	<input checked="" type="checkbox"/> 1901-1960 (0)	<input checked="" type="checkbox"/> Black (0)	<input checked="" type="checkbox"/> ND (0)	<input type="text" value=""/>
<input checked="" type="checkbox"/> WTC (0)	<input checked="" type="checkbox"/> 4 Door (0)	<input checked="" type="checkbox"/> 1961-1970 (0)	<input checked="" type="checkbox"/> Blue (0)	<input checked="" type="checkbox"/> Other (0)	
	<input checked="" type="checkbox"/> Convertible (0)	<input checked="" type="checkbox"/> 1971-1980 (0)	<input checked="" type="checkbox"/> Brown (0)		
	<input checked="" type="checkbox"/> Hatchback (0)	<input checked="" type="checkbox"/> 1981-1990 (0)	<input checked="" type="checkbox"/> Green (0)		
	<input checked="" type="checkbox"/> Large Truck (0)	<input checked="" type="checkbox"/> 1991-2000 (0)	<input checked="" type="checkbox"/> Red (0)		
	<input checked="" type="checkbox"/> Motorcycle (0)	<input checked="" type="checkbox"/> 2001-2010 (0)	<input checked="" type="checkbox"/> White (0)		
	<input checked="" type="checkbox"/> Pickup (0)	<input checked="" type="checkbox"/> 2011-2020 (0)	<input checked="" type="checkbox"/> Yellow (0)		
	<input checked="" type="checkbox"/> Recreation Vehicle (0)		<input checked="" type="checkbox"/> Other (0)		
	<input checked="" type="checkbox"/> Snowmobile/Off Highway (0)				
	<input checked="" type="checkbox"/> SUV/Station Wagon (0)				
	<input checked="" type="checkbox"/> Trailer (0)				
	<input checked="" type="checkbox"/> Van (0)				
	<input checked="" type="checkbox"/> Other (0)				

Please keep in mind that Advanced Search restrictions will remain on your searches (even if you collapse the advanced search criteria) until you click "Clear" near the search box or until you explicitly select all or different filters.

## Setting Up ND CJIS Portal Notifications

ND CJIS Portal users can choose to set up notifications to “monitor” people they may be watching as part of a case they are involved in. There are two types of notifications - index and search.

An index notification is triggered when a record matching the notification criteria is added to the ND CJIS Portal (such as an arrest, incident, motor vehicle registration, etc). A search notification is triggered when another ND CJIS Portal user conducts a search on the person that matches the notification criteria.

### How to Set Up Notifications

- Go to the “My CJIS” page.
- Under “Notifications” - “Requested Notifications,” click the link “Add Notification Request.”
- Choose which type(s) of notifications you would like to receive. The “Description” is the reason you are setting up the notification.
- Enter the criteria for the person you want to receive notifications for. It is recommended to set up the notification by “Name” since some ND CJIS Portal records don’t contain SIDs or SSNs.
- Choose the priority of the notification. This is for your reference; it does not affect how notifications are sent.
- If you want to stop receiving the notification on a specific date, you may enter an expiration date. If you don’t enter an expiration date, the notification will stay in effect until you delete it.
- Notification method allows you to choose if you only want to see the notifications when you log in to the ND CJIS Portal (Portal) or if you also want to receive notifications via email (Email).

### View Existing ND CJIS Portal Notifications

To view all the current notification requests you are set up to receive, go to the “My CJIS” link in the blue navigation bar at the top of the screen. Click the link, “View All My Notification Requests” in the middle of the page.

#### Requested Notifications:

My Reason	SID	SSN	Last Name	First Name	Expiration Date	Actions
DL			TEST	RECORD		<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Search</a>
Motor Vehicle			EWER	TESTING		<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Search</a>
murder			system	test		<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Search</a>
Name			SYSTEM	TEST		<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Search</a>
RMS			RECORD	TEST		<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Search</a>

- **My Reason** - The reason you set up the notification.
- **SID** - The ND Offender Identification Number for the person you are tracking.
- **SSN** - The Social Security Number for the person you are tracking.
- **Last Name** - The last name of the person you are tracking.
- **First Name** - The first name of the person you are tracking.
- **Expiration Date** - The date the notification will expire (if you entered an expiration date when you set up the notification).
- **Action**
  - Edit - allows you to edit the notification
  - Delete - allows you to delete your notification
  - Search - takes you to the search screen



## Index Notifications

### How the ND CJIS Portal Sends Out Index Notifications

- The ND CJIS Portal receives a record with information about an event (incident, arrest, motor vehicle registration, etc.).
- The record is added to the ND CJIS Portal.
- The ND CJIS Portal checks to see if any users have a notification request set up that matches the data being entered (indexed).
- If data in the entered event matches a notification request that has been set up, the ND CJIS Portal sends a notification.
  - A notification will appear for the ND CJIS Portal user on the “My CJIS” page when he/she is logged into the ND CJIS Portal.
  - An email showing that a notification has been created will be sent to the ND CJIS Portal user if he/she has chosen to receive the notification by email.

### What an Index Notification Looks Like in the ND CJIS Portal

This is an example of what an index notification for a protection order event would look like. You will see the notifications when you view the “My CJIS” page in the ND CJIS Portal.

Current Index Notifications: [Clear Selected](#)

<input type="checkbox"/>	Priority	Description	Event	Individual	Origination	Date/Time	Action
<input type="checkbox"/>	High	Portal User Notification	ARR	[REDACTED]	<a href="#">ND BUREAU OF CRIMINAL INVESTIGATION</a>	02/10/2016 08:34 AM	<a href="#">View</a>   <a href="#">Clear</a>

- **Box** - If a ND CJIS Portal user wants to clear more than one notification at a time, it can be done by clicking on the check box/boxes on the left side of the notification. Click on “Clear Selected,” which is indicated with an arrow above, and all the notifications that were selected will be cleared from the list. By clicking on the box in the shaded header area, all records are selected.
- **Priority** - This is the level of importance that you set when creating the notification.
- **Description** - The reason the notification was set up.
- **Event** - The type of record added.
- **Individual** - The name of the individual associated with the event. Clicking on the name will take you to the Main Menu search page where a person or property search can be conducted on the individual.
- **Origination** - The agency that submitted the record. When you click on the origination name, you receive contact information for that agency.
- **Date/Time** - The date and time the record was entered.
- **Action** - The action allows you to “View” more information on the record or “Clear” the record if you no longer want it in your Current Index Notifications list.

## Search Notifications

### How the ND CJIS Portal Sends Out Search Notifications

- A ND CJIS Portal user performs a Driver’s License, Motor Vehicle, Protection Order, or CWIS search.
- The ND CJIS Portal checks to see if any other users have a notification request set up that matches the criteria being searched (name, DOB, SSN, SID).
- If data in a record matches a notification request that has been set up, the ND CJIS Portal activates the notification.
  - The ND CJIS Portal user that set up the notification will see the notification on their “My CJIS” page when logged in.
  - An email showing that a notification has been created will be sent to the ND CJIS Portal user if he/she has chosen to receive the notification by email.

## What a Search Notification Looks Like in the ND CJIS Portal

Current Search Notifications: [Clear Selected](#)

<input type="checkbox"/>	Priority	Description	Type	Criteria	User	Agency	Date/Time	Action
<input type="checkbox"/>	High	murder	CJIS Name	LastName: SYSTEM FirstName: TEST	Schatz, Tamara M.	<a href="#">ND BUREAU OF CRIMINAL INVESTIGATION</a>	11/03/2009 02:26 PM	<a href="#">Clear</a>
<input type="checkbox"/>	High	murder	CWIS	LastName: system FirstName: test	Anderson, Darin L.	<a href="#">ND BUREAU OF CRIMINAL INVESTIGATION</a>	11/18/2009 11:48 AM	<a href="#">Clear</a>
<input type="checkbox"/>	High	murder	Protection Orders	LastName: system FirstName: test	Schatz, Tamara M.	<a href="#">ND BUREAU OF CRIMINAL INVESTIGATION</a>	12/10/2009 07:39 AM	<a href="#">Clear</a>
<input type="checkbox"/>	High	RMS	External RMS	LastName: record FirstName: test	Schatz, Tamara M.	<a href="#">ND BUREAU OF CRIMINAL INVESTIGATION</a>	12/10/2009 07:34 AM	<a href="#">Clear</a>
<input type="checkbox"/>	Moderate	Name	Protection Orders	LastName: system FirstName: test	Schatz, Tamara M.	<a href="#">ND BUREAU OF CRIMINAL INVESTIGATION</a>	12/10/2009 07:39 AM	<a href="#">Clear</a>
<input type="checkbox"/>	Moderate	Name	CWIS	LastName: system FirstName: test	Anderson, Darin L.	<a href="#">ND BUREAU OF CRIMINAL INVESTIGATION</a>	11/18/2009 11:48 AM	<a href="#">Clear</a>
<input type="checkbox"/>	Moderate	Name	Drivers License	LastName: system FirstName: test	Schatz, Tamara M.	<a href="#">ND BUREAU OF CRIMINAL INVESTIGATION</a>	07/19/2009 09:24 AM	<a href="#">Clear</a>

- **Box** - If a ND CJIS Portal user wants to clear more than one notification at a time, it can be done by clicking on the check box/boxes on the left side of the notification. Click on “Clear Selected,” indicated with an arrow above, and all the notifications that were selected will be cleared from the list. By clicking on the box in the shaded header area, all records are selected.
- **Priority** - This is the level of importance that you set when creating the notification.
- **Description** - The reason the notification was entered.
- **Type** - The type of event or search that was done.
- **Criteria** - The name of the individual associated with the record.
- **User** - Name of the person conducting the search.
- **Agency** - The agency the user conducting the search is affiliated with.
- **Date/Time** - The date and time the record was entered.
- **Action** - The action allows you to “Clear” the record if you no longer want it in your Current Search Notifications list.

### Example - How the ND CJIS Portal Matches Notifications Criteria

ND CJIS Portal user Sally Smith has a notification set up for Bob Jones. There is someone listed just with a last name of “Jones” and no first name as a complainant on an incident report in the Wahpeton area. Sally Smith received a notification when the case report was entered into the ND CJIS Portal.

If a notification is set up on Bob Jones, a notification will be triggered

- For ND CJIS Portal records that match “Bob Jones.”
- For ND CJIS Portal records that match just a last name of “Jones” and a first name has not been entered in the record. For this reason, with common names, you may receive notifications not pertaining to the specific person you have a notification set up for.

### Duplicate Notifications for the Same ND CJIS Portal Event

Duplicate notifications for the same ND CJIS Portal event are due to updates that are done during an arrest. A notification is activated as soon as a fingerprint card is received by the Attorney General’s office. The information on the fingerprint card is reviewed and, if corrections are made, another notification is activated. When a SID is assigned to the offender, another notification is activated. This may result in numerous notifications being activated in a short amount of time, as shown in this example:

<input type="checkbox"/>	High	Portal User Notification	ARR	<a href="#">J [REDACTED]</a>	<a href="#">ND BUREAU OF CRIMINAL INVESTIGATION</a>	02/10/2016 08:34 AM	<a href="#">View</a>   <a href="#">Clear</a>
<input type="checkbox"/>	High	Portal User Notification	ARR	<a href="#">J [REDACTED]</a>	<a href="#">ND BUREAU OF CRIMINAL INVESTIGATION</a>	02/10/2016 09:23 AM	<a href="#">View</a>   <a href="#">Clear</a>
<input type="checkbox"/>	High	Portal User Notification	ARR	<a href="#">J [REDACTED]</a>	<a href="#">ND BUREAU OF CRIMINAL INVESTIGATION</a>	02/10/2016 09:24 AM	<a href="#">View</a>   <a href="#">Clear</a>
<input type="checkbox"/>	High	Portal User Notification	ARR	<a href="#">J [REDACTED]</a>	<a href="#">ND BUREAU OF CRIMINAL INVESTIGATION</a>	02/10/2016 09:24 AM	<a href="#">View</a>   <a href="#">Clear</a>
<input type="checkbox"/>	High	Portal User Notification	ARR	<a href="#">J [REDACTED]</a>	<a href="#">ND BUREAU OF CRIMINAL INVESTIGATION</a>	02/10/2016 09:24 AM	<a href="#">View</a>   <a href="#">Clear</a>
<input type="checkbox"/>	High	Portal User Notification	ARR	<a href="#">J [REDACTED]</a>	<a href="#">ND BUREAU OF CRIMINAL INVESTIGATION</a>	02/10/2016 09:24 AM	<a href="#">View</a>   <a href="#">Clear</a>