
FBI CIVIL RAP BACK USER GUIDE

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INTRODUCTION TO THE FBI CIVIL RAP BACK PROGRAM

BACKGROUND AND PURPOSE

The Civil FBI Rap Back program is designed to assist organizations in the continuous vetting of individuals in a position of trust. With the implementation of the Civil Rap Back program, organizations can now set a subscription on an eligible applicant's national criminal history. Not only will the subscribing organization receive notifications of events that occurred within Texas, they will also receive notifications of events that occurred elsewhere in the nation.

The events that generate FBI Civil Rap Back notifications are as follows:

- Arrests
- Record Updates (Dispositions and Expungements)
- Sex Offender Registry Additions, Modifications, and Deletions
- Death Notices

ELIGIBILITY (UPDATED)

An **FBI Civil Rap Back request can be sent if the applicant was** fingerprinted after June 1, 2015 and their fingerprints were not rejected by the DPS or FBI. Each applicant printed after June 1, 2015 must also have signed the FBI's Authorization Form in order to obtain both State and National Criminal History Record Information, and to participate in the FBI Civil Rap Back Program. If the applicant was printed electronically, this form was signed at the time of printing. If the applicant was printed using a hard card, the fingerprinting agency must use this form and it must be kept on file at the submitting organization for audit purposes. This form can be found in the FACT Clearinghouse under the "FBI Civil Rap Back Resources" link.

If an applicant is not eligible for FBI Civil Rap Back, they must be re-fingerprinted to become eligible. A Texas Only subscription can still be set for the applicant if the fingerprints were accepted by the DPS. **Once the Rap Back subscription request is sent to the FBI, they determine whether or not the subscription can be set. In some cases the request may be rejected, DPS does not control this portion of the process and we cannot guarantee the FBI will accept the subscription request.**

FEES

There are no additional fees for creating a Rap Back subscription on an eligible applicant. Applicants that do not meet the eligibility requirements and must be re-printed will have to pay for the fingerprinting fees.

NEW FEATURES AND REQUIREMENTS

VALIDATION AND CANCELLATION

Validation is not currently required. Your organization will be notified and this guide will be updated once the validation process is implemented.

Each subscription must be validated at least once every four years or it will expire and your organization will be unsubscribed. This includes both Texas Only and FBI Rap Back subscriptions. If your organization no longer needs a subscription on an applicant, the subscription must be cancelled. Instructions on how to validate or cancel a subscription can be found in the [Cancelling and Validating Current Subscriptions](#) section.

NEW WORKLISTS

New FBI Rap Back worklists have been added to the FACT Clearinghouse.

- **EVENT_ALL** – New Texas, SOR, and FBI Events
- **EVENT_FBI** – An applicant with a change to their FBI criminal history (Rap Back Notification)
- **NEW_HIT_FRB** – A new FBI Civil Rap Back subscription on an applicant with an FBI criminal history. Note that any subscriptions set on Rap Back Eligible applicants with an FBI criminal history will appear in this worklist typically 24-48 hours after setting a subscription, even if they have already entered the NEW_HIT worklist. Please see [Updated Notification Process](#) for more details.
- **NEW_NOHIT_FRB** – A new FBI Civil Rap Back subscription on an applicant without an FBI criminal history. Note that any subscriptions set on Rap Back Eligible applicants without an FBI criminal history will appear in this worklist typically 24-48 hours after setting a subscription, even if they have already entered the NEW_NOHIT worklist. Please see [Updated Notification Process](#) for more details.
- **SUBSCRIPTION_VAL30** – All active subscriptions with a validation date within 30 days of being unsubscribed (*Not shown in image below*)
- **SUBSCRIPTION_VAL90** – All active subscriptions with a validation date within 90 days of being unsubscribed (*Not shown in image below*)
- **SUBSCRIPTION_EXPIRED** – All expired subscriptions that will need to be re-subscribed if the subscription is still needed (*Not shown in image below*)

Worklists			
Applicant Type	Applicant Description	Worklist	Applicants
TX		NEW_NOHIT_FRB	18
TX		NEW_HIT	32
		NEW_NOHIT	150
		NEW_HIT_FRB	50
		NEW_NOHIT_FRB	2,268
		EVENT_FBI	1
		EVENT_ALL	1

UPDATED SUBSCRIPTION PROCESS

For a flowchart illustrating this process, please view the [Subscription Process Flowchart](#). If you have any questions, please [contact the Rap Back Unit](#).

1. The applicant is fingerprinted for your agency after January 15, 2018 and is [Rap Back Eligible](#), or a Rap Back-Eligible ORI is selected when [creating a new manual subscription](#).
2. A Texas Only subscription is created.
 - a. At this point, you have a live Texas subscription and a static FBI response. This means if the applicant is arrested in Texas you will receive a notification email, but if the applicant is arrested in another state you will not.
 - b. If the person has a Texas criminal history, they will appear in your NEW_HIT worklist.
3. A FBI Civil Rap Back request is sent to the FBI, usually within 24-48 hours of setting the initial subscription. The FBI sends back a RBSR (Rap Back Subscription Response) which replaces the Initial Applicant Fingerprinting Results.
 - a. A RBSR is an updated Identity History Summary that is returned for any new FBI Rap Back subscription, and includes any activity that has been reported to the FBI since the initial static FBI fingerprint response.
 - b. If Rap Back was previously set on an applicant, was cancelled, and then was re-enabled within 60 days, the FBI will send a RBMNT (Rap Back Maintenance Response) rather than a RBSR. The RBMNT includes any activity that has been reported to the FBI since the last FBI response, and will replace the last FBI response.
4. The [RBTE](#) field will now show RBSR or RBMNT. If the applicant has a criminal history at the FBI, they will enter your NEW_HIT_FRB worklist. **It is very likely that if the applicant was initially in your NEW_HIT worklist, they will enter your NEW_HIT_FRB worklist 24-48 hours later.**
 - a. **You will be sent an email stating that the Clearinghouse has received activity on the applicant.** It is important to review this as the applicant may have been arrested between the time of fingerprinting and the time FBI Civil Rap Back was enabled for the subscription. **In most cases, there will be no change between the initial criminal history and the RBSR criminal history.**
 - b. In the Offline Applicant Management list, the "Confirmed FBI Subscription" column will show "Y". In the Applicant Details page, "HAS ACTIVE FBI RAP BACK" and "FRB Subscription Confirmed" will show "TRUE".
 - c. If the applicant has an active FBI Rap Back subscription and is fingerprinted again, the results will show the most recent Rap Back response, not the results from the fingerprinting.

UPDATED NOTIFICATION PROCESS

FBI Civil Rap Back has added two types of events that can generate an email notification stating there is new recent activity on an existing subscription.

1. When a FBI Rap Back subscription is added and the applicant enters the NEW_HIT_FRB or NEW_NOHIT_FRB worklist. **The responses in this worklist will more than likely have the same information that was previously given when the individual was initially fingerprinted and placed in the NEW_HIT or NEW_NOHIT worklist, but should still be reviewed as the information may have changed.**
2. When any Rap Back triggering activity occurs on an existing Rap Back Subscription, and a RBN (Rap Back Notification) is generated.

To avoid looking at the information twice, it may help to wait for the “new FBI Rap Back subscription” email notification, rather than the “new subscription” email, before looking at the NEW_HIT or NEW_NOHIT worklists.

For a detailed explanation of how the system is implementing FBI Civil Rap Back subscriptions, please read the [Updated Subscription Process](#) section.

RAP BACK TRIGGERING EVENT DETAILS (RBTED)

When a Civil Rap Back trigger event happens, such as an arrest or disposition, a Rap Back Notification (RBN) will be generated. The applicant will be automatically added to the relevant worklists. When the FBI Criminal History is reviewed, the Rap Back Triggering Event Details (RBTED) field will be shown above the FBI Rap Sheet.

The RBTED field contains three pieces of information, highlighted in the image below:

- Date of Rap Back Event
- Rap Back Trigger
- Rap Back Event Information

The screenshot displays the 'FBI Criminal History' report interface. The 'RBTED' field is highlighted with a red box and contains the text: '20180103 RB019 - COURT DISPOSITION RECEIVED FROM CRI - CRI: TX [REDACTED]'. Below this, the 'DATE OF ARREST' is also highlighted with a red box. The 'RESPONSE TYPE' is 'HIT'. The 'RESPONSE TEXT' section contains the following text: 'UNITED STATES DEPARTMENT OF JUSTICE', 'FEDERAL BUREAU OF INVESTIGATION', 'CRIMINAL JUSTICE INFORMATION SERVICES DIVISION', 'CLARKSBURG, WV 26306', 'TX0000000', 'ICN [REDACTED]', and 'THE FOLLOWING FBI IDENTIFICATION RECORD FOR [REDACTED] IS FURNISHED FOR [REDACTED]'.

FBI CIVIL RAP BACK SUBSCRIPTIONS OVERVIEW (UPDATED)

- Eligible applicants fingerprinted for your organization after January 15, 2018 will have an FBI Rap Back subscription request automatically sent.
- Manual subscriptions created after January 15, 2018 will have an FBI Rap Back subscription request included if an ORI is selected that is FBI Rap Back Eligible. Information on finding eligible ORIs can be found in the instructions below.
- Already existing subscriptions for Legacy-Eligible applicants (those printed between June 1, 2015 and January 15, 2018) will not have an FBI Rap Back request automatically added. A backfill process for these applicants is currently being created and will be available for agencies in the future.

CREATING OR MODIFYING SUBSCRIPTIONS

To manually create a Texas and FBI Rap Back subscription on an applicant, please navigate to the FACT Clearinghouse and then follow the steps below.

Existing FBI Rap Back-Ineligible subscriptions can potentially be modified into FBI Rap Back-Eligible subscriptions by navigating to an applicant's Applicant Details page and clicking Manage this Record's Subscription, then following steps 3 and 4 below.

1. Search for the applicant using one of the options – Name, SID, Driver's License, or MNU/Subscription Key.
 - a. Note that if you are unable to locate an applicant, they may not be part of the FACT Clearinghouse, or are under a different name, or are not accessible to your agency.
2. Once the applicant has been located and their identity verified, click Subscribe to This Record.

Applicant Detail

- [View Worklists](#)
- [Search Applicants](#)

What would you like to do?

- **Subscribe to This Record**
- [View this Record's Texas & FBI Criminal Histories](#)

SID: [REDACTED]

NAME(S): [REDACTED] (PRIMARY) Photo posted 1/16/2017

BIRTH DATE(S): [REDACTED] (PRIMARY)

SEX: MALE

RACE: WHITE

DL NUMBER: TX [REDACTED]

FBI#: [REDACTED]

SOCIAL SECURITY NUMBER(S): [REDACTED]

MISCELLANEOUS NUMBER(S): [REDACTED]

ACTIVE APPLICANT STATUS: [REDACTED]

3. Under Subscription Detail, select an ORI for the Applicant Purpose. **If you wish to have FBI Rap Back enabled on this applicant, an ORI with [RBC: I] or [RBC: J] must be selected.** If no ORI in the drop down

includes one of these options, the applicant is not eligible for FBI Rap Back and must be re-fingerprinted for your organization. A Texas Only subscription can still be set using any ORI without [RBC: I] or [RBC: J].

- a. Optionally, type a Subscription Key for the subscription. This value can be searched using the MNU search on the Search FACT Clearinghouse page.

██████████ (SID= ██████████)

Your Agency is not subscribed to this applicant and will not receive any notifications.

Subscription Detail

Applicant Purpose (Required)	<div style="border: 1px solid #ccc; padding: 2px;">(Please select a value) TX921310Z [RBC:I]</div>	?
Subscription Key	<div style="border: 1px solid #ccc; height: 20px;"></div>	?

Create Subscription

4. Click Create Subscription. You will receive a confirmation notice at the top of the page. Your organization is now subscribed to this applicant.

Clearinghouse Subscription Created
Your Agency's FACT Clearinghouse Subscription was created for SID ██████████.

Manage Subscriptions

- [View Worklists](#)
- [Search FACT Clearinghouse](#)

What would you like to do?

- [Change Notification Settings](#)
- [Validate Subscription](#)

██████████ (SID= ██████████)

NAME	██████████ ██████████	
DATE OF BIRTH	██████████	
SEX	MALE	
EVENT DATE	01/05/2018	
EVENT CODE	SUBSCRIPTION_NEW	
ORI	TX921310Z	
HAS ACTIVE FBI RAP BACK	TRUE	
SUBSCRIPTION ID	██████████	
LAST VALIDATED	01/05/2018 10:04:51	

Your Agency is subscribed to this applicant and will receive notifications for certain events.

Subscription Detail

Applicant Purpose (Required)	<div style="border: 1px solid #ccc; padding: 2px;">TX921310Z [RBC:I] ▼</div>	?
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CANCELLING AND VALIDATING CURRENT SUBSCRIPTIONS

Validation is not currently required. Your organization will be notified and this guide will be updated once the validation process is implemented.

To cancel or validate a single subscription, follow the steps below. To manage subscriptions in bulk, reference the Offline Applicant Management User Guide that can be found in the FACT Clearinghouse under the “FBI Civil Rap Back Resources” link.

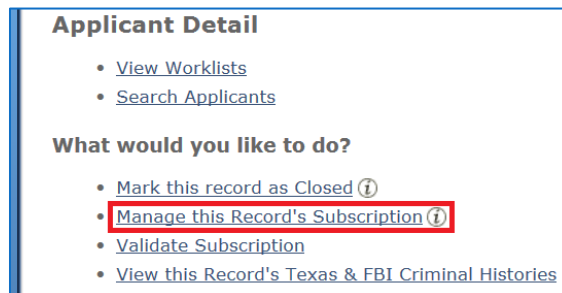
1. Navigate to the FACT Clearinghouse.
2. Click Search FACT Clearinghouse in the sidebar or in the Current Users section.
3. Search for the applicant using one of the options – Name, SID, Driver’s License, or MNU/Subscription Key.
4. Once the applicant has been located and their identity verified, follow the instructions in [Cancel a Subscription](#) to cancel or [Validate a Subscription](#) to validate.

CANCEL A SUBSCRIPTION

If access to an applicant’s details is no longer required, such as when an employee leaves your organization, any subscription set for the applicant must be cancelled. There are two ways to cancel a single subscription.

USING MANAGE THIS RECORD’S SUBSCRIPTION

1. On the Applicant Detail page, click Manage this Record’s Subscription.



2. At the bottom of the page, click Unsubscribe. You will receive a confirmation notice at the top of the page. Your organization is now unsubscribed.

The screenshot shows the 'Applicant Detail' page with a form for managing subscriptions. The form includes fields for 'Applicant Purpose (Required)' and 'Subscription Key'. The 'Applicant Purpose' field is set to 'TX921310Z [RBC:I]'. At the bottom right of the form, there are two buttons: 'Unsubscribe' and 'Save Subscription'. The 'Unsubscribe' button is highlighted with a red rectangular box.

Unsubscribe
 Your Agency's FACT Clearinghouse Subscription was removed for SID='[REDACTED]', Subscription Id='[REDACTED]'.

Manage Subscriptions

- [View Worklists](#)
- [Search FACT Clearinghouse](#)

What would you like to do?

- [Change Notification Settings](#)

[REDACTED] (SID= [REDACTED])

Your Agency is not subscribed to this applicant and will not receive any notifications.

USING VALIDATE SUBSCRIPTION

1. On the Applicant Detail page, click Validate Subscription.

Applicant Detail

- [View Worklists](#)
- [Search Applicants](#)

What would you like to do?

- [Mark this record as Closed](#) ⓘ
- [Manage this Record's Subscription](#) ⓘ
- **[Validate Subscription](#)**
- [View this Record's Texas & FBI Criminal Histories](#)

2. Click Cancel Subscription.

Subscription Verification

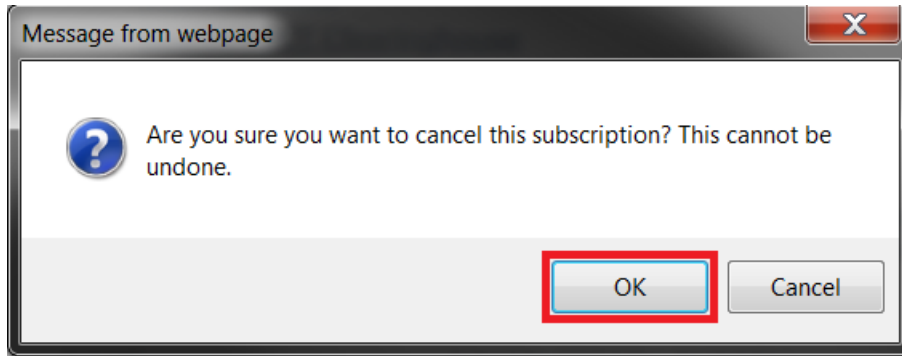
- [View Worklists](#)
- [Search FACT Clearinghouse](#)
- [Manage this Subscription](#)

[REDACTED] (SID= [REDACTED])

FACT Clearinghouse Subscription

Subscription Details	
NAME	[REDACTED]
DATE OF BIRTH	[REDACTED]
SEX	MALE
EVENT DATE	01/05/2018
EVENT CODE	SUBSCRIPTION_NEW
ORI	TX921310Z
HAS ACTIVE FBI RAP BACK	TRUE
SUBSCRIPTION ID	[REDACTED]
LAST VALIDATED	01/05/2018 10:04:51

3. Click OK on the Confirmation notification. You will receive a confirmation notice at the top of the page. Your organization is now unsubscribed.



Subscription Cancelled
Subscription for SID='[REDACTED]' has been canceled.

<p>FACT Clearinghouse</p> <p>Home</p> <p>View Worklists</p> <p>Search FACT Clearinghouse</p> <p>Purchase Credits</p> <p>Notification Settings</p> <p>Offline Applicant Management</p> <p>Account Management</p> <p>New User Sign up</p>	<p>Subscription Verification</p> <ul style="list-style-type: none">• View Worklists• Search FACT Clearinghouse• Manage this Subscription <p>[REDACTED] (SID=[REDACTED])</p> <p>Your Agency is currently not subscribed to this applicant so you cannot cancel nor extend the subscription.</p>
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VALIDATE A SUBSCRIPTION

Validation is not currently required. Your organization will be notified and this guide will be updated once the validation process is implemented.

1. On the Applicant Detail page, click Validate Subscription.

Applicant Detail

- [View Worklists](#)
- [Search Applicants](#)

What would you like to do?

- [Mark this record as Closed](#) ⓘ
- [Manage this Record's Subscription](#) ⓘ
- **[Validate Subscription](#)**
- [View this Record's Texas & FBI Criminal Histories](#)

2. Click Validate Subscription. You will receive a confirmation notification that your subscription has been validated.
 - a. Each subscription must be validated at least once every four years or it will expire and your organization will be unsubscribed. This includes both Texas Only and FBI Rap Back subscriptions. If your organization no longer needs a subscription on an applicant, [the subscription must be cancelled](#).

Subscription Verification

- [View Worklists](#)
- [Search FACT Clearinghouse](#)
- [Manage this Subscription](#)

██████████ (SID= ██████████)

FACT Clearinghouse Subscription

Subscription Details	
NAME	██████████
DATE OF BIRTH	██████████
SEX	MALE
EVENT DATE	01/05/2018
EVENT CODE	SUBSCRIPTION_NEW
ORI	TX921310Z
HAS ACTIVE FBI RAP BACK	TRUE
SUBSCRIPTION ID	██████████
LAST VALIDATED	01/05/2018 10:04:51

Subscription Validated

Subscription for SID='██████████' has been validated.

FACT Clearinghouse Home View Worklists Search FACT Clearinghouse	Subscription Verification <ul style="list-style-type: none">• View Worklists• Search FACT Clearinghouse• Manage this Subscription
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CONTACT INFORMATION

If your agency has any further questions regarding the FBI Civil Rap Back Program, please contact the Rap Back Unit.

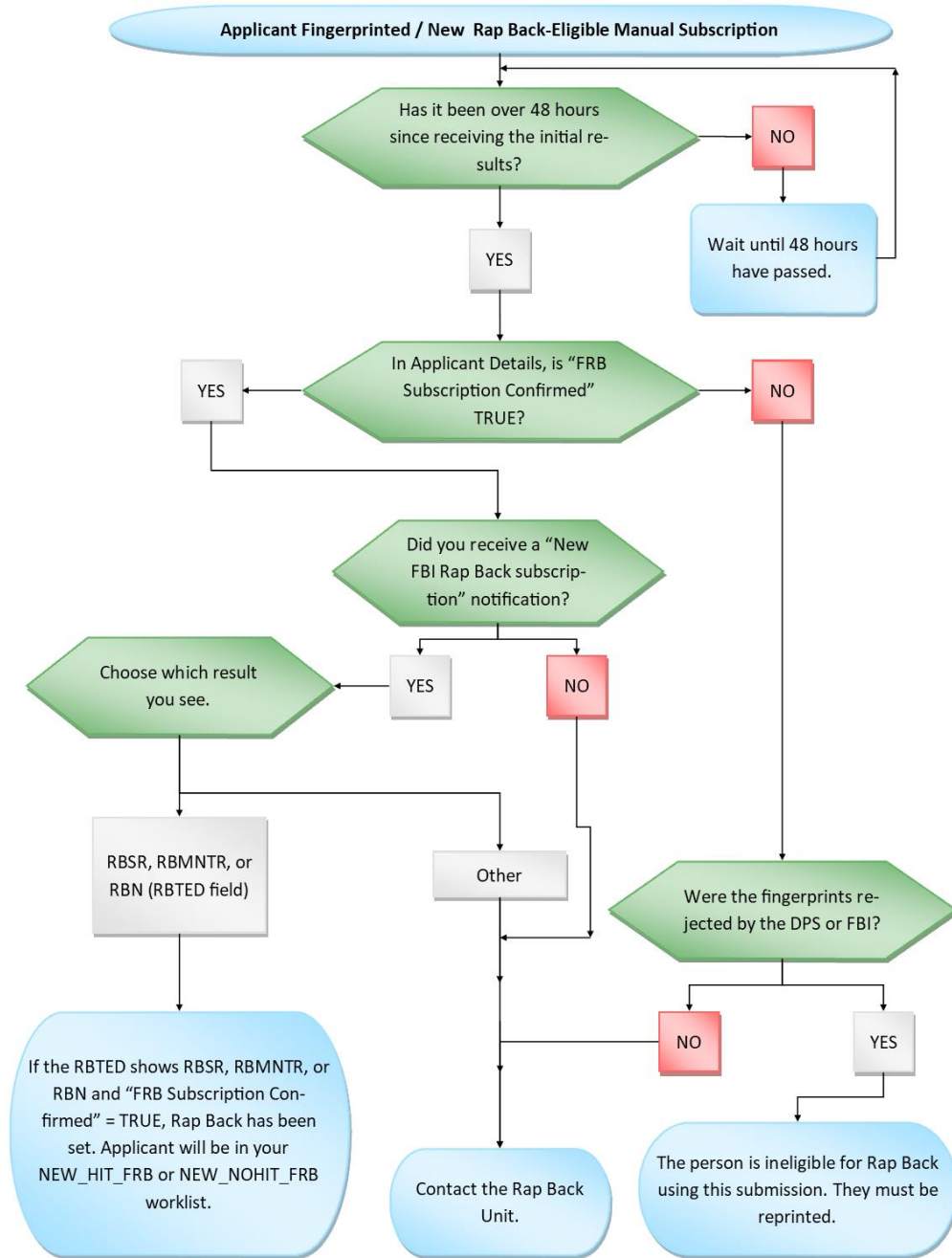
DPS Rap Back Unit

512-424-2746

RapBackUnit@dps.texas.gov

SUBSCRIPTION PROCESS FLOWCHART

Applicable to new manual Rap Back-Eligible subscriptions created after January 15, 2018 and new eligible applicant fingerprinting events after January 15, 2018. Assumes you have notifications enabled. If you have any questions or concerns, please [contact the Rap Back Unit](#).



VERSION HISTORY

DATE	VERSION	CHANGES
2019/03/05	3.1	<p>Updated Eligibility</p> <ul style="list-style-type: none"> Clarified that a Rap Back request can be sent for an applicant with a non-rejected fingerprint submission after June 1, 2015 Explained that FBI determines eligibility of a Rap Back subscription request <p>Updated FBI Civil Rap Back Subscriptions Overview</p> <ul style="list-style-type: none"> Clarified a Rap Back request can be sent
2018/12/07	3.0	<p>Updated Document</p> <ul style="list-style-type: none"> Changed instances of "NEW_HIT_FBI" to "NEW_HIT_FRB" throughout document Added alt text to images <p>Updated Background and Purpose</p> <ul style="list-style-type: none"> Clarified that the Record Update triggers are Dispositions and Expungements <p>Updated Eligibility</p> <ul style="list-style-type: none"> Clarified that rejected fingerprint submissions are not eligible for FBI Rap Back, and are eligible for Texas Only subscriptions if the DPS accepted the fingerprints <p>Updated New Worklists</p> <ul style="list-style-type: none"> Modified NEW_HIT_FBI to NEW_HIT_FRB Added NEW_NOHIT_FRB <p>Updated Updated Subscription Process</p> <ul style="list-style-type: none"> Clarified when fingerprint events can cause an FBI Rap Back subscription to set In 3.a and 3.b, changed "occurred" to "been reported to the FBI" Added "FRB Subscription Confirmed" to 4.b Added 4.c to explain what happens if a person with FBI Rap Back is fingerprinted again <p>Updated Updated Notification Process</p> <ul style="list-style-type: none"> Added clarification on when an applicant enters the worklists Modified "person" to "applicant" Modified NEW_HIT_FBI to NEW_HIT_FRB and added NEW_NOHIT_FRB Modified "new activity" email to "new FBI Rap Back subscription" email Added that information should still be reviewed Added NEW_NOHIT worklist to suggestion to wait for new activity notification <p>Updated FBI Civil Rap Back Subscription Overview</p> <ul style="list-style-type: none"> Clarified that applicants must be eligible <p>Updated Subscription Process Flowchart</p> <ul style="list-style-type: none"> Clarified that rejected fingerprint submissions are not eligible for FBI Rap Back Changed flowchart to reflect most recent changes <p>Updated Version History</p> <ul style="list-style-type: none"> Reversed order, most recent changes on top

2018/06/01	2.1	<p>Added Sections</p> <ul style="list-style-type: none"> • Subscription Process Flowchart • Version History <p>Updated Subscription Process</p> <ul style="list-style-type: none"> • Updated to include information on RBMNTRs <p>Updated Notification Process</p> <ul style="list-style-type: none"> • Updated to include RBMNTR in the email notifications • Clarified that a RBN is generated with triggering activity
2018/03/09	2.0	<p>Added Sections</p> <ul style="list-style-type: none"> • Updated Subscription Process • Updated Notification Process
2018/01/10	1.1	<p>Updated Document</p> <ul style="list-style-type: none"> • “Validation not currently required” language added
2018/01/09	1.0	Document created