DPS Information

The Texas Department of Public Safety (DPS) requires an Originating Agency Identifier (ORI) and specific training for users who access Criminal History Record Information (CHRI).

The ORI number is a federal designation that provides agencies access to the National Crime Information Center (NCIC) and, in Texas, the Texas Crime Information Center (TCIC).

Refer to the chart below for DPS-required certifications and training.

How to Obtain an Originating Agency Number

The Office of Court Administration **is not** responsible for administering ORI Numbers. If you do not know your ORI number, contact OCA at bail@txcourts.gov to determine your assigned ORI number. If your organization does not have an ORI, please contact the **Texas Department of Public Safety** (DPS) following the instructions below:

Courts should submit the following on agency letterhead to tcic.operations@dps.texas.gov:

- Court Name/Organization Name
- Name of the contact person
- Physical address including the county
- Court main phone number
- Type of cases heard by this Court (Please specify whether cases are Criminal or Civil)
- Email

If you have any questions about the ORI process, please contact TCIC Operations at tcic.operations@dps.texas.gov.

DPS Required Certifications and Trainings			
Potential Users	**Will user need to query TCIC / NCIC for CHRI?**	**Certification Required, per DPS**	**PSRS Permissions**
• Local Law Enforcement • Jails • Magistrates • Court Staff	Yes	**TLETS Mobile Access Certification** • 8-hour live training • Provided by DPS	• Query for CHRI from TCIC/NCIC through the PSRS. • View CHRI already in the PSRS.
	No	**Criminal Justice Practitioner Certification** • 2-hour online training • Provided by DPS	• View CHRI in the system • **Note:** If the user has the higher than TLETS Mobile Access Certification, the CJP Certification is *not* needed.
	NA Both user types required	**Criminal Justice Information Service (CJIS) Security Awareness Training** • Online training, self-paced • Provided by DPS	• Any users with access to Criminal Justice Information through TLETS must take this certification. • This includes users who query for CHRI and user who only view CHRI.

Terminal Agency Coordinator (TAC)

Both the Texas Department of Public Safety (DPS) and the Federal Bureau of Investigations require that all agencies with direct access to criminal history information through the PSRS appoint a TAC.

The TAC's primary responsibilities include ensuring the jurisdiction is compliant with TCIC and NCIC and CJIS policies, submitting User Request Forms to DPS for new user access, and notifying DPS of any updates to an agency's address or contact information. The TAC may also review all training completed by their jurisdiction/ORI to ensure all personnel complies with training, certifications, and testing requirements.

Questions related to the TAC can be sent to DPS via email at: TLETS@dps.texas.gov

TLETS Trainings and Certifications

TLETS Mobile Access Certification- Individuals who will query TCIC and NCIC for criminal history information must complete at minimum, the 8-hour TLETS Mobile Access Certification Course. The required training will ensure users understand the criminal justice system and appropriately handle and disseminate criminal justice information. DPS provides the training at no cost. New users have six months to complete the training after being granted initial access and a TLETS User ID. Recertification is completed online and required every two years.

Criminal Justice Practitioner Certification- Individuals who only access/view hard or electronic copies of criminal history information must obtain and maintain a Criminal Justice Practitioner (CJP) certification. The CJP certification can be obtained after completing a two-hour self-paced online course. Recertification is required after two years. The jurisdiction's TAC must complete a User Request Form to request access to either certification training. For access to the User Request Form, questions about the TLETS access training and certifications, or to verify if previous certifications are still valid, contact DPS via email at: TCIC.Training@DPS.Texas.gov

CJIS Security Awareness Training

Criminal Justice Information System (CJIS) Security Awareness training is required for all personnel that have access to equipment that stores, processes or transmits criminal justice information.

An Administrator will submit the following information to create the main account to:
Non-Criminal Agency Support: **cjis.audit@dps.texas.gov**
Law Enforcement Agency Support: **security.committee@dps.texas.gov**

Email Subject Line: Agency Name- Security Awareness Training Request

Email message body contains the following:
- Agency Name & ORI:
- Admin First & Last Name:
- Email Address:
- Agency Admin Access (Yes or No): if you enter Yes, this will allow the Administrator to add more personnel to the CJIS Online.
- Agency Address:
- Agency City:
- Agency State:
- Agency Zip Code:
- Agency Phone:

For more information on CJIS go to: https://www.dps.texas.gov/section/crime-records-service/cjis-security-awareness-training