

PSRS Checklist

Checklist		
Questions	Reason	Additional Information
Does your court/agency/office have an Originating Agency Number (ORI) number?	An ORI number is a federal designation that provides agencies access to the Texas Crime Information Center (TCIC) and National Crime Information Center (NCIC).	ORI and TLETS Access
Has your court/agency/office identified a Local Administrative User (LAU) for the Public Safety Report system?	LAUs are responsible for granting access and assigning user rights to all other users in the system. A location can have more than one LAU and an individual can be the LAU for multiple locations.	PSRS Info and Resources
Has your court/agency/office identified system End Users for the Public Safety Report System?	The system end users' access will be assigned by the LAU. End users can have access to CHRI or be assigned for data entry purposes only.	PSRS Info and Resources
Have you completed PSRS Local Administrative User Registration Form?	A LAU registration form must be completed to by the designated LAU for your jurisdiction. You will receive a confirmation email with instructions for accessing the system.	Judicial User Registration Form Law Enforcement User Registration Form
Have you completed your TLETS Mobile Access Certification (8-hour training) through DPS?	All users who will be querying TLETS through the PSRS to pull criminal history information on a defendant must have a current TLETS Mobile Access or higher-level certification. Certification is granted by the Department of Public Safety (DPS) after completion of the 8-hr training. New users have a 6-month grace period to complete the 8-hour training from the date they received TLETS access.	Questions about the TLETS access training and certifications, or to verify if your current certification is still valid, contact DPS via email at: TCIC.Training@DPS.Texas.gov
Have you completed your Criminal Justice Practitioner (CJP) certification?	Individuals who will ONLY access (view) hard or electronic copies of CHRI will be required to obtain and maintain this certification. *Note: These individuals do not need to complete the 8-hour TLETS Mobile Access Certification.	Questions about the TLETS access training and certifications, or to verify if your current certification is still valid, contact DPS via email at: TCIC.Training@DPS.Texas.gov
Magistrate's Duties Training	Judicial officers who are elected or appointed after April 1, 2022, will have 90 days to complete the required training. Contact your appropriate judicial training center for information.	Judicial education centers: Texas Justice Court Training Center, the Texas Municipal Courts Education Center, the Texas Association of Counties, and the Texas Center for the Judiciary.
Non-Terminal Agency Agreement (NTAA)	If your court/agency/office has access to query for CHRI, a NTAA must be signed.	