

MS NIBRS CERTIFICATION CHECKLIST

Getting Started

1. Have a Records Management System (RMS)? Check with your vendor to ensure your RMS Software product (if applicable) is NIBRS compliant.
2. If you do not use an RMS, decide if your agency will procure NIBRS software/hardware.
3. Does your agency experience a small amount of incidents each month? The Repository Web Interface includes the Incident Editor which allows agencies to enter Group A Incidents, Group B Offenses and Zero Reports. Contact us for more information.
 - a. Agencies utilizing the Incident Editor will complete testing incidents before beginning the certification process.
4. NIBRS Training Modules available through the Law Enforcement Enterprise Portal (LEEP) in the Justice Connect community. Agencies may also request an E-Learning Series NIBRS CD by contacting UCRTrainers@leo.gov
5. Map state statutes to NIBRS offense codes.
6. Implement NIBRS RMS.
7. Complete the **Law Enforcement Agency Contact/Modification Form** and submit to MSNIBRS@dps.ms.gov . This form can be downloaded from our website: <https://www.nibrs.dps.ms.gov> or can be emailed by request.
8. Pretest data against NIBRS validation rules:
 - a. MS Crime Insight Repository <https://mstest.beyond2020.com/>
 - i. **Law Enforcement Agency Contact/Modification Form** must be completed to receive username and password to access Crime Insight.
 - b. NIBRS pre-certification tool for flat file submission <https://nibrs.search.org/nibrs-web/>
 - i. Users must create an account. There is no cost for the account.
 - c. NIBRS XML Conformance Testing Assistant (XCOTA) Tool for XML submissions <https://datastandards.cjis.gov/>
 - d. RMS agencies **must** pretest a minimum of 2 data submission files and Incident Editor Agencies must complete 2 Group A, 2 Group B and 1 Zero pre-test Incident Reports.
9. Complete the **NIBRS Certification Testing Request Form** and submit to MSNIBRS@dps.ms.gov . This form can be downloaded from our website: <https://www.nibrs.dps.ms.gov> or can be emailed by request. Pretesting data (outlined above) MUST be completed prior to submitting this form.
10. Mississippi NIBRS will contact your agency to begin the certification process and provide further instructions.