

FALCON Retained Applicant Fingerprint Processing Guide

Deletions and FBI Submissions

January 2019



<https://falcon.fdle.state.fl.us>

Criminal Justice Information Services

User Services Bureau

Criminal History Services



FALCON RETAINED APPLICANT FINGERPRINT PROCESSING GUIDE

TABLE OF CONTENTS

SECTION I:	HOME PAGE AND WELCOME SCREEN	-3-
SECTION II:	DELETION OF RETAINED APPLICANT TRANSACTIONS	-4-
SECTION III:	REVIEW OF PENDING RETAINED APPLICANT DELETIONS	-10-
SECTION IV:	FBI SUBMISSION OF RETAINED APPLICANT TRANSACTIONS	-15-
SECTION V:	FALCON REPORTS	-22-




HOME PAGE AND WELCOME SCREEN

1. Access the FALCON Home Page at: <https://falcon.fdle.state.fl.us>

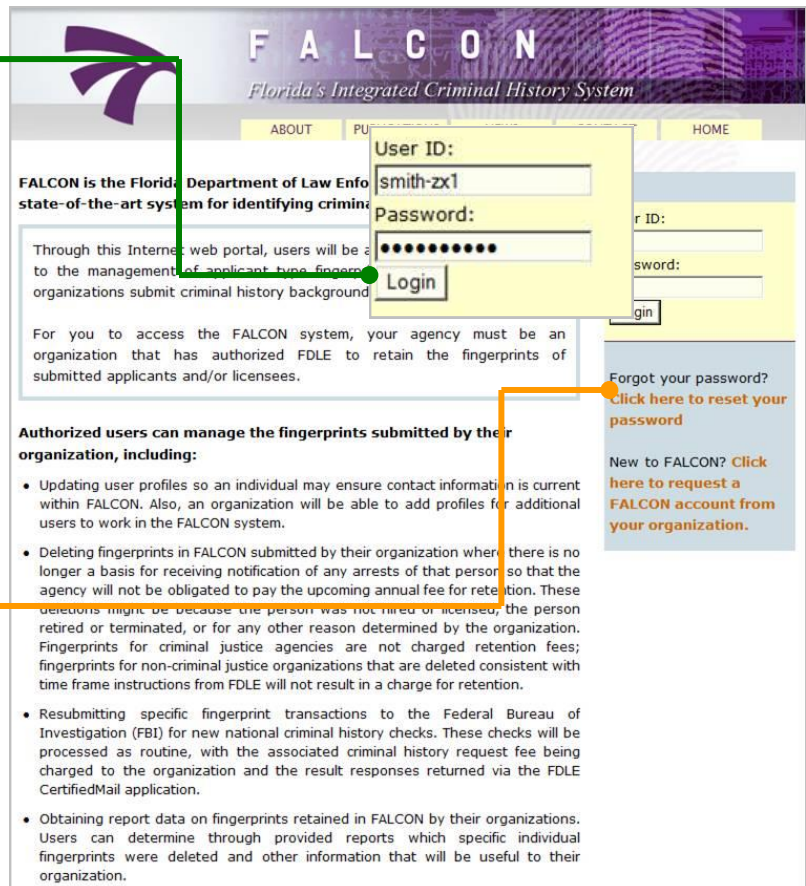
2. Enter your User ID and Password and click **“Login.”**

Passwords are case-sensitive and must meet the following:

- At least eight characters long;
- One character must be a number;
- Cannot be the same as the User ID

 Note: To reset or create a new password, click on **“Forgot your password?”** and follow the on-screen directions.

Once logged on to FALCON,
3. the **Welcome Screen** will be displayed.



FALCON
Florida's Integrated Criminal History System

ABOUT | PUBLIC | HOME

FALCON is the Florida Department of Law Enforcement's state-of-the-art system for identifying criminal history.

Through this Internet web portal, users will be able to manage the fingerprints submitted by their organizations to the management of applicant type fingerprints.

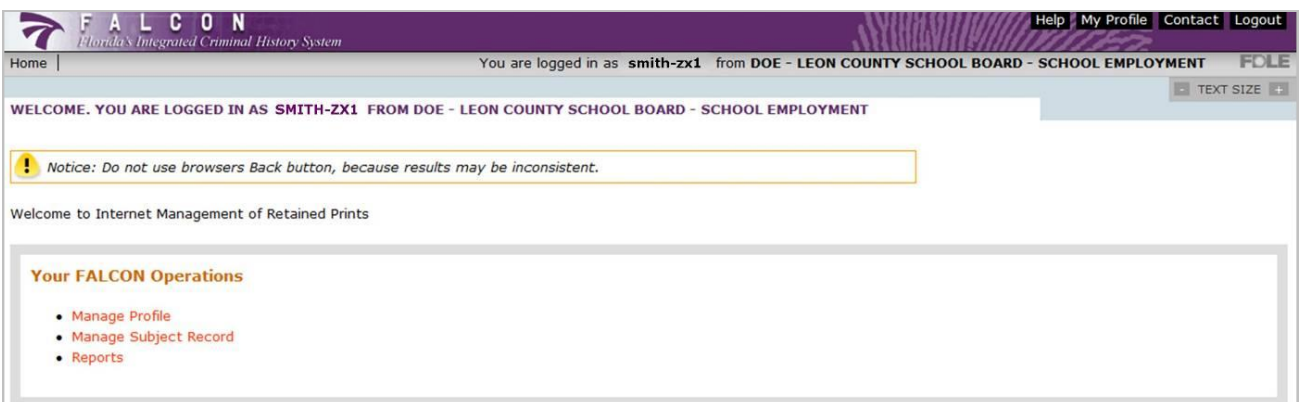
User ID: smith-zx1
Password:
Login

Forgot your password?
Click here to reset your password

New to FALCON? Click here to request a FALCON account from your organization.

Authorized users can manage the fingerprints submitted by their organization, including:

- Updating user profiles so an individual may ensure contact information is current within FALCON. Also, an organization will be able to add profiles for additional users to work in the FALCON system.
- Deleting fingerprints in FALCON submitted by their organization where there is no longer a basis for receiving notification of any arrests of that person so that the agency will not be obligated to pay the upcoming annual fee for retention. These deletions might be because the person was not hired or licensed, the person retired or terminated, or for any other reason determined by the organization. Fingerprints for criminal justice agencies are not charged retention fees; fingerprints for non-criminal justice organizations that are deleted consistent with time frame instructions from FDLE will not result in a charge for retention.
- Resubmitting specific fingerprint transactions to the Federal Bureau of Investigation (FBI) for new national criminal history checks. These checks will be processed as routine, with the associated criminal history request fee being charged to the organization and the result responses returned via the FDLE CertifiedMail application.
- Obtaining report data on fingerprints retained in FALCON by their organizations. Users can determine through provided reports which specific individual fingerprints were deleted and other information that will be useful to their organization.



FALCON
Florida's Integrated Criminal History System

Home | Help | My Profile | Contact | Logout

You are logged in as smith-zx1 from DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT

WELCOME. YOU ARE LOGGED IN AS SMITH-ZX1 FROM DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT

! Notice: Do not use browsers Back button, because results may be inconsistent.

Welcome to Internet Management of Retained Prints

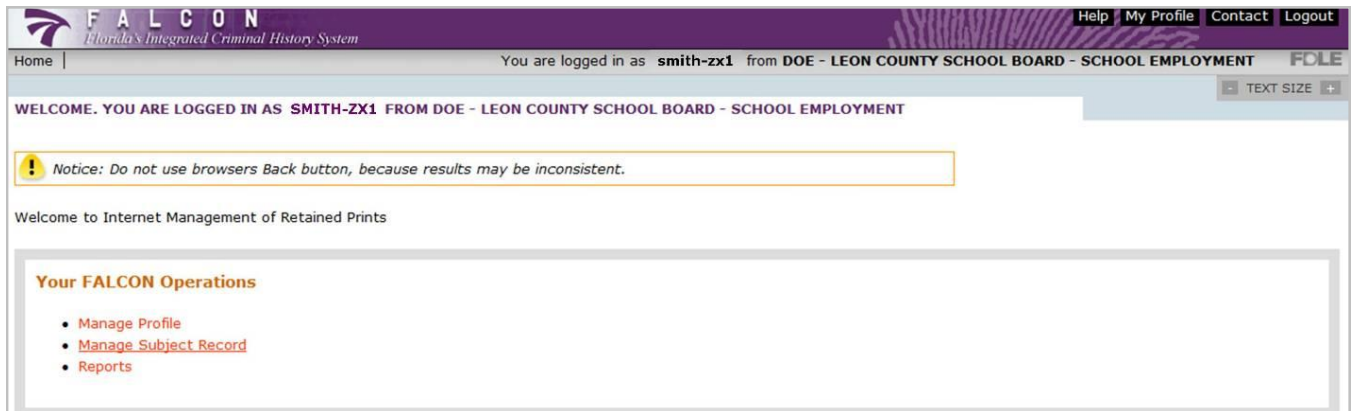
Your FALCON Operations

- Manage Profile
- Manage Subject Record
- Reports



DELETION OF RETAINED APPLICANT TRANSACTIONS

1. On the **Welcome Screen** under **Your FALCON Operations**, click ***“Manage Subject Record.”***
The Manage Subject Record screen will open.



2. Under **Select Operation**, click ***“Manage Retained Applicant.”*** The Manage Retained Applicant screen will open.



3. Under **Select Operation**, click ***“Search Retained Applicants.”*** The Search Retained Applicant screen will open.





DELETION OF RETAINED APPLICANT TRANSACTIONS

4. From the **Search Retained Applicant** screen, particular transactions or groups of transactions can be searched. A search can be conducted as specific or as general as you would prefer to return the desired results.

At least one of the following fields must be entered to conduct a search.

However, any combination of fields can be used for the search.

- Transaction Control Number (TCN#)
 - Customer ORI (CRI#)
 - Falcon ID (unique number assigned by the FALCON system to identify a subject)
 - Livescan Device ID (ORI#)
 - First Name, Middle Name/Initial or Last Name
 - Social Security Number
 - Date of Birth
 - Date Retained
 - Date Last FBI Submission
- (This is the date of last FBI Submission only. The Retained Applicant FBI Submission Report will provide a list of all FBI Submissions for currently retained transactions.)

Once the search parameter(s) are entered, click **“Search.”** The results will appear in the **Search Results** screen.



// DELETION OF RETAINED APPLICANT TRANSACTIONS

FALCON
Florida's Integrated Criminal History System

Home | Manage Subject | Manage Retained Applicants | You are logged in as **smith-zx1** from **DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT** **FOLE**

SEARCH RESULTS

Tools [Search again]

TCN
70E01LEON104300120

One item found.
1

Select	Name	Transaction Control Number(TCN#)	Customer ORI(CRI#)	Falcon ID	ORI#	Agency	Date of Birth	SSN	OCA#	Date Retained	Date Last FBI Submission
<input checked="" type="checkbox"/>	DOE, JOHN T	70E01LEON104300120	FL990990Z	10041567	LSD1111112	DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT	02/19/1960			11/08/2007	

One item found.
1

Export options: CSV Excel PDF RTF

Check All Uncheck All Cancel

Process Checked Records for FBI Submission (OR) Delete Checked Records

The **Search Results** screen will display transactions that meet the search parameters you entered in the Search Retained Applicant screen.

The **results can be sorted** by clicking on any column header which displays the ascending/descending arrows. A single click will sort the column in ascending order. Another click on the header will sort the column in descending order. The column header for the column being sorted will be colored from other column headers.

5. After careful review of each transaction, **mark any applicable transactions for deletion**. Transactions can be marked either individually or by clicking “**Check All**” if all displayed transactions are to be deleted.

Select “**Uncheck All**” to clear all transactions marked for deletion. Clicking “**Cancel**” will discard the search results and return you to the Search Retained Applicant screen.

Export options: CSV Excel PDF RTF



Note: **Export Options** are available throughout FALCON. When available, the information can be exported as any of the listed files for internal use by your agency. The exported file will open in a separate window and will not affect the FALCON processing of those transactions.



DELETION OF RETAINED APPLICANT TRANSACTIONS

SEARCH RESULTS

Tools [Search again]

More than 2000 records found. Displaying first 2000 records only.
Option to view remaining records presented on the Final Confirmation Page or please narrow down your search criteria.

CRI
FL9909
2,000 items found, displaying 1 to 100.
[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Select	Name	Transaction Control Number(TCN#)	Customer ORI(CRI#)	Falcon ID	ORI#	Agency	Date of Birth	SSN	OCA#	Date Retained	Date Last FBI Submission
<input type="checkbox"/>	DOE, JOHN T	70E01LEON104300120	FL990990Z	10041567	LSD111112	DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT	02/19/1960			11/08/2007	

FALCON will only return a maximum of 2000 records per search with 100 records displayed per page. You can view and mark transactions for deletion on multiple pages by using the **page navigation** links at the top and bottom of the search results.

6. After transactions are marked for deletion, click **"Delete Checked Records."**

FALCON
Florida's Integrated Criminal History System

Help My Profile Contact Logout

Home Manage Subject Manage Retained Applicants You are logged in as smith-zx1 from DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT FDLE

TEXT SIZE

SEARCH RESULTS

Tools [Search again]

TCN
70E01LEON104300120

One item found.
1

Select	Name	Transaction Control Number(TCN#)	Customer ORI(CRI#)	Falcon ID	ORI#	Agency	Date of Birth	SSN	OCA#	Date Retained	Date Last FBI Submission
<input checked="" type="checkbox"/>	DOE, JOHN T	70E01LEON104300120	FL990990Z	10041567	LSD111112	DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT	02/19/1960			11/08/2007	

One item found.
1

Export options: CSV Excel PDF RTF

Check All Uncheck All Cancel

Delete Checked Records

Process Checked Records for FBI Submission (OR) Delete Checked Records



DELETION OF RETAINED APPLICANT TRANSACTIONS

The screenshot shows the FALCON system interface. At the top, the header includes the FALCON logo, the text "Florida's Integrated Criminal History System", and navigation links: Home, Manage Subject, Manage Retained Applicants, and a login status: "You are logged in as smith-zx1 from DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT". A "FOLE" logo is also present. Below the header, there's a "SEARCH RESULTS" section with a "Tools [Search again]" link. A table displays search results for TCN 70E01LEON104300120, showing one item found. The table has columns: Select, Name, Transaction Control Number(TCN#), Customer ORI(CRI#), Falcon ORI#, Agency, Date of Birth, SSN, OCA#, Date Retained, and Date Last FBI Submission. A row is shown for "DOE, JOHN T" with TCN 70E01LEON104300120, CRI# FL990990Z, and Date Retained 11/08/2007. Below the table, there are "Export options" (CSV, Excel, PDF, RTF) and buttons for "Check All", "Uncheck All", and "Cancel". At the bottom, there are two buttons: "Process Checked Records for FBI Submission" and "Delete Checked Records". A "Windows Internet Explorer" dialog box is overlaid on the screen, asking "Please click OK to confirm Delete" with "OK" and "Cancel" buttons.

7. Once "Delete Checked Records" is clicked, a message window will appear for **confirmation of the deletion**. By clicking "OK", you are authorizing FDLE to delete the transaction.

8. Once "OK" is clicked, the **Confirm Deletions** screen will appear listing the transactions requested for deletion. After each transaction is carefully reviewed and verified to be a deletion, click on "Confirm Delete Records."



Note: Once you click "Confirm Delete Records", the transactions will automatically be deleted within an established time frame. See Section III, Review of Pending Retained Applicant Deletions

The screenshot shows the "CONFIRM DELETIONS" screen in the FALCON system. The header is the same as the previous screenshot. Below the header, there's a green box with a checkmark icon and the text: "The following records will be deleted. Please confirm to continue." Below this, a table lists the records to be deleted. The table has columns: Name, Transaction Control Number(TCN#), Customer ORI(CRI#), ORI#, Agency, Date of Birth, SSN, OCA#, and Date Retained. A row is shown for "DOE, JOHN T" with TCN 70E01LEON104300120, CRI# FL990990Z, ORI# LSD111112, Agency "DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT", Date of Birth 02/19/1960, and Date Retained 11/08/2007. Below the table, there are "Export options" (CSV, Excel) and a large red button labeled "Confirm Delete Records". At the bottom, there are two buttons: "Confirm Delete Records" and "Cancel".



// DELETION OF RETAINED APPLICANT TRANSACTIONS

FALCON
Florida's Integrated Criminal History System

My Profile Contact Logout

Home Manage Subject Manage Retained Applicants You are logged in as smith-zx1 from DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT

DELETION CONFIRMATION

Your supervisor will be informed that the following records have been selected for deletion.

You at midnight. They will be available for your supervisor's review until at least 10/05/2011 at midnight. They will be deleted on or after this time.

Name	Transaction Control Number(TCN#)	Customer ORI(CRI#)	ORI#	Agency	Date of Birth	SSN	OCA#	Date Retained	Status
DOE, JOHN T	70E01LEON104300120	FL990990Z	LSD111112	DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT	02/19/1960			11/08/2007	Requested Deletion

One item found.

Export option: CSV Excel PDF RTF

New Search

9. After "Confirm Delete Records" is clicked, the **Deletion Confirmation** screen will appear listing the transactions you confirmed as being requested for deletion.

At this point, the requested deletion transactions are not yet deleted, but pending deletion.

Your supervisor will receive an e-mail notification indicating the transactions you have requested for deletion. Supervisors should review all pending deletions within the time frame provided in the e-mail notification.

-----Original Message-----
From: Falcon_Applicant
Sent: Wednesday, September 28, 2011 1:45 PM
To: Smith, Zenith
Subject: Pending Retained Applicant Deletion Notification

FDLE FALCON System
Pending Retained Applicant Fingerprint Deletion(s) Notification

This notification is being sent to advise you that an assigned subordinate within your organization has selected retained applicant fingerprint transactions for deletion from the FDLE FALCON system. To view the selected transactions that are pending deletion, please click on the following link <https://falcon.fdle.state.fl.us> which will take you to the FALCON Internet login page. You will have until the close of business on 10/05/2011 to review these specific transactions and determine if any need to be removed from pending deletion. Please note that if you choose to take no action before the specified date elapses, these transactions will be permanently removed from the FALCON system.

Organization Name: DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT
Organization ORI(s): FL990990Z
Pending Purge Date: 10/05/2011
Name & User-ID Requesting Deletions: SMITH, ZENITH / smith-zx1

If you have any questions regarding this notification, please contact a FDLE member within the eGovernment Criminal History Services Section at (850) 410-8161 -OR- via email at FALCON_eGovCHS@FDLE.STATE.FL.US



If you have any questions regarding this process or FALCON, please contact Criminal History Services at (850) 410-8161 or via e-mail at applicantchecks@fdle.state.fl.us



III REVIEW OF PENDING RETAINED APPLICANT DELETIONS

1. On the Welcome Screen under **Your FALCON Operations**, click *"Manage Subject Record."*
The Manage Subject Record screen will open.

The screenshot shows the FALCON Florida's Integrated Criminal History System interface. The header includes the FALCON logo, navigation links (Home, Help, My Profile, Contact, Logout), and user information (You are logged in as smith-zx1 from DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT). The main content area displays a welcome message and a 'Your FALCON Operations' section with a list of links: Manage Profile, Manage Subject Record, and Reports. A notice box at the top states: 'Notice: Do not use browsers Back button, because results may be inconsistent.'

2. Under **Select Operation**, click *"Manage Retained Applicant."* The Manage Retained Applicant screen will open.

The screenshot shows the FALCON Manage Subject Record screen. The header is identical to the previous screen. The main content area is titled 'MANAGE SUBJECT RECORD' and contains a 'Select Operation:' section with a single link: Manage Retained Applicant.

3. Under **Select Operation**, click *"Confirm/Deny Pending Applicant Deletion(s)."* The Search Pending Applicant Deletion(s) screen will open.

The screenshot shows the FALCON Manage Retained Applicant screen. The header is identical to the previous screen. The main content area is titled 'MANAGE RETAINED APPLICANT' and contains a 'Select Operation:' section with two links: Search Retained Applicants and Confirm/Deny Pending Applicant Deletion(s).



III REVIEW OF PENDING RETAINED APPLICANT TRANSACTIONS

4. From the **Search Pending Applicant Deletion(s)** screen, particular transactions or groups of transactions can be searched. A search can be conducted as specific or as general as you would prefer to return desired results.

At least one of the following fields must be entered to conduct a search.

However, any combination of fields can be used for the search.

- *Transaction Control Number (TCN#)*
- *Customer ORI (CRI#)*
- *Falcon ID (unique number assigned by the FALCON system to identify a subject)*
- *Livescan Device ID (ORI#)*
- *User ID*
- *First Name, Middle Name/Initial or Last Name*
- *Social Security Number*
- *Date of Birth*
- *Delete Pending Date*

Once the search parameter(s) are entered, click **“Search.”** The results will appear in the **Review Pending Deletion Request(s)** screen.



REVIEW OF PENDING RETAINED APPLICANT TRANSACTIONS

FALCON
Florida's Integrated Criminal History System

Home | Manage Subject | Manage Retained Applicants | You are logged in as **smith-zx1** from **DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT** | **FOLE**

Help | My Profile | Contact | Logout

TEXT SIZE

REVIEW PENDING DELETION REQUEST(S)

Tools [Search again]

The following records will be deleted unless removed from pending deletions.

Organization
DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT

One item found.
1

Select	Name	Transaction Control Number(TCN#)	Customer ORI(CRI#)	Falcon ID	ORI#	Agency	Date of Birth	SSN	OCA#	Date Retained	Pending Purge Date	User ID
<input type="checkbox"/>	DOE, JOHN T	70E01LEON104300120	FL990990Z	10041567	LS1111112	DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT	02/19/1960			11/08/2007	10/05/2011	smith-zx1

One item found.
1

Export options: CSV Excel PDF RTF

The **Review Pending Deletion Request(s)** screen will display transactions that meet the search parameters you entered in the Search Pending Applicant Deletion(s) screen.

△
▽ The **results can be sorted** by clicking on any column header which displays the ascending/descending arrows. A single click will sort the column in ascending order. Another click on the header will sort the column in descending order. The column header for the column being sorted will be colored from other column headers.

Export options: CSV Excel PDF RTF



Note: Export Options are available throughout FALCON. When available, the information can be exported as any of the listed files for internal use by your agency. The exported file will open in a separate window and will not affect the FALCON processing of those transactions.



III REVIEW OF PENDING RETAINED APPLICANT TRANSACTIONS

5. Carefully review each transaction listed for pending deletion.

If the transactions should be deleted, click on ***“No Action Taken.”*** If no action is taken prior to the **Pending Purge Date** for a transaction, the transaction will be automatically deleted on or after that date.

No Action Taken

All deleted transactions are permanently deleted. We do not have the capability to “restore” any deleted transactions. In order for prints to be retained again, a new set of fingerprints would need to be submitted for any authorized transaction to be retained. All applicable fees would apply.

If transactions should NOT be deleted, mark the applicable transactions for removal as pending deletions.

The transactions can be marked either individually or if all displayed transactions are to be removed as pending deletions by clicking ***“Check All.”*** Click on ***“Uncheck All”***, to clear all transactions that are marked for removal.

Remove from Pending Deletion(s)

After the appropriate transactions are marked, click on ***“Remove from Pending Deletion(s).”***

The screenshot displays the FALCON system interface. At the top, the header includes the FALCON logo, navigation links (Home, Manage Subject, Manage Retained Applicants), and user information (logged in as smith-zx1 from DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT). The main section is titled "REVIEW PENDING DELETION REQUEST(S)". Below this, a message states: "The following records will be deleted unless removed from pending deletions." A table lists one item found, with columns for Name, Transaction Control Number(TCN#), Customer ORI(CRI#), Falcon ID, ORI#, Agency, Date of Birth, SSN, OCA#, Date Retained, Pending Purge Date, and User ID. The table contains one row for DOE, JOHN T. Below the table, there are export options (CSV, Excel, PDF, RTF) and a "Check All" button. At the bottom, there are three buttons: "No Action Taken", "Remove from Pending Deletion(s)", and "New Search".

Select	Name	Transaction Control Number(TCN#)	Customer ORI(CRI#)	Falcon ID	ORI#	Agency	Date of Birth	SSN	OCA#	Date Retained	Pending Purge Date	User ID
<input checked="" type="checkbox"/>	DOE, JOHN T	70E01LEON104300120	FL990990Z	10041567	LSD111112	DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT	02/19/1960			11/08/2007	10/05/2011	smith-zx1



III REVIEW OF PENDING RETAINED APPLICANT TRANSACTIONS

By clicking on ***Remove from Pending Deletion(s)***, those transactions will be removed as a pending deletion and will continue to be retained.

CANCELLED DELETION(S)

The following records will not be deleted.

✓ The following records will not be deleted.

Filter Criteria [Organization : DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT] Searched on Date: 10/05/2011

Name	Transaction Control Number(TCN#)	Customer ORI (CRI#)	Falcon ID	ORI#	Agency	Date of Birth	SSN	OCA#	Date Retained	Pending Purge Date	User ID
DOE, JOHN T	70E01LEON104300120	FL990990Z	10041567	LSD1111112	DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT	02/19/1960			11/08/2007	10/05/2011	smith-zx1

One item found.
1

Export options: CSV Excel PDF RTF

New Search

Return to top | Contact FALCON | FDLE

The **Cancelled Deletion(s)** screen will open, listing the transactions that will not be deleted.



If you have any questions regarding this process or FALCON, please contact Criminal History Services at (850) 410-8161 or via e-mail at applicantchecks@fdle.state.fl.us



IV FBI SUBMISSION OF RETAINED APPLICANT TRANSACTIONS

1. On the Welcome Screen under **Your FALCON Operations**, click *“Manage Subject Record.”*
The Manage Subject Record screen will open.

The screenshot shows the FALCON Florida's Integrated Criminal History System interface. The top navigation bar includes links for Help, My Profile, Contact, and Logout. Below the header, a message states: 'You are logged in as smith-zx1 from DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT'. A welcome message follows: 'WELCOME. YOU ARE LOGGED IN AS SMITH-ZX1 FROM DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT'. A yellow warning box contains the text: 'Notice: Do not use browsers Back button, because results may be inconsistent.' Below this, a section titled 'Your FALCON Operations' lists three items: 'Manage Profile', 'Manage Subject Record', and 'Reports'.

2. Under **Select Operation**, click *“Manage Retained Applicant.”* The Manage Retained Applicant screen will open.

The screenshot shows the FALCON Manage Subject Record screen. The top navigation bar is the same as the previous screen. Below the header, a message states: 'You are logged in as smith-zx1 from DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT'. The main heading is 'MANAGE SUBJECT RECORD'. Below this, a section titled 'Select Operation:' contains a single link: 'Manage Retained Applicant'.

3. Under **Select Operation**, click *“Search Retained Applicants.”* The Search Retained Applicant screen will open.

The screenshot shows the FALCON Manage Retained Applicant screen. The top navigation bar is the same as the previous screen. Below the header, a message states: 'You are logged in as smith-zx1 from DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT'. The main heading is 'MANAGE RETAINED APPLICANT'. Below this, a section titled 'Select Operation:' contains two links: 'Search Retained Applicants' and 'Confirm/Deny Pending Applicant Deletion(s)'.



IV FBI SUBMISSION OF RETAINED APPLICANT TRANSACTIONS

4. From the **Search Retained Applicant** screen, particular transactions or groups of transactions can be searched. A search can be conducted as specific or as general as you would prefer to return desired results.

At least one of the following fields must be entered to conduct a search.

However, any combination of fields can be used for the search.

- Transaction Control Number (TCN#)
 - Customer ORI (CRI#)
 - Falcon ID (unique number assigned by the FALCON system to identify a subject)
 - Livescan Device ID (ORI#)
 - First Name, Middle Name/Initial or Last Name
 - Social Security Number
 - Date of Birth
 - Date Retained
 - Date Last FBI Submission
- (This is the date of last FBI Submission only. The Retained Applicant FBI Submission Report will provide a list of all FBI Submissions for currently retained transactions.)

Once the search parameter(s) are entered, click **“Search.”** The results will appear in the **Search Results** screen.



IV FBI SUBMISSION OF RETAINED APPLICANT TRANSACTIONS

FALCON
Florida's Integrated Criminal History System

Home | Manage Subject | Manage Retained Applicants | You are logged in as **smith-zx1** from **DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT**

SEARCH RESULTS

Tools [Search again]

TCN
70E01LEON104300120

One item found.
1

Select	Name	Transaction Control Number(TCN#)	Customer ORI(CRI#)	Falcon ID	ORI#	Agency	Date of Birth	SSN	OCA#	Date Retained	Date Last FBI Submission
<input checked="" type="checkbox"/>	DOE, JOHN T	70E01LEON104300120	FL990990Z	10041567	LSD111112	DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT	02/19/1960			11/08/2007	

One item found.
1

Export options: CSV Excel PDF RTF

Check All Uncheck All Cancel

Process Checked Records for FBI Submission (OR) Delete Checked Records

The **Search Results** screen will display transactions that meet the search parameters you entered in the Search Retained Applicant screen.

△
▽

The **results can be sorted** by clicking on any column header which displays the ascending/descending arrows. A single click will sort the column in ascending order. Another click on the header will sort the column in descending order. The column header for the column being sorted will be colored from other column headers.

5. After careful review of each transaction, **mark any applicable transactions for FBI Submission**. The transactions can be marked either individually or by clicking “**Check All**”, if all displayed transactions are to be submitted.

Select “**Uncheck All**” to clear all transactions marked for FBI Submission. Clicking “**Cancel**” will discard the search results and return you to the Search Retained Applicant screen.

Export options: CSV Excel PDF RTF



Note: Export Options are available throughout FALCON. When available, the information can be exported as any of the listed files for internal use by your agency. The exported file will open in a separate window and will not affect the FALCON processing of those transactions.



IV FBI SUBMISSION OF RETAINED APPLICANT TRANSACTIONS

SEARCH RESULTS

Tools [Search again]

More than 2000 records found. Displaying first 2000 records only.
Option to view remaining records presented on the Final Confirmation Page or please narrow down your search criteria.

CRI
FL9909 2,000 items found, displaying 1 to 100.
[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

2,000 items found, displaying 1 to 2000.
[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Select	Name	Transaction Control Number(TCN#)	Customer ORI(CRI#)	Falcon ID	ORI#	Agency	Date of Birth	SSN	OCA#	Date Retained	Date Last FBI Submission
<input type="checkbox"/>	DOE, JOHN T	70E01LEON104300120	FL990990Z	10041567	LSD111112	DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT	02/19/1960			11/08/2007	

FALCON will only return a maximum of 2000 records per search with 100 records displayed per page. You can view and mark transactions for FBI Submission on multiple pages by using the **page navigation** links at the top and bottom of the search results.

- After transactions are marked for FBI Submission, click **"Process Checked Records for FBI Submission."**
- 6.

FALCON
Florida's Integrated Criminal History System

Home | Manage Subject | Manage Retained Applicants | You are logged in as smith-zx1 from DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT | **FOLE**

Help | My Profile | Contact | Logout

SEARCH RESULTS

Tools [Search again]

TCN
70E01LEON104300120

One item found.
1

Select	Name	Transaction Control Number(TCN#)	Customer ORI(CRI#)	Falcon ID	ORI#	Agency	Date of Birth	SSN	OCA#	Date Retained	Date Last FBI Submission
<input checked="" type="checkbox"/>	DOE, JOHN T	70E01LEON104300120	FL990990Z	10041567	LSD111112	DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT	02/19/1960			11/08/2007	

One item found.
1

Export options: CSV Excel PDF RTF

Process Checked Records for FBI Submission [Cancel]

Process Checked Records for FBI Submission (OR) **Delete Checked Records**



IV FBI SUBMISSION OF RETAINED APPLICANT TRANSACTIONS

FALCON
Florida's Integrated Criminal History System

Home | Manage Subject | Manage Retained Applicants | You are logged in as **smith-zx1** from **DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT** | **FDLE**

My Profile | Contact | Logout

TEXT SIZE

CONFIRM FBI SUBMISSION

! ATTENTION: Potential Charge --- Use of this FBI Submission function will result in your agency being charged the appropriate authorized national criminal history request fee for each submission. NOTE - Criminal history result responses will be disseminated through the FDLE CertifiedMail Application as routine.

The following records will be submitted to FBI.

Manage Retained Applicants - Filter Criteria[TCN: 70E01LEON104300120] searched on Date: 10/03/2011

Name	Transaction Control Number(TCN#)	Customer ORI(CRI#)	ORI#	Agency	Date of Birth	SSN	OCA#	Date Retained	Date Last FBI Submission	TCR
DOE, JOHN T	70E01LEON104300120	FL990990Z	LSD111112	DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT	02/19/1960			11/08/2007		E20101230000000456

One item found.

Export options: CSV Excel PDF RTF

***** You should use the Transaction Control Reference (TCR) field only when the initial resubmitted request is rejected for fingerprint quality issues. Then this field must be populated with the authorized TCR# supplied in your reject message returned within the national response portion of the criminal history request results.

Confirm FBI Submission Records Cancel

7. The **Confirm FBI Submission** screen will appear listing all transactions marked for FBI Submission and indicating the potential charges associated with the submission.

ATTENTION: Potential Charge ---



...will result in your agency being charged the appropriate national criminal history request fee for each submission.

If the FBI Submission is for a Previously Rejected FBI Submission, enter the Transaction Control Reference (TCR) number in the TCR field. This FBI issued number is located in *Field 1.09 of the FBI Error Message* contained in the initial national criminal history response.



Note: The FBI issued TCR number will be at least 10 characters and no more than 40 characters in length. Because these numbers can be quite lengthy, they should be reviewed carefully and accurately entered. Any invalid TCR numbers will result in a rejection of the submission.

After each transaction is carefully reviewed and verified to be an FBI Submission, click on **"Confirm FBI Submission Records."**

Confirm FBI Submission Records



IV FBI SUBMISSION OF RETAINED APPLICANT TRANSACTIONS

FALCON
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Home | Manage Subject | Manage Retained Applicants | You are logged in as **smith-zx1** from **DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT** **FDLE**

My Profile | Contact | Logout

TEXT SIZE

CONFIRM FBI SUBMISSION

! ATTENTION: Potential Charge --- Use of this FBI Submission function will result in your agency being charged the appropriate authorized national criminal history request fee for each submission. NOTE - Criminal history result responses will be disseminated through the FDLE CertifiedMail Application as routine.

The following records will be submitted to FBI.

Manage Retained Applicants - Filter Criteria[TCN: 70E01LEON104300120] searched on Date: 10/03/2011

Name	Transaction Control Number(TCN#)	Customer ORI(CRI#)	ORI#	Agency	Date of	SSN	OCA#	Date	Date Last	TCR
DOE, JOHN T	70E01LEON104300120	FL990990Z	LS							

One item found.

Export options: CSV Excel PDF RTF

Windows Internet Explorer

Your organization will be charged appropriately based on this authorization.

OK Cancel

*** You should use the Transaction Control Reference (TCR) field only when the initial resubmitted request is rejected for fingerprint quality issues. Then this field must be populated with the authorized TCR# supplied in your reject message returned within the national response portion of the criminal history request results.**

Confirm FBI Submission Records Cancel

8. Once “Confirm FBI Submission Records” is clicked, a message window will appear indicating the authorization of appropriate charges. By clicking “OK”, you are authorizing FDLE to charge your account the appropriate fees for the FBI Submission.

Initial FBI Submission: \$13.25, which is the cost of a national criminal history record check.

- * FBI Submission for a Previously Rejected FBI Submission: No Charge.**
The FBI permits a one-time submission of a previously rejected submission at no additional charge. However, the TCR number must be included with the submission. Failure to include the TCR will result in the transaction being processed as an initial FBI Submission at a cost of \$13.25.



Note: Although you are only being charged the national portion for the FBI Submission for a national check, **FDLE will also provide a complete state record check** which includes a search through our own criminal history records and hot files. The actual results will appear in the same format as a regular submission.



IV FBI SUBMISSION OF RETAINED APPLICANT TRANSACTIONS

FALCON
Florida's Integrated Criminal History System

My Profile Contact Logout

Home | Manage Subject | Manage Retained Applicants | You are logged in as **smith-zx1** from **DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT**

TEXT SIZE

FBI SUBMISSION

The following records have been submitted to FBI.

The following records have been submitted to FBI.

Manage Retained Applicants - Filter Criteria[TCN: 70E01LEON104300120] searched on Date: 10/03/2011

Name	Transaction Control Number (TCN#)	Customer ORI (CRI#)	ORI#	Agency	Date of Birth	SSN	OCA#	Date Retained	TCR
DOE, JOHN T	70E01LEON104300120	FL990990Z	LSD111112	DOE - LEON COUNTY SCHOOL BOARD - SCHOOL EMPLOYMENT	02/19/1960			11/08/2007	

One item found.

Export option: CSV Excel PDF RTF

New Search

9. After acceptance of the charge authorization, the **FBI Submission** screen will appear indicating the **records were submitted to the FBI**.

Export options: CSV Excel PDF RTF



Note: **Export Option**. The listing of records submitted to the FBI may be exported as any of the listed files for internal use by your agency. The exported file will open in a separate window and will not affect the FALCON processing of those submissions.

10. Similar to regular submissions, the FBI Submissions through FALCON will be processed within 24-72 hours. Also, the criminal history results will be posted to the **SecureMail** application. To more readily identify these FBI Submissions versus other submissions, the subject line will be prefixed with **“(RESUB).”**

**FLORIDA DEPARTMENT OF
LAW ENFORCEMENT**

GERALD BAILEY, COMMISSIONER

Member Center | New Message | Inbox | Track Sent | Drafts | Logout

Track Sent

Delete | Retract | Put in Folder...

ID	Date	To	Subject
9299299	10/5/2011	SMITHZX1@LEON.SCHOOLBOARDS.NET	(RESUB) Results of check for DOE, JOHN T (70E01LEON104300120)



If you have any questions regarding this process or FALCON, please contact Criminal History Services at (850) 410-8161 or via e-mail at applicantchecks@fdle.state.fl.us



V FALCON REPORTS



FALCON reports provide users an effective tool to manage their FALCON transactions. These reports offer a comprehensive and informative look into an agency's transactions including any actions performed by the agency's users. The reports can be customized using the many search parameters available offering each agency the flexibility to tailor reports to their specific needs. Each report can be exported into several formats which can then be manipulated and used for an agency's internal use. The reports available to users are:

- Applicant Deletion Report
- Retained Applicant Arrest & Registration Notifications
- Retained Applicant Fingerprint Report
- Retained Applicant FBI Submission Report
- User and Device Profile Statistics





FALCON Reports Terms and Definitions

Arrest Notification: A notice sent to an employing or licensing agency informing them one of their subject's retained fingerprints was identified with fingerprints of an incoming Florida arrest. Also, commonly referred to as an arrest hit notification.

CRI #: Customer ORI. For the purposes of electronic fingerprinting, what is typically known as your customer ORI is referred to as a CRI.

Criminal Registration Notification: A notice sent to an employing or licensing agency informing them one of their subject's retained fingerprints was identified with fingerprints of an incoming Florida criminal registration. A criminal registration occurs when a felon, as designated by a Court, registers with and is fingerprinted by their local Sheriff's Office, as required by Florida Statute. A criminal registration is NOT an arrest.

FALCON ID #: A unique sequence number generated by FALCON for each submitted *subject*.

FALCON TxID: A unique sequence number generated by FALCON for each submitted *transaction*.

OBTS: Offender Based Tracking System. A unique number assigned at the time of arrest by the arresting agency. It is used to track the subject throughout all phases of the criminal justice process.

Organization Category: The criminal justice status of an organization.

Organization Level: The level of governmental structure (state or county) at which the organization operates.

Organization Type: The business function of an organization.

**Your organization will only have access to your own transactions. Although the organization fields appear as search parameters, you will most commonly use your CRI# rather than the different levels of the organization.*

ORI #: Originating Agency Identifier. For the purpose of electronic fingerprinting, the ORI # refers to the Livescan Device ID from which the transaction originated.

Retention Date: The actual date the fingerprints were retained. This date may not be the same as the date of submission due to the FDLE workflow process for retaining fingerprints.



Accessing Reports

On the **Welcome Screen** under **Your FALCON Operations**, click ***“Reports.”*** From the **Reports** screen, select the desired report.

Report Search Parameters

All five search screens share common parameters such as Date and Time range, CRI#, Organization Category, Type and Level. Certain reports will allow searches using the ORI#, TCN and the subject's demographic information. These report search parameters allow users the flexibility to customize individual reports to meet their specific needs.



Note: Using the CRI# as a report search parameter will only return transactional data for that specific CRI#. Using the organization name as a search parameter will return transactional data for the specific organization searched. For those organizations containing a hierarchy with sub-organizations, a search by the parent organization name will return all transactional data for both the parent organization and sub-organizations.

The image displays five overlapping screenshots of report search parameter forms. Each form is titled and contains the following fields:

- RETAINED APPLICANT FBI SUBMISSION REPORT:** Date (From/To), Time (From/To), Organization (Search), Customer ORI (CRI#), Organization Category (Select), Organization Type (Select), Organization Level (Select), First Name, Middle Name, Last Name, SSN, Falcon ID#, TCN, and a Run Report button.
- APPLICANT DELETIONS REPORT:** Date (From/To), Time (From/To), Organization (Search), Customer ORI (CRI#), Organization Category (Select), Organization Type (Select), Organization Level (Select), First Name, Middle Name, Last Name, SSN, FALCON ID# (Subject), User ID, TCN, and a Run Report button.
- USER AND DEVICE PROFILE STATISTICS REPORT:** Date Created From/To, Date Created To/Time, Organization (Search), ORI#, Organization Category (Select), Organization Type (Select), Organization Level (Select), Profile Type Device ID#, User ID, Created By User ID, Current Status (Select), and a Run Report button.
- RETAINED APPLICANT ARREST & REGISTRATION NOTIFICATIONS:** Date (From/To), Customer ORI (CRI#), Organization (Search), Organization Category (Select), Organization Type (Select), Organization Level (Select), Notification Type (Select), and a Run Report button.
- RETAINED APPLICANT FINGERPRINT REPORT:** Date (From/To), Time (From/To), Organization (Search), Customer ORI (CRI#), Organization Category (Select), Organization Type (Select), Organization Level (Select), Falcon ID#, Livescan Device ID (ORI#), TCN, and a Run Report button.



Applicant Deletion Report

The Applicant Deletion Report provides a listing of all applicant transactions deleted from FALCON. This listing will include transactions deleted by users of your agency since gaining access to FALCON. The report will also include those transactions your agency instructed FDLE to delete during the CD data exchange project prior to the rollout of FALCON.

Retained Applicant Arrest & Registration Notifications

The Retained Applicant Arrest & Registration Notifications report provides a listing of all retained applicant transactions which were identified with an incoming Florida arrest or criminal registration and the appropriate notification sent to the employing or licensing agency. Any notifications pre-dating the use of FALCON in May 2009 will not be contained in this report.

Retained Applicant Fingerprint Report

The Retained Applicant Fingerprint Report provides a listing of all applicant transactions currently retained in FALCON. This report will not contain any previously retained transactions that have been subsequently deleted from FALCON.

Retained Applicant FBI Submission Report

The Retained Applicant FBI Submission Report provides a complete listing of applicant transactions submitted to the FBI through FALCON. The report lists each transaction submitted to the FBI, therefore if a transaction was submitted to the FBI after the initial submission was rejected, that particular transaction would appear twice in this report.

User and Device Profile Statistics

The User and Device Profile Statistics report provides information on the status of user and device profiles and the activity associated with each. The report also displays the roles associated with each profile.



If you have any questions regarding this process or FALCON, please contact Criminal History Services at (850) 410-8161 or via e-mail at applicantchecks@fdle.state.fl.us