

## The RTID Report

Issue 5, January 2007

...the status of improvements to the efficiency of Canada's national fingerprint and criminal record repository

### THE RELEASE OF RTID PHASE 1

#### **Preparing to deliver fingerprint services at the "Speed of the Need"**

The RTID Project is finalizing preparations for the first release of Phase 1 technology. Phase 1 will deliver a new Automated Fingerprint Identification System (AFIS) and National Police Services, National Institute of Standards and Technology (NPS-NIST) Server to improve fingerprint service delivery.

To ensure maximum benefit from this new technology, new supporting internal and external policies and procedures are being introduced. Training and change management initiatives will prepare Canadian Criminal Real Time Identification Services (CCRTIS) staff to work with the new system. In tandem, external contributing agencies will be migrated to the new system with each release of RTID Phase 1 functionality and CCRTIS will implement new external policies to further streamline processes.

The coordination required to implement RTID technology and processes is complex. Internal staff and external user participation and support will contribute to achieving Phase 1 targets for faster CCRTIS fingerprint services.

### RTID PROJECT STATUS

#### **Users Testing the RTID AFIS**

The third Site Acceptance Test (SAT3) of the RTID AFIS was completed in early December 2006. On February 26, 2007, the User Acceptance (UA) for Release 1.0.0 will begin. UA involves functionality testing of civil fingerprint processing with CCRTIS staff who have AFIS experience and will be working with the new system. Final testing and operational readiness work continues to prepare the RTID AFIS for production.

#### **New Version of the NPS-NIST Interface Control Document (ICD)**

As expected, the ongoing testing of the NPS-NIST Server has identified a need to revise the information in NPS-NIST-ICD Version 1.7.7D and a new version, Version 1.7.7E, will be published. It is critical to identify deficiencies in the development of the final version before RTID Phase 1 is fully operational. Version 1.7.7 will be the final version, allowing agencies compatible with this version to benefit from CCRTIS efficiencies after the implementation of RTID Phase 1. Notice of publication of future versions of the ICD will be made well in advance of publication to ensure that all agencies are notified appropriately. NPS-NIST-ICD Version 1.7.7E and a list of approved changes from the previous version will be available in February 2007. The ICD will be distributed to all agencies that have received Version 1.7.7D or can be requested by contacting [NIST ICD DCI@rcmp-grc.gc.ca](mailto:NIST_ICD_DCI@rcmp-grc.gc.ca).

#### **Release Dates for RTID Phase 1**

Minor adjustments have been made to the release dates for RTID Phase 1. The overall schedule remains as is and Phase 1 will be fully implemented in the spring 2007.

Fine tuning related to operational readiness work prevented the release of the AFIS in December. This work is progressing well and the new RTID AFIS and NPS-NIST Server will be put into production with the first release of Phase 1 (Release 1.0.0) on March 21, 2007.

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## **RTID Phase 1 Release 1.0.0 (Civil Only) Highlights**

On March 21, RTID Phase 1 implementation will begin with Release 1.0.0. This release will initially introduce a new Paper Conversion process to reduce the burden of paper-based fingerprint processing until agencies adopt electronic submission capabilities. Paper-based submissions will be scanned to permit electronic processing by the NPS-NIST Server and RTID AFIS. To support Paper Conversion efficiency, CCRTIS is introducing a new policy requiring agencies to provide the necessary information to support the lawful taking and retention of fingerprints. Information on the new policy is provided in the New Policies section below.

Following the release of the Paper Conversion system, agency migration will begin. Transport Canada, the Federal Bureau of Investigation (FBI), Commissionaires Canada and ComnetiX will be the first agencies migrated to the new system with Release 1.0.0 of RTID Phase 1. They have been advised of the migration activities and schedule outline to prepare them for migration. Once Release 1.0.0 is in production and migration is complete, agencies will benefit from the full functionality of the RTID AFIS and NPS-NIST Server for electronic fingerprints processing for civil purposes only.

## **RTID Phase 1 Release 1.0.1 (Latent) Highlights**

Members of the AFIS Working Group will be migrated to the new system with Release 1.0.1. AFIS Working Group members include Canadian police agencies with an operational AFIS or AFIS workstation to enable access to the national fingerprint repository for ten print and latent fingerprint searching and federal agencies using LiveScan fingerprint capture technologies. Schedules for migration activities and transcoder training are being prepared and will be provided to all affected agencies once finalized.

## **Phase 2 Pre-qualification Request for Proposal (RFP) Closed**

On December 11, the Pre-qualification RFP for RTID Phase 2 was released to the vendor community and a vendor information session was held. This RFP closed on January 22, 2007 and pre-qualifies vendors that have the necessary skill set and experience to develop RTID Phase 2. The Implementation RFP will be released to pre-qualified vendors in spring 2007.

## **NEW POLICIES FOR FINGERPRINT SUBMISSIONS - UPDATE**

New policies for both paper-based and electronic fingerprint submissions are being introduced to support improved service levels and encourage electronic submissions. The effective dates of these policies are associated with the release dates of RTID Phase 1 or 2. When final release dates are confirmed, CCRTIS will notify agencies of policy implementation and effective dates.

*Effective with the RTID Phase 1, March 21, 2007*

## **Fingerprint Services**

### **New Policy: Electronic Submission Requirements (Civil)**

The requirements for electronic fingerprint submissions for civil purposes from Canada and the United States will be changed. Instead of the established 10 full rolled impressions plus 10 plain, flat impressions (ID flats), a minimum of 10 ID flats are required for electronic fingerprint submissions for civil purposes using NPS-NIST-ICD Version 1.7.7 compliant systems. Ten full rolled plus ten plain impressions continue to be supported for this purpose. This policy does not apply to paper-based submissions.

### **New Policy: Paper-based Submission Requirements**

Paper-based submissions with insufficient information to support the lawful taking and retention of fingerprints will be returned to the originating agency for revision and re-submission. Rejected submissions will be returned to the originating agency with a document providing an explanation of the reason for return. This document will include the list of mandatory fields and once it is available, a sample document will be provided to your agency and will be included with replies to paper-based fingerprint submissions.

A fingerprint submission on a paper C-216 (criminal) or C216C (civil) form will be considered incomplete when:

- There are less than 10 rolled fingerprints provided without an explanation
- Information is missing in any mandatory field, including reference to the Originating Agency Identifier (ORI) assigned to your agency

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## Criminal Records Services

### New Forms: New Civil Output Product

A new reply product for biometric criminal record verifications will be introduced. Criminal record verification information will be provided on the new form and the fingerprints provided with the initial submission will no longer be returned.

*Effective with RTID Phase 2*

## Fingerprint Services

### New Forms: Paper-based Fingerprint Submissions

Pre-printed fingerprint forms (C216, C216C) will no longer be provided. Fingerprint forms will be available in a standardized electronic format. For Canadian agencies, only fingerprints submitted on the standardized form will be accepted for processing. These forms are currently being developed and affected agencies will be notified when they are available.

### New Policy: Handwritten Forms

To maximize the efficiency of fingerprint identification, handwritten C216 forms will not be accepted for processing. This policy will take effect once the standardized forms are available.

### New Policy: Palm Print Requirements

The new system will enable CCRTIS to create a new national palm print database to enhance the available information services. Palm prints will not be required for civil submissions except for civil submissions for RCMP employees. Palm prints will be required on all criminal and immigration submissions. A provision for the capture of palm prints including writer's palm will be made on the standardized submission forms.

## FOR FURTHER INFORMATION:

Agencies: CCRTIS Operational Support and Client Services  
Email: [RTID\\_ITR\\_Certification@rcmp-grc.gc.ca](mailto:RTID_ITR_Certification@rcmp-grc.gc.ca)

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Fingerprint Submissions: The Director, Canadian Criminal Real Time Identification Services, RCMP HQ,  
NPS Bldg., 1200 Vanier Parkway, Ottawa ON, K1A 0R2