



JJIS

# Sex Offender Registration

The Adam Walsh Child Protection and Safety Act  
(AWA) 2006

July 2020



# Purpose:

The Sex Offender Registration (SOR) module was designed to allow users to track youths with eligible sex offenses. If a youth is ordered to register as a sex offender, the module allows users to enter sex offender registrations along with temporary address, as required by law.

All information entered into the SOR is received by FDLE every night.

# Accessing SOR Module



**Department of Juvenile Justice**

**Active Youth:**

**Active Program:**

☐ Select a CaseLoad

☒ Select a Program

☒ Not Released from the Program

☐ Registration Process Incomplete

**Youth Listing:**

[Refresh](#) [Youth Search](#)

**Youth Search**

**Search Type** ☒ Approximate Match ☐ Exact Match

**Search By**

☒ Last Name, First Name ☐ Last Name, First Name, Race ☐ Alias Name

☐ Last Name, First Name, DOB ☐ Last Name, First Name, Sex ☐ Date Of Birth

☐ Social Security # ☐ DJJID

Last Name  Alias  SSN   
First Name  DJJID  Sex   
Date Of Birth  /  /  Race

**Record Count : 1** [Find](#) [Clear](#) [Add a New Youth](#)

	<a href="#">LAST NAME</a>	<a href="#">FIRST NAME</a>	<a href="#">MIDDLE NAME</a>	<a href="#">DJJID</a>	<a href="#">SSN</a>	<a href="#">DOB</a>	<a href="#">PREVENTION</a>	<a href="#">RACE</a>	<a href="#">SEX</a>
<a href="#">Select</a> <a href="#">Face Sheet</a> <a href="#">View Photos</a>	Test	Cassandra		985134		11/28/1990	NO	Black	F

**From the Intake Web:**

**Conduct Youth search**

**Click “Select” next to the youth’s name.**



# Special Alerts

## ◆ Adam Walsh Sex Offender Registration Eligible

- Automated alert based on qualifying sex offense charge.
- Once disposition is entered, user must manually end date the alert to close the alert and open a new alert if the youth was ordered to register per AWA Requirements at Disposition.


## ◆ Adam Walsh Sex Offender Registration Ordered

- Alert is entered if the youth is adjudicated, a disposition of Probation or Commitment is entered, and the Court orders the youth to register per AWA requirements.
- User must manually create the special alert of Adam Walsh Sex Offender Registration Ordered.
- **This alert MUST be entered before you can add an AWA Registration!!!!**

# Accessing SOR Module

From the Home Page:

- Go to Modules
- Select Sex Offender Reg



Department of  
Juvenile  
Justice

Active Youth:  
532950 : Test, Sharon  
Zebra

[Face Sheet](#) [Case Notebook](#)

Active Program:

☐ Select a CaseLoad

...

☐ Select a Program

...

☐ Not Released from the Program

☒ Registration Process Incomplete

Youth Listing:

[Refresh](#) [Youth Search](#)

<< [Add New Referral](#) **Modules** [Reports](#) [LogOut](#) [JJIS Web](#)

- Juvenile Registration
- Alerts & Alias
- School
- Family Member
- Youth Notes
- Referral
- Manage Caseload
- Merge Youth
- Agency Maintenance
- Unit Maintenance
- Assessment
- Assessment Reports
- ECP Maintenance
- Document Upload
- Sex Offender Reg


[Placement Activity Reports](#)

[Placement Activity Reports](#)

NOTE: All Civil Citation Placements and Charges  
should be entered in Prevention Web.  
If you need access to Prevention Web,  
please contact your local DIO.

HOME PAGE

# Sex Offender Registration Home Page



[Add New Referral](#) [Modules](#) [Reports](#) [LogOut](#)

## Sex Offender Registration

Active Youth

532950 : Test, Sharon Elaine

[Face Sheet](#) [Case Notebook](#)

Active Program

Case Load

Select a CaseLoad

Program

Select a Program

☐ Not Released from the Program

☒ Registration Process Incomplete

Youth Listing

Youth Listing:

[Refresh](#) [Youth Search](#)

This youth has a sex offender registration that is overdue.

Demographics

School Information

Phone Numbers

Current Sex Offender Registration

Employment Information

Immigration Status

Identifying Marks

Eligible Sexual Offenses

Current Addresses

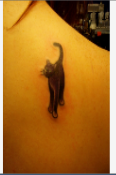
Driver License / ID

Professional License / Passport

	License Number	Issued Date	Expiry Date	License Type	Description	Issuing Authority	Issuing Agency
<input checked="" type="checkbox"/>	A542116	05/22/2015	05/22/2021	Automotive		State	US Department of State
<input checked="" type="checkbox"/>	DD3333333333333333	09/06/2016	12/22/2016	Cosmetology/Barber		Federal	FL Department of Business and Professional Regulation
<input checked="" type="checkbox"/>	NewPP123			Passport			

Add


Internet Identifiers



View All Photos



Each category box is now collapsible. Simply click on the box title you wish to collapse or expand.



**Florida Department of JUVENILE JUSTICE**  
The Future is Our Business

Add New Referral Modules Reports LogOut

### Sex Offender Registration

**Active Youth**

532950 : Test, Sharon Elaine

Face Sheet Case Notebook

**Active Program**

**Case Load**

Select a CaseLoad

**Program**

Select a Program

Not Released from the Program

Registration Process Incomplete

**Youth Listing**

Youth Listing:

Refresh Youth Search

**Demographics**

Last Name Test  
First Name Sharon  
SSN XXX-XX-7788  
Date of Birth 9/1/2000  
Height 5ft\_in  
Weight 100  
Hair Color Green  
Eye Color Hazel

**Current Sex Offender Registration**

This youth is not required to register. Only youths with a Sex Offender Registration Ordered Alert may be registered.

Registration Due 1/28/2019

**School Information**

Street Name GULF BREEZE HIGH SCHOOL  
Street Address 675 GULF BREEZE PARKWAY  
City GULF BREEZE  
State FL  
Zip 32561-4630  
County Escambia  
Phone # (904) 932-5388

**Employment Information**

Employer Employer Name  
Street Address Street Addr & Apt2  
Bldg/Complex Bldg/complex  
City City  
State FL  
Zip 1111  
International Zip  
Phone (111) 111-1111

**Phone Numbers**

Home (123) 456-7890  
Mobile (908) 765-4321

**Immigration Status**

Immigration Status


Save


**Identifying Marks**

	Mark Type	Mark Location	Description	Verified Date	End Date
<input checked="" type="checkbox"/>	Birthmark	Right Arm	scar	09/22/2016	09/12/2016
<input checked="" type="checkbox"/>	Mole	Face	Description	07/30/2015	09/12/2016
<input checked="" type="checkbox"/>	Mole	Head	Testing identification marks add	09/21/2016	09/21/2016


**View All Photos**

# Adding a new registration



 **Current Sex Offender Registration**

This youth is required to register, but a registration is not recorded. The initial registration is due within 72 hours of the Sex Offender Registration Ordered Alert entry, release from residential, or release from secure detention (whichever occurred last). The next registration is due by 9/25/2016.

- Make sure your AWA Alerts are updated!!
- SOR module should display this message under Current Sex Offender Registration.
- Click on the  box and select “Edit” to add a new registration.



# Current Sex Offender Registration



☰ Current Sex Offender Registration	
Registration Date	9/1/2016
County	Baker
Notes	testing
Address Change	No
School Change	No
Entered By	Karuppasamy, Shoban
Entered Date	9/1/2016 11:32:00 AM
Registration Due	1/28/2016

☰ Current Sex Offender
Edit
View Alerts
View From Law Enforcement

To add or update a registration click on the ☰ box and select “Edit”



# To add a new registration click “Add new registration” button.

<< Add New Referral Modules ▶ Reports ▶ LogOut

JJIS Web

## Department Review

Review Date

Review Outcome

Save Department Review

## Sex Offender Registrations

		<u>Registration Date</u>	<u>County</u>	<u>Address Change</u>	<u>School Change</u>	<u>Notes</u>	<u>Entered By</u>	<u>Entered Date</u>
<u>Select</u>	<u>Edit</u>	9/1/2016	Baker	No	No	testing	Karuppasamy, Shoban	9/1/2016
<u>Select</u>	<u>Edit</u>	9/1/2016	Baker	No	No	testing	Karuppasamy, Shoban	9/1/2016
<u>Select</u>	<u>Edit</u>	9/1/2016	Baker	No	No	testing	Karuppasamy, Shoban	9/1/2016

Add new registration

Back

Exit

## Department Review

Review Date

Review Outcome

[Save Department Review](#)

## Sex Offender Registrations

		<u>Registration Date</u>	<u>County</u>	<u>Address Change</u>	<u>School Change</u>
<a href="#">Select</a>	<a href="#">Edit</a>	9/1/2016	Baker	No	No
<a href="#">Select</a>	<a href="#">Edit</a>	9/1/2016	Baker	No	No
<a href="#">Select</a>	<a href="#">Edit</a>	9/1/2016	Baker	No	No

[Add new registration](#)

## Sex Offender Registration Details

Registration Date

County

Address Change ☐

School Change ☐

Notes

[Check Spelling](#)

[Save registration](#)

[Cancel](#)

[Back](#)

[Exit](#)

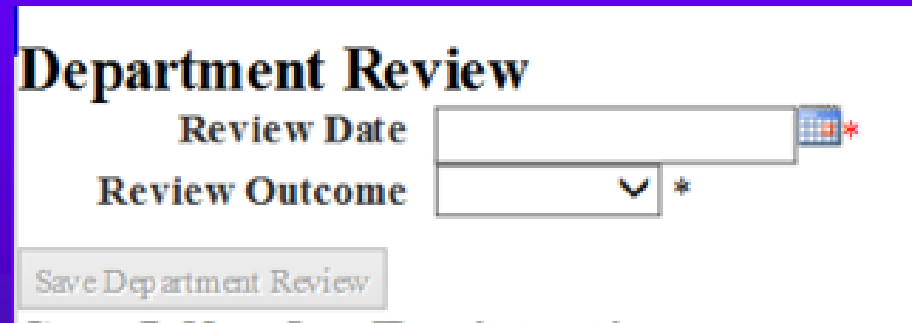
- Fill in Registration Date and County.
- Mark boxes if address or school has changed.
- Add Notes if needed.
- Click “Save registration” button.
- Click “Cancel” to leave with out saving.

# Department Review

The Department designated AWA liaison reviews all youth who have an active AWA ordered alert to verify they meet criteria to register per AWA requirements.

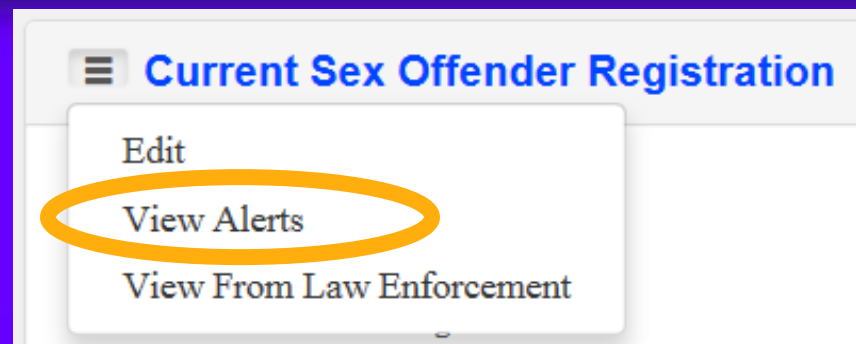
AWA liaison review:


- ◆ JJIS Face Sheet
- ◆ Police report
- ◆ Petition
- ◆ Court order for AWA Registration
- ◆ Pre-disposition report



The screenshot shows a web form titled "Department Review". It contains two input fields: "Review Date" with a calendar icon and "Review Outcome" with a dropdown arrow and an asterisk. Below these fields is a button labeled "Save Department Review".

Department Review	
Review Date	<input type="text"/>
Review Outcome	<input type="text"/> *
<input type="button" value="Save Department Review"/>	



- To view or modify Alerts, click the  button and select “View Alerts”.
- This will take you to the Special Alerts & Alias Module.
- To add an Alert, select “New”.
- To view an Alert, select “Select”.
- To modify an Alert, select “Edit”.

**Special Alerts Information** [Go to Alias Information](#)

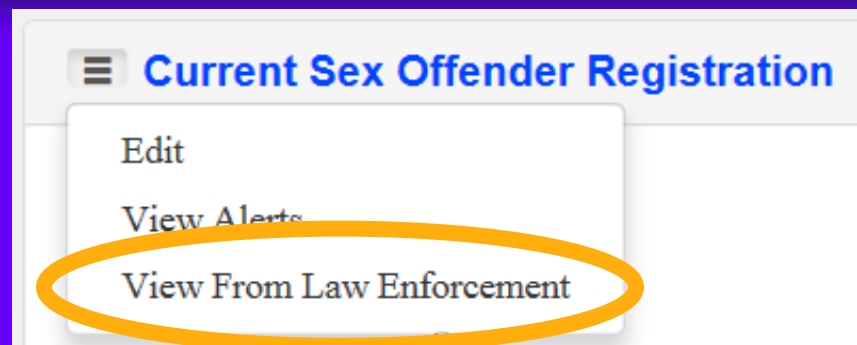
**New**

		ALERT TYPE	START DATE	END DATE	COUNTY	AUTOMATIC
Select	Edit	Absconder	02/16/2016 12:01 AM	08/10/2016 11:59 PM		Yes
Select	Edit	Foster Care	02/02/2016 12:20 PM	02/03/2016 09:14 AM	Out of State	Yes
Select	Edit	Suicide Risk	01/29/2016 12:18 PM			Yes
Select	Edit	Foster Care	01/12/2016 09:57 AM	01/12/2016 09:58 AM	Polk	Yes
Select	Edit	Escape Risk	01/08/2016 03:55 PM		Marion	No

1 2 3 4 5

Alert Type \*

Category



**This page will show all registrations law enforcement has on file for the youth.**


**This is a view only page.**

<< Add New Referral Modules ▶ Reports ▶ LogOut			JJIS Web
Law Enforcement Registrations History			
<u>County</u>	<u>Registration Date</u>	<u>Date Received</u>	
LEE	3/18/2014	3/28/2014	
<a href="#">Back</a>			






## To Edit a Module:

- Click on the  button.
- If the information is stored in JJIS, JJIS will link you to the JJIS module. Edit the needed information and click “Save”.
- Once the user has edited and saved their information they must select “Modules” and navigate back to the Sex Offender Registration Module (Sex Offender Reg).

# Youth Demographics

## Demographics


Last Name	Test
First Name	Sharon
SSN	XXX-XX-7788
Date of Birth	9/1/2000
Height	5ft_in
Weight	100
Hair Color	Green
Eye Color	Hazel

- To edit Demographics information click on the  button and select “Edit”.
- JJIS will take you to the Juvenile Registration Module to update information.

## Juvenile Registration

Last Updated By: Long, Sharon Y on 9/16/2016 3:00 PM

### Youth Demographics

DJJID *	532950
Last Name *	Test
First Name *	Sharon
Middle Name **	Elaine
OR **	<input type="checkbox"/> No Middle Name Verified
DOB **	9/1/2000  (MM/DD/YYYY)
Age	16
Suffix	III
SSN # **	XXX-XX-7788 <input type="checkbox"/> Show Full SSN For Edit ###-##-####
Sex *	Female
Race *	Pacific Islander
Ethnicity *	Haitian

### Fingerprint Information

Citizenship **	<input checked="" type="radio"/> USA <input type="radio"/> Other
Height **	5 ft <input type="text"/> in
Weight **	100 lbs
Hair Color **	Green
Eye Color **	Hazel

# School Information



## ≡ School Information

**Street Name** GULF BREEZE HIGH SCHOOL  
**Street Address** 675 GULF BREEZE PARKWAY  
**City** GULF BREEZE  
**State** FL  
**Zip** 32561-4630  
**County** Escambia  
**Phone #** (904) 932-5388

## School Information

**Youth Name:** Test, Sharon Elaine  
**DJJID:** 532950

New

		SCHOOLNAME	GRADE	SPECIAL CLASSES	DATE CREATED	DATE ENDED
Select	Edit	GULF BREEZE HIGH SCHOOL	9	N	06/10/2016	
Select	Edit	North Tampa Alternative	9	N	01/25/2016	06/10/2016
Select	Edit	C.K. STEELE/LEROY COLLINS CHAR	11	N	04/22/2015	01/25/2016
Select	Edit	Arthur & Polly Mays Conserv Ar		N	01/30/2015	04/22/2015

- To add or update a school click on the ≡ box and select “Edit”
- JJIS will take you to the School Information Module to update information.

# Phone Numbers & Employment Information

## ☰ Phone Numbers

Home (123) 456-7890

Mobile (908) 765-4321

## ☰ Employment Information

Employer	Employer Name
Street Address	Street Addr & Apt2
Bldg/Complex	Bldg/complex
City	City
State	FL
Zip	1111
International Zip	
Phone	(111) 111-1111

- To add or update a phone number or employment click on the ☰ box and select “Edit”.
- JJIS will take you to the Family Member Registration Module to update information. Select “Edit” next to the person to be updated.

## Family Member Registration

Youth Name: Test, Sharon Elaine

DJJID: 532950

New Member		Address Change Worksheet		Cost of Care Worksheet		Member Address History	
		LAST NAME	FIRST NAME	MIDDLE NAME/INITIAL	RELATIONSHIP	BILLED FOR COST OF CARE	
Select	Edit	Test	Sharon	Elaine	Self	Primary	
Select	Edit	Test	Mother		Mother		
Select	Edit	Test	Edit		Friend		

# Update phone numbers or employment information by scrolling down the Family Member Registration Module.

Home Phone

( 123 ) 456 - 7890 (###) ###-####

Alt. Contact Num Type

Cellular ▼

Alt. Contact Number

( 908 ) 765 - 4321 (###) ###-####

Alt. Contact Num Type 2

Relative ▼

Alt. Contact Number 2

( 111 ) 222 - 3333 (###) ###-####

E-mail Address

SharonTest@gmail.com

## Employment Information

Not Employed

☐

Full Time

☐

Occupation

Occupation

Employer

Employer Name

### Employer's Address

Street Addr & Apt2 :

Street Addr & Apt2

Bldg/Complex :

Bldg/complex

City :

City

State :

Florida ▼

Zip :

11111 - 1111 #####-####

International Zip :

Employer's Phone No.

( 111 ) 111 - 1111 (###) ###-####

Contact

### Scheduled Hours

From

: ◻ ◻ AM ◻ PM

To

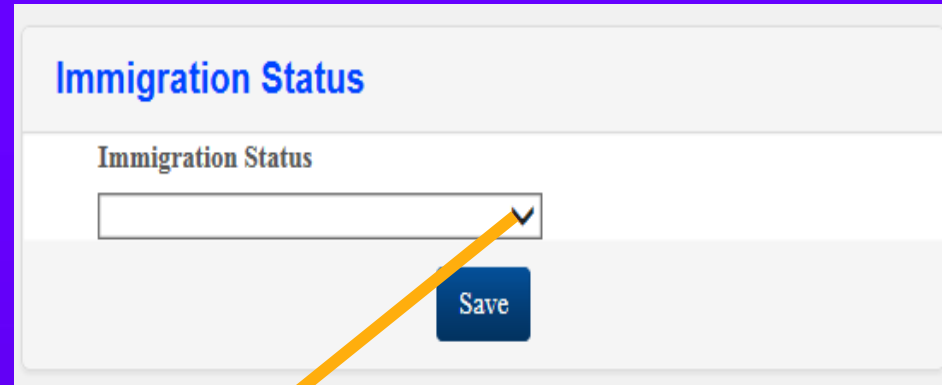

: ◻ ◻ AM ◻ PM

Save

Cancel

Delete

# Immigration Status



Immigration Status

Immigration Status

Save




Conditional Permanent Resident  
Family Sponsored Visa  
Lawful Permanent Resident  
Naturalized Citizen  
Non-Immigrant Temporary Visa  
Refugee/Asylee  
Special Immigration Juvenile Status  
T Visa(Victim of Human Trafficking)  
U Visa(Crime Victim or Witness)  
VAWA Self-Petitioner

If the youth is not a natural born US Citizen, select an Immigration Status for the youth, from the drop down box and click the “Save” button.






# Identifying Marks

## Identifying Marks

	Mark Type	Mark Location	Description	Verified Date	End Date
	Birthmark	Right Arm	scar	09/22/2016	09/12/2016
	Mole	Face	Description	07/30/2015	09/12/2016
	Mole	Head	Testing identification marks add	09/21/2016	09/21/2016

Add

- The 1<sup>st</sup> time you add a registration any marks entered on the Secure Detention Admission Wizard will automatically appear in the SOR Module.
- To add additional or new marks click the “Add” button.
- Click the  button to “Edit” a mark.
- Click the  button to “End Date” a mark.
- Click the  button to “Delete” a mark.

## To Add or Edit Identification Marks.

Complete all required fields and click “Save” button.



- Birthmark
- Missing Limb
- Mole
- Other
- Scar
- Tattoo

### Add Identification Mark

Body Mark*	<input type="text"/>
Mark Location*	<input type="text"/>
Description*	<input type="text"/>
Verified Date	<input type="text"/>
End Date	<input type="text"/>

- Back
- Buttocks
- Face
- Groin
- Head
- Left Arm
- Left Chest
- Left Foot
- Left Hand
- Left Leg
- Left Pelvic(Hip)
- Left Shoulder
- Middle Chest
- Neck
- Other
- Right Arm
- Right Chest
- Right Foot
- Right Hand
- Right Leg
- Right Pelvic(Hip)
- Right Shoulder
- Stomach

**Verified Date:** Date user was able to observe or verify the mark. If user is unable to verify, date should be left blank.

**End Date:** Users would add a date in this box if a mark was removed from the youth’s body. (Example: tattoo or mole was removed.)

# Eligible Sexual Offenses

## Eligible Sexual Offenses

Offense Date	Referral ID	Description (Level/Degree)	Court Docket #	Unit/JPO	Legal Status	Disposition Dates	Adjudication	Disposition
09/01/2015	4084824	SEX ASSLT - UND 18 YOA CUSTODIAN SEX BATT VICT UND 12 YOA (FL)	2015-CJ- 002703-0000- 00	C02 H Q - M I S Unit Test - Arnold, Sharon	Closed	09/11/2015	Y	Commitment to DJJ-JJP (Non-Secure)

Only the following statutes qualify for AWA Registration:

### Statute Numbers

794.011 2a	794.011 8b
794.011 2b	794.011 8c
794.011 3	794.023 2a
794.011 4a	794.023 2b
794.011 4c	800.04 4a1
794.011 4d	800.04 5c1
794.011 5d	800.04 5d
794.011 8a	

•To add or update a charge click on the  box and select “Edit”

•JJIS will take users to the Referral Information/ Maintenance screen. To edit a referral select “Edit” or “Charges”

Youth Pl

### Referral Information

Youth Name: Test, Sharon Elaine  
DJJID: 532950

Juvenile's Referrals

			REFERRALID	REFERRAL DATE	REFERRAL STATUS	ASSIGNED	JPO
Select	Edit	Charges	4131004	08/10/2016	Open	C02 Unit 101 A	
Select	Edit	Charges	4130967	03/03/2016	Open		
Select	Edit	Charges	4130920	02/16/2016	Open	C01 Unit 103	Mallory, AnthonyL; Brown, Greg
Select	Edit	Charges	4096213	10/12/2015	Closed	C10 Unit 201	
Select	Edit	Charges	4091678	09/25/2015	Open	C02 H Q - M I S Unit Test	Arnold, SharonB

1 2 3 4

Referral ID \*  
Origin of Referral \*  
Referral Date \*  
Unit Circuit  
Unit Assigned \*

MM/DD/YYYY

# Current Address

## ☰ Current Addresses

Type	Street	Building/Apt	City	County	State	Zip Code	Start Date
Physical	1051 3rd Ave N Apt B7		Saint Petersburg	Pinellas	FL	33705-1442	01/31/2016
Mailing	1051 3rd Ave N Apt B7		Saint Petersburg	Pinellas	FL	33705-1442	01/31/2016
Cost of Care Billing	1051 3rd Ave N Apt B7		Saint Petersburg	Pinellas	FL	33705-1442	05/12/2016

Add

- To add or update an address click on the ☰ box and select:

## ☰ Current Addresses

Edit

Address History

- Edit takes users to the Family Member Registration Module to edit addresses.

- Address History takes user to the list of address history for the youth.



## Family Member Registration

Youth Name: Test, Sharon Elaine

DJJID: 532950

New Member		Address Change Worksheet		Cost of Care Worksheet		Member Address History	
		LAST NAME	FIRST NAME	MIDDLE NAME/INITIAL	RELATIONSHIP	BILLED FOR COST OF CARE	
Select	Edit	Test	Sharon	Elaine	Self	Primary	
Select	Edit	Test	Mother		Mother		
Select	Edit	Test	Edit		Friend		

1

### Member Information

Last Name \*

First Name \*

Middle Name

OR

Suffix

DOB

☐ No Middle Name Verified

 MM/DD/YYYY

- To Edit an address from the Family Member Registration Module, select “Edit” next to the person you wish to update.
- Address History screen shows all previous **addresses** documented in JJIS.

### Address History

Type	Street	City	County	State	Zip Code	Start Date	End Date
Cost of Care Billing	1051 3rd Ave N Apt B7	Saint Petersburg	Pinellas	FL	33705-1442	5/12/2016	
Mailing	1051 3rd Ave N Apt B7	Saint Petersburg	Pinellas	FL	33705-1442	1/31/2016	
Physical	1051 3rd Ave N Apt B7	Saint Petersburg	Pinellas	FL	33705-1442	1/31/2016	
Mailing	323 Mount Hosea Church Rd	Quincy	Gadsden	FL	32352-6529	1/18/2016	1/19/2016
Physical	323 Mount Hosea Church Rd	Quincy	Gadsden	FL	32352-6529	1/18/2016	1/19/2016



# Adding a Temporary Residence

Temporary residence means a place where the person abides, lodges, or resides, including, but not limited to, vacation, business, or personal travel destinations in or out of this state, for a period of 5 or more days in the aggregate during any calendar year and which is not the person's permanent address or, for a person whose period of time in this state permanent residence is not in this state, a place where the person is employed, practices a vocation, or is enrolled as a student for any period of time in this state.

To add a Temporary Address:

- Click “Add” button

## ≡ Current Addresses

Type	Street	Building/Apt	City	County	State	Zip Code	Start Date
Physical	1051 3rd Ave N Apt B7		Saint Petersburg	Pinellas	FL	33705-1442	01/31/2016
Mailing	1051 3rd Ave N Apt B7		Saint Petersburg	Pinellas	FL	33705-1442	01/31/2016
Cost of Care Billing	1051 3rd Ave N Apt B7		Saint Petersburg	Pinellas	FL	33705-1442	05/12/2016



Add

## Current Addresses

	Type	Street	Building/Apt	City	County	State	Zip Code	Start Date	End Date
	Physical	1051 3rd Ave N Apt B7		Saint Petersburg	Pinellas	FL	33705-1442	1/31/2016	
	Mailing	1051 3rd Ave N Apt B7		Saint Petersburg	Pinellas	FL	33705-1442	1/31/2016	
	Cost of Care Billing	1051 3rd Ave N Apt B7		Saint Petersburg	Pinellas	FL	33705-1442	5/12/2016	

[Add new temporary address](#)

[Back](#)

[Exit](#)

## Current Addresses

	Type	Street	Building/Apt	City	County	State	Zip Code	Start Date
	Physical	1051 3rd Ave N Apt B7		Saint Petersburg	Pinellas	FL	33705-1442	1/31/2016
	Mailing	1051 3rd Ave N Apt B7		Saint Petersburg	Pinellas	FL	33705-1442	1/31/2016
	Cost of Care Billing	1051 3rd Ave N Apt B7		Saint Petersburg	Pinellas	FL	33705-1442	5/12/2016

[Add new temporary address](#)

## Historical Temporary Addresses

Use	Street	Building/Apt	City	County	State	Zip Code	Start Date
	8500 Laurel Hill Dr		Orlando	Orange	FL	32818	4/14/2015

## Address Details

Address Type Temporary

Street 1 \*

Building/Apt \*

City \*

County \*

State Florida \*

Zip Code \*

Start Date 09/22/2016 \*

End Date \*

Reason Not Used \*

[Verify Address](#)

[Save address](#)

[Cancel](#)




[Back](#)

[Exit](#)

- Click “Add new temporary address” button.
- Add required fields for temporary address and click “Save Address”

# Driver License/ID


## Driver License / ID

	License Number	State Issued	Issued Date	Expiration Year	License Code
	EditedLICNumer12345	Delaware	02/01/2015	2020	Operator License
	12345				
	AddedNew67890	Arizona	08/29/2016	2030	C-Commercial License

Add

To add a new License or ID click on the “Add” button.

Click the  button to ‘Edit” a license or ID.

Click the  button to “Edit a license entered into JJIS”  
(example: line 2 on above)

Click the  button to “Delete” a license or ID.

## To add a License or ID

- Enter License number.
- Select License Type from the drop down.
- Select the Issuing State from the drop down.
- Enter the Issued Date.
- Enter the Expiration Year
- Click “Save”

### Add License/ID Information

License Number\*

License Type\*

Issued State\*

Issued Date\*

Expiration Year\*

A-Commercial License  
B-Commercial License  
C-Commercial License  
Chauffeur License  
ID Card  
Operator License

Cancel

Save



## To edit a License or ID

- To edit a license or ID a user entered into this module select “Edit” and edit the desired date.
- Click “Save”

### Add License/ID Information

License Number\*

EditedLICNumer12345

License Type\*

Operator License



Issued State\*

Delaware



Issued Date\*

2/1/2015

Expiration Year\*

2020

Cancel

Save

# To edit a License or ID entered into JJIS

- Select “Edit License Number in JJIS”
- JJIS will take users to the Family Member Registration Screen.
- Select “Edit” next to the person to update.
- Scroll to Identification Information at the bottom of the page.
- Click “Edit” next to the ID Type you wish to change.
- You may change ID Type or ID Number.
- Click “Save” button to save changes.

## Family Member Registration

Youth Name: Test, Sharon Elaine  
DJJID: 532950

New Member	Address Change Worksheet		Cost of Care Worksheet		Member Address History	
	LAST NAME	FIRST NAME	MIDDLE NAME/INITIAL	RELATIONSHIP	BILLED FOR COST OF CARE	
Select	Edit	Test	Sharon	Elaine	Self	Primary
Select	Edit	Test	Mother		Mother	
Select	Edit	Test	Edit		Friend	

## Identification Information

Family Member

Test, Sharon Elaine

New

Select	ID TYPE	ID NUMBER
<a href="#">Select</a>	Drivers License	EditedLICNumber12345
<a href="#">Select</a>	Drivers License	AddedNew67890
<a href="#">Select</a>	Drivers License	12345
<a href="#">Select</a>	FDLE Number	234234234234324324
<a href="#">Select</a>	Foreign Passport	PP123

1 2 3

Last Updated By: Mukaddam, Kelli N on 9/22/2016 11:40 AM

ID Type

Drivers License

ID Number

12345

Save




Cancel

Delete



# Professional License/Passports

## Professional License / Passport

	License Number	Issued Date	Expiry Date	License Type	Description	Issuing Authority	Issuing Agency
	A542116	05/22/2015	05/22/2021	Automotive		State	US Department of State
	DD33333333333333	09/06/2016	12/22/2016	Cosmetology/Barber		Federal	FL Department of Business and Professional Regulation
	NewPP123			Passport			

Add

To add a new Professional License or Passport  
Click “Add” to add a new license or passport.

Click the  button to “Edit”

Click the  button to “Delete”

# Adding a new Professional License or Passport

- Enter License Number.
- Select License Type from drop down.
- Select Issuing Authority from drop down.
- Select Issuing Agency
- Enter Issued Date.
- Enter Expiration Date.

## Add License/ID Information

Prof License Number\*

Prof License Type\*

Issuing Authority\*

Issuing Agency\*

Issued Date

Expire Date

Automotive  
Commercial Hunting/Fishing License  
Construction (i.e. Contractor, A/C)  
Cosmetology/Barber  
Medical (i.e. Doctor, Nurse)  
Other  
Passport  
Professional (i.e. Architect, Engineer, Attorney)  
Real Estate

Federal  
Local  
State










FL Agency for Health Care Administration  
FL Department of Agriculture and Consumer Services  
FL Department of Business and Professional Regulation  
FL Department of Education  
FL Department of Financial Services  
FL Department of Health  
FL Fish and Wildlife Conservation Commission  
FL Office of Financial Regulation  
Other  
US Department of State

Cancel Save

# Internet Identifiers

Internet identifier means all website uniform resource locators (URLs) and application software, whether mobile or non-mobile, used for Internet communication, including anonymous communication, through electronic mail, chat, instant messages, social networking, social gaming, or other similar programs and all corresponding usernames, logins, screen names, and screen identifiers associated with each URL or application software.


## Internet Identifiers

	Id Type	Id	Internet Provider	Description
	Internet Identifier	GoSharon	Facebook	
	Internet Identifier	FunSharon	Other	WeChat.com
	Email Address	test@test.com		
	Internet Identifier	testId	Google Hangouts/Talk	
	Email Address			
	Email Address	SharonTest@gmail.com		
	Email Address	test@test.com		
	Internet Identifier	test2	Other	NotFoundInDropDown
	Internet Identifier	test	Facebook	

Add

## To add an Internet Identifier

- Click “Add” button
- Enter Internet Id Type from the drop down.
- Enter Internet Id.

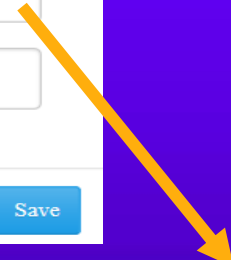


**Add Internet Identifier**

Internet Id Type\*

Internet Id\*

**Cancel** **Save**



Email Address
Internet Identifier

To edit or delete an Internet Identifier select the  button

# Sexual Offender Registration Reports

## Reports:

1. SOR Ordered Youths Report
2. SOR Due or Overdue Report
3. SOR Eligible Youths Report

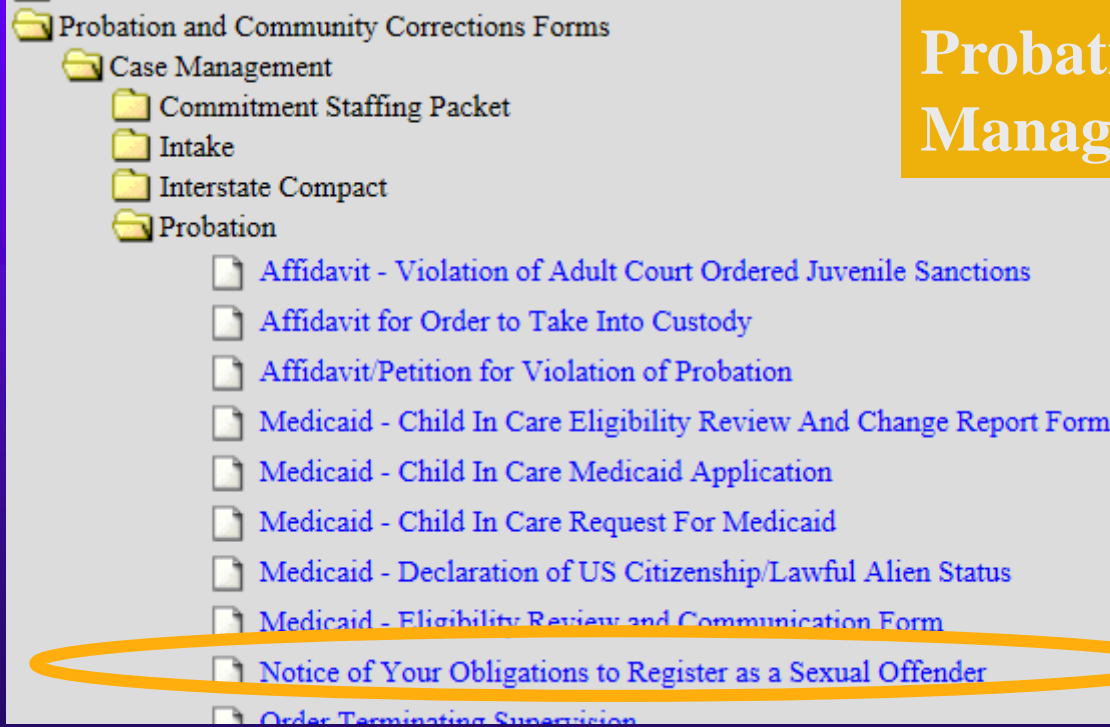
Access through  
Manage Caseload  
Other JPO Reports

- ☐ Violation of Probation Report (By Unit)
- ☐ Missing Bill-To-Person Detail Report
- ☐ Missing Bill-To-Person Summary Report
- ☐ Supervised Sex Offender Report (By Circuit)
- ☐ Youth With No Bill To Person Report
- ☐ DRAI Placement Override
- ☐ Sex Offender Registration Ordered Youths Report
- ☐ Sex Offender Registrations Due or Overdue Report
- ☐ Sex Offender Registration Eligible Youths Report

# Sexual Offender Registration Forms

## Notice of Your Obligations to Register as a Sexual Offender

Access through JJIS  
Web/ New Web Forms/  
Probation/Case  
Management/Probation

- 
- Probation and Community Corrections Forms
    - Case Management
    - Commitment Staffing Packet
    - Intake
    - Interstate Compact
    - Probation
      - Affidavit - Violation of Adult Court Ordered Juvenile Sanctions
      - Affidavit for Order to Take Into Custody
      - Affidavit/Petition for Violation of Probation
      - Medicaid - Child In Care Eligibility Review And Change Report Form
      - Medicaid - Child In Care Medicaid Application
      - Medicaid - Child In Care Request For Medicaid
      - Medicaid - Declaration of US Citizenship/Lawful Alien Status
      - Medicaid - Eligibility Review and Communication Form
      - Notice of Your Obligations to Register as a Sexual Offender**
      - Order Terminating Supervision





# QUESTIONS??

Regarding JJIS issues...  
Contact your local DIO!

Need helpful JJIS tips or power points visit..

[http://www.djj.state.fl.us/partners /data-integrity-jjis/jjis-information](http://www.djj.state.fl.us/partners/data-integrity-jjis/jjis-information)