



Kansas Bureau of Investigation

Fact Sheet

RapBack

RapBack is a service of the Kansas Central Repository that permits an agency to receive immediate notification when there is activity in the criminal history record of an individual of interest to the agency. The RapBack program tracks the additions, deletions and modifications of criminal history records as the updates take place, and informs the interested agency of that change.

Subscribing for RapBack Services

The agency identifies the person for whom RapBack notification is requested by first submitting a fingerprint record to the Central Repository at the KBI. The current process for identification is then followed; the fingerprint record is processed and the criminal history record or “no record” response is returned to the contributing agency. The person is automatically “subscribed” to RapBack, and any subsequent activity in that person’s criminal history record will generate a notification to the agency.

At the end of every twelve months, the subscription may be renewed for another year. When the individual is no longer associated with the agency, the subscription can be cancelled.

An example of RapBack: Kansas Unified School District 999 submits the fingerprints of a person applying for a position and receives a “no record” response from the Central Repository. The person is hired. Several months later, the person is arrested in another Kansas county for possession of narcotics. The Central Repository at the KBI receives the criminal booking fingerprint record from the arresting agency, and the RapBack program recognizes that this person is subscribed to RapBack for USD 999. The Central Repository sends a notice to USD 999 advising of the arrest. The school district can now take timely, appropriate action regarding that person’s employment.

Manual RapBack Notifications

The manual notification is a letter briefly explaining what information was added, deleted or modified. The notification also gives the date of the event, the name of the agency reporting the event, and the updated abstract of criminal history record information (“rapsheet”). Manual notifications are downloaded the next business morning after the changes have been made to the record at the Central Repository, and sent to the agency point of contact.

Electronic RapBack Notifications for Non-Criminal Justice Agencies

Non-criminal justice agencies can access a web-based version of RapBack. Users receive an email alert when a notification is generated. They use a token and pin number combination to log in and retrieve the letter and updated abstract. All new subscribers are only offered the electronic format.

Electronic RapBack Notifications for criminal justice agencies

The electronic notification is the same cover letter informing the customer that a change has occurred in the criminal history record and instructs the customer to request the updated Kansas “rapsheet”. Electronic notifications are transmitted to the Nlets terminal for the subscribing agency on the morning after the record is updated at the Central Repository.

Electronic notifications of this type are only available to criminal justice agencies.

How to Subscribe to RapBack

Any agency or individual wishing to receive RapBack services must contact the Records Management Section at (785) 296-8272.

Agencies that participate in the RapBack program will automatically receive RapBack services for each individual whose fingerprint record is sent to the Central Repository for civil identification.

The first year of RapBack service is included with each fingerprint record check at no extra cost. Prior to the end of that first twelve months, the subscribing agency will be given the opportunity to renew or cancel the subscription for that person. The KBI will remove names as requested by the subscribing agency and will bill for the next twelve months of each RapBack renewal subscription.

Q & A

How often will I get notifications of activity in the person’s criminal history record?

You will receive a notification every time the record is updated.

My agency requires state criminal history record checks every five years for certain positions. Will RapBack eliminate the need to re-fingerprint these persons?

That is what the RapBack program is intended to achieve. If the agency’s rules and regulations requiring record checks permit reliance on RapBack, the program will eliminate the need to re-fingerprint and resubmit.

Does the notification include the national rapsheet?

No, RapBack is only for Kansas criminal history. The FBI offers the national version of RapBack; however, it is not available for Kansas customers at this time.

If I rely on RapBack to avoid resubmission for state record checks, can I get a new national record check without resubmitting another fingerprint record?

Not at this time.

My agency already submits civil fingerprint cards for record checks on individuals. How do I select which records I want to track?

At this time, once an agency begins participating in the RapBack program then EVERY civil fingerprint card will be subscribed for the first twelve months after submission. The program is not able to pick and choose which records to enroll.

What if we receive a RapBack for a person we didn't hire / license and we want to remove them from the list before the one year date?

Please notify the KBI Records Management Section by letter, email, or fax at (785) 217-2377) to request removal from RapBack. The letter should include the personal descriptors of the person – name, date of birth and social security number – so the record can be located and removed.

Who will have access to the RapBack subscriptions?

A designated point of contact at each agency will have access to the subscriptions.

Can I share the record check results with other people?

The rules for use and safeguarding of criminal history do not change. You can only release the results to those people within your agency that have a “need to know” in order to make the decision regarding employment or licensing.

What is the cost for RapBack?

RapBack is free for the first year for each record. After the first year the cost is \$3 per year for each subscription for non-criminal justice purposes.

There is no charge for RapBack for criminal justice purposes, to include criminal justice employment.

How does my agency subscribe to RapBack?

Contact the KBI Records Management Section at (785) 296-2454 and request to speak to the supervisor.