

## **Texas Specific XML Requirements for NIBRS**

This is a list of additional requirements from the Texas Department of Public Safety for NIBRS submissions in XML format.

### **1. File Naming Rule**

- a. To make it easier to track XML submissions through the Data Broker and in the UCR System the XML file names will need to include the submitting agency ORI, the incident date, and incident number.
  - i. TX1234567 YYYYMMDD Incident#.xml
    1. TX1234567 will be replaced with the ORI of the submitting agency.
    2. YYYYMMDD will be the date the incident occurred, not the date that it is being submitted.
    3. Incident# will be replaced with the agency's corresponding incident number for the submission incident.

### **2. Test File Submissions and the Testing Process**

- a. After setting up the API key for the web submissions to the Data Broker **Test** site, submitting agencies will work with a DPS Customer Service Representative (CSR) to test XML submissions.
- b. Limited Number of Test Files - When testing, only submit the designated number of files unless otherwise directed by your CSR.
  - i. Please only submit in batches of 10. Do not send any new incidents until the 10 incidents previously submitted have passed.
  - ii. After passing multiple batches of 10 XML submissions, CSR will notify agency to submit one month of data.
- c. Validate XML Format - The Data Broker uses the FBI's XCOTA tool to validate the IEPD format.
  - i. If there are issues with the general format, the CSR will provide an error report with the details.
  - ii. Agency's vendor can download a desktop version of XCOTA to pre-check their XML submissions. [Criminal Justice Information Services | Data Standards](#)
- d. Validate NIBRS Business Rules – Once the XML format is verified, the incidents will be verified in the UCR Test System.
  - i. The CSR will provide a report with any errors and warnings.
  - ii. Agencies must achieve a 0% error rate to pass UCR NIBRS XML Certification Testing for the month of submission.
  - iii. Any errors with XML submissions must be corrected and resubmitted to verify accurate calibration.
- e. Transitioning to Live Submissions Once Certified –
  - i. CSR creates an agency account in Data Broker **Live** site.
  - ii. Agencies must setup a new API key.
  - iii. XML files are automatically submitted to the Data Broker **Live** site.

**\*Ongoing Responsibility: Agencies are required to review their errors and warnings monthly under Report Center.**

