LiveScan Changes for AOPC OTN Generator

The new OTN generator at AOPC is an effort to reduce the occurrence of duplicate issued OTN's from PSP and the PA Court system. All OTNs will be generated from AOPC and both PSP and the Courts will validate and check for an OTN for the individual arrest before issuing a new one. Remember the LiveScan only requests an OTN if you are printing under the **CRIMINAL** record type.

1. Number field changes under Page 1 of Data.
   a. **Agency Number** – This not required but remains as some Departments use it for an internal identifier.
   b. **Incident\OCA Number**- Please enter an incident number for your case.
   c. **Complnt\Cita Number**- Enter a Complaint Number (issued by court) or a Citation Number, if known.

   NOTE: You must enter an Incident Number and/or Complaint Number to be able to submit the fingerprints. It is recommended that you always enter an Incident Number.

2. **Unknown Subject** – The addition of the Unknown Subject button for those occasions that you have not identified the subject you have arrested. This shall be used in lieu of "john Doe" for consistency across all agencies and for OTN verification purposes. There is also the addition of an **Unknown DOB** button that shall also be used in these circumstances.

   NOTE: You should exhaust all means of identifying a subject before this option is used to include Mobile ID and/or suspect ID on the LiveScan.

3. For the process to validate you must ensure that all information is keyed in correctly. The validation process uses the subjects name and DOB along with the ORI and an Incident Number or Complaint Number. The LiveScan needs to match the Criminal Complaint and visa vera. When entering OTNs into the LiveScan from a Criminal Complaint and/or Court Document you will need to enter a dash (-) before the last digit, i.e. Q1556096 would be entered as Q155609-6. Juveniles will no longer just receive "J" OTNs.

4. The OTN will be returned on a criminal history, it will either be a new OTN or an OTN that the court already assigned.

5. Questions/corrections can be directed to the PSP AFIS room at 717-783-5515, FAX 717-772-3681, or EMAIL RA-PSPAFISSUPERVISOR@PA.GOV.