



# DEPUTY SHERIFFS' TRAINING BULLETIN

Number 95

COMMONWEALTH OF PENNSYLVANIA

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## PENNSYLVANIA FIREARMS LICENSE TO CARRY SYSTEM

### Project Update

The Pennsylvania Commission on Crime and Delinquency (PCCD) through the Deputy Sheriffs' Education and Training Board (DSETB) previously issued three (3) Training Bulletins (#89 July 2009, #92 December 2009, #94 December 2009). This Bulletin provides an update specific to Data Conversion plans and includes answers to Frequently Asked Questions (FAQs). Please share this bulletin with your Information Technology (IT) department for planning purposes.

The PCCD Project team plans to convert LTC records from the Pennsylvania State Police (PSP) repository to the new LTC repository during the implementation phase for the new system. Based on analysis of the existing PSP repository, the vast majority of LTC records do not have address information. As you may recall, one of the features included in the new LTC system includes automatic generation of renewal letters or labels 60 days prior to the expiration of a permit.

In order to populate the new LTC repository with address information, the PCCD plans to import records from each of the License to Carry Issuing Authorities (LTCIAs), using a standard, **double quote and comma delimited** text file format as defined in the table below:

Field	Format	Required	Sample Data
County Code	2 digits numeric	Y	02
Permit Number	8 digits numeric	Y	12345678
Last Name	40 characters max; alphanumeric	Y	O'Malley
Suffix	5 characters max; alphanumeric	N	
First Name	40 characters max: alphanumeric	Y	Alan
Middle Name	35 characters max: alphanumeric	Y	C
Date of Birth	MMDDCCYY; numeric	Y	12191986
Address	35 characters max; alphanumeric	Y	1313 Mocking Bird Lane
City	25 characters max: alphanumeric	Y	Harrisburg
State	2 characters max; alphanumeric, valid state abbreviation	Y	PA
Zip	9 digits max (5 required 4 optional); numeric	Y	171081167

For example, the record update from the sample column in the above table would be formatted as follows: "02","12345678","O'Malley"," ","Alan","C","12191986","1313 Mockingbird Lane", "Harrisburg", "PA", "171081167".

The PCCD project team will utilize the records provided in the LTCIA supplied files to locate and populate address information for the records in the new LTC repository. These files will need to be created during the second or third quarters of 2010 and submitted via email to c-almclea@state.pa.us. The PCCD is providing this update so that you can plan to have extract files created from your existing repository.

Details regarding the implementation plan and schedule will be provided over the next few months.

In the event, you are not able to provide a text file with the address information as requested, PCCD will accept the same data in an MS Excel format. Alternatively, counties which utilize paper systems and or counties which choose not to create an extract file will be able to manually update the address information for their LTC records, after the county is implemented into production.

If you have any questions concerning the requested file format, please contact Alan McLean at (717) 265-8548.

## **Frequently Asked Questions (FAQS)**

### **1. Will I be able to continue to use my existing License to Carry System?**

*No. PCCD will develop and deploy a new central LTC system to serve all 67 LTC Issuing Authorities state wide. Existing systems utilized by the counties will be replaced, by the new custom application. However, some of the existing hardware components, such as workstations, digital cameras, signature pads, printers and magnetic card readers may be able to be utilized with the new application, provided the components meet the requirements specified in the funding announcement.*

### **2. Will I be able to continue to use my PVC printer to produce LTC permits?**

*No. In order to produce standard LTC permits throughout PA, PCCD plans to print the permit on synthetic paper, such as Teslin, which will need to be laminated. PCCD realizes that this is a two step process, rather than a one step process used to produce PVC cards. However, the two step process was selected and agreed upon with the LTC Advisory Committee, due to the superior durability of the synthetic paper and lower total cost of ownership associated with maintaining the color inkjet or laser jet printers over the long haul.*

### **3. Will additional detail regarding hardware devices defined in the funding announcement be provided?**

*Yes. PCCD is currently in the process of ordering hardware devices available through the state contract including; digital cameras, signature pads, printers and magnetic card readers for testing with the new custom application. PCCD will release an updated bulletin, which will provide detailed specifications regarding hardware which has been successfully tested over the next few months. We strongly recommend that all counties defer ordering any new equipment until after these bulletins have been released.*

### **4. Will the new LTC system support financial reporting and or integration with other county systems?**

*Yes. PCCD plans to provide counties the capability to capture financial data limited to two fields (Application fees and Permit fees), as well as produce reports reflecting the number and amount of fees collected by date range. These fields will be optional. It will be up to each individual county whether or not you choose to capture and report on the fees collected. PCCD also plans to provide each county with the ability to export its data from the new application for integration with other systems. Unfortunately, any additional automated integration with county systems is not feasible within existing time constraints.*

### **5. Will I need Internet access to use the new LTC system?**

*Yes. You will need internet access from the location you use to process LTC applications and issue permits. Funding is available through the PCCD Funding announcement to set up internet access in the event you do not have it.*

