



DEPUTY SHERIFFS' TRAINING BULLETIN

Number 99

COMMONWEALTH OF PENNSYLVANIA

May 2010

PENNSYLVANIA FIREARMS LICENSE TO CARRY SYSTEM

PCCD is planning to implement the initial Pilot License to Carry (LTC) application for Cumberland County in July, with deployment to all Issuing Authorities by the end of this year. As the implementation for each county approaches, Sheriffs may want to consider informing their constituents as to when the Sheriff's Office will not be able to issue LTC permits during the transition period. PCCD will contact each Sheriff's Office to confirm implementation dates prior to deployment.

This bulletin provides instructions and credentials Issuing Authorities can use to submit address extract files to the Pennsylvania State Police (PSP). A blind FTP site has been created for this purpose. Issuing Authorities can verify that their files have been successfully copied to the site, during the upload process, but will not be able to view or access any other files on the site. Please provide contact information (name, email address and phone number) to Alan McLean at c-almclea@state.pa.us when uploading files to the site so that we can communicate with the appropriate individuals regarding any formatting issues or errors.

Several Issuing Authorities have already created and emailed test address extract files to PCCD for format validation. As noted in previous Bulletins, emailing test files is an acceptable option. However, submitting the files via FTP is preferred due to file size limitations associated with email attachments.

If you have any technical questions related to the LTC project, please contact Alan McLean at (717) 657-4178.

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Instructions to FTP address extract files to PSP

Outlined below are instructions to FTP address extract files to PSP:

- 1) Open Internet Explorer and enter <ftp://ftp.state.pa.us> in the address field.

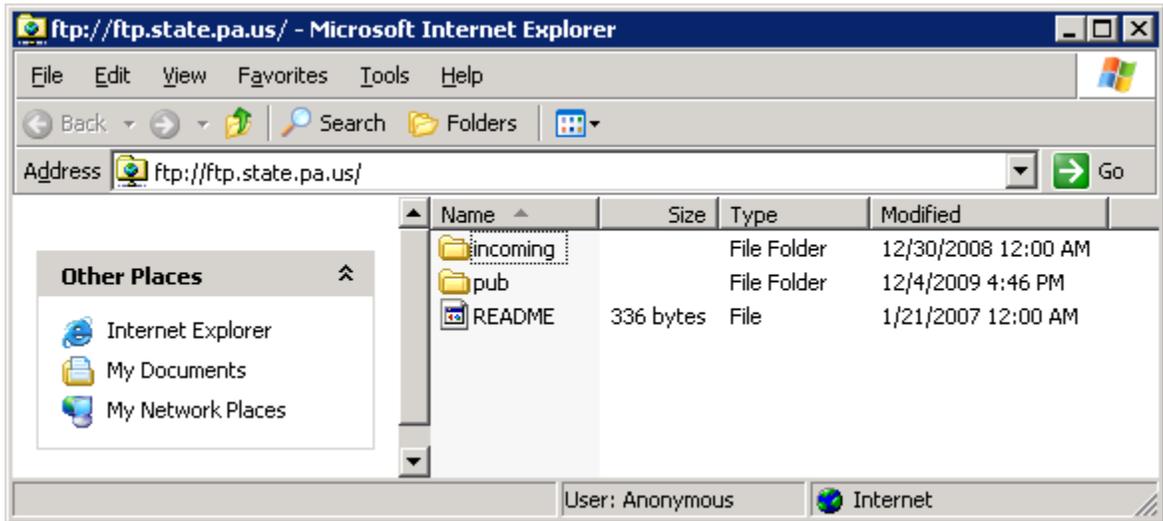


Figure 1 FTP Site

- 2) Select **File** then **Login As** (User Name = **lctftp**, Password = **lctdrp#1**) to login to the ftp site:

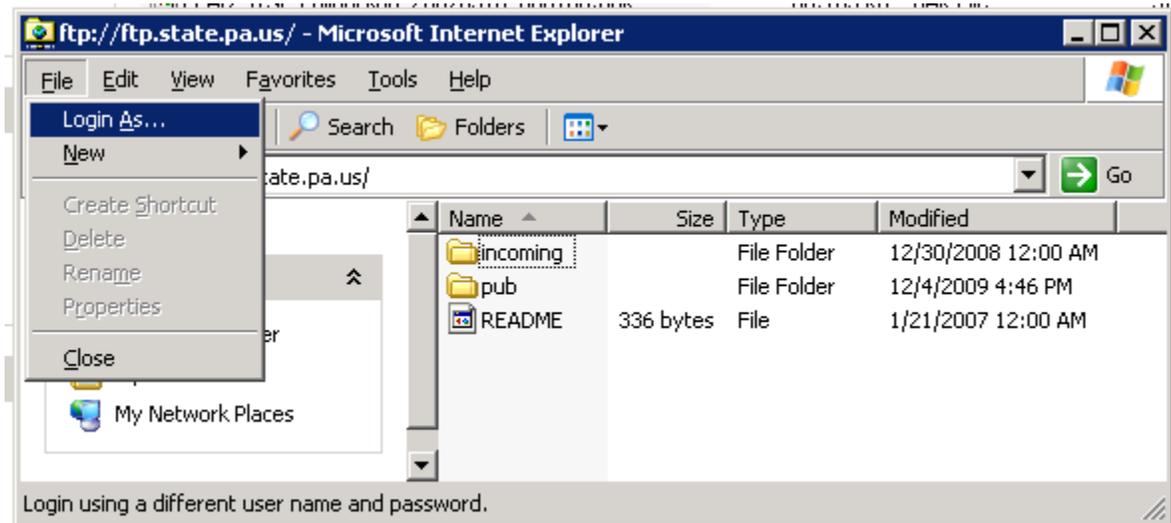


Figure 2 FTP Site Login

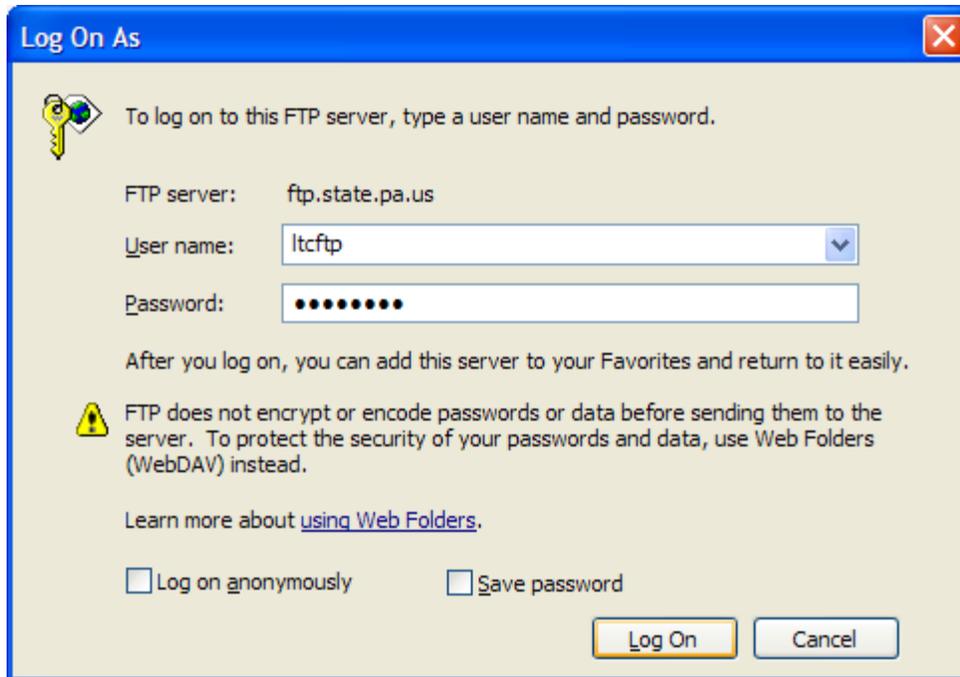


Figure 3 FTP Server Log On

- 3) Enter your **User name** and **Password**
 - a) (User Name = **lrcftp**, Password = **lrcdrp#1**)
 - b) Click the  button.

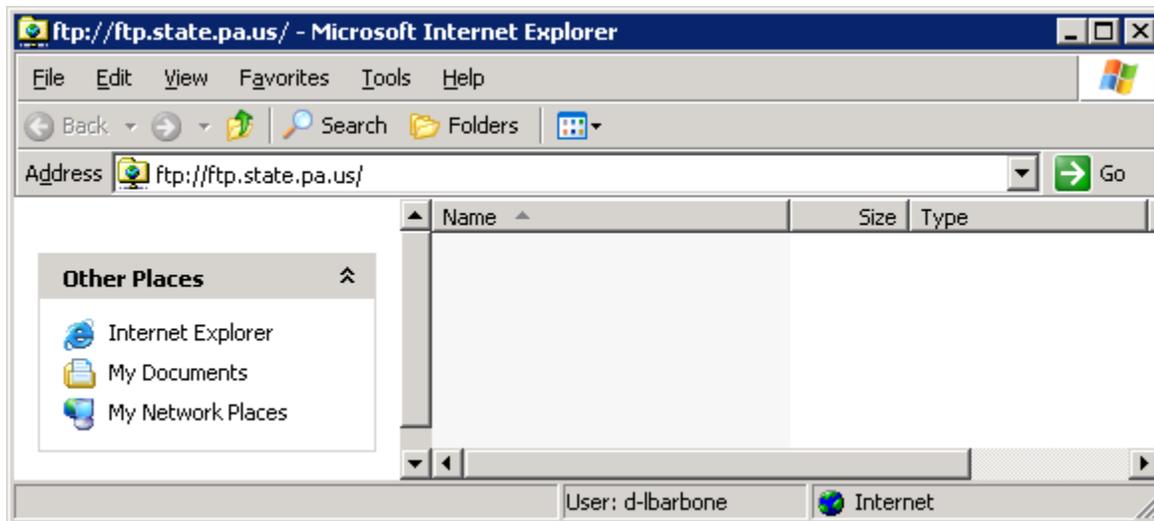


Figure 4 FTP Site from Log On

4) Copy/Paste file to FTP site

- a) Copy the address extract file you created and paste the file on the server.

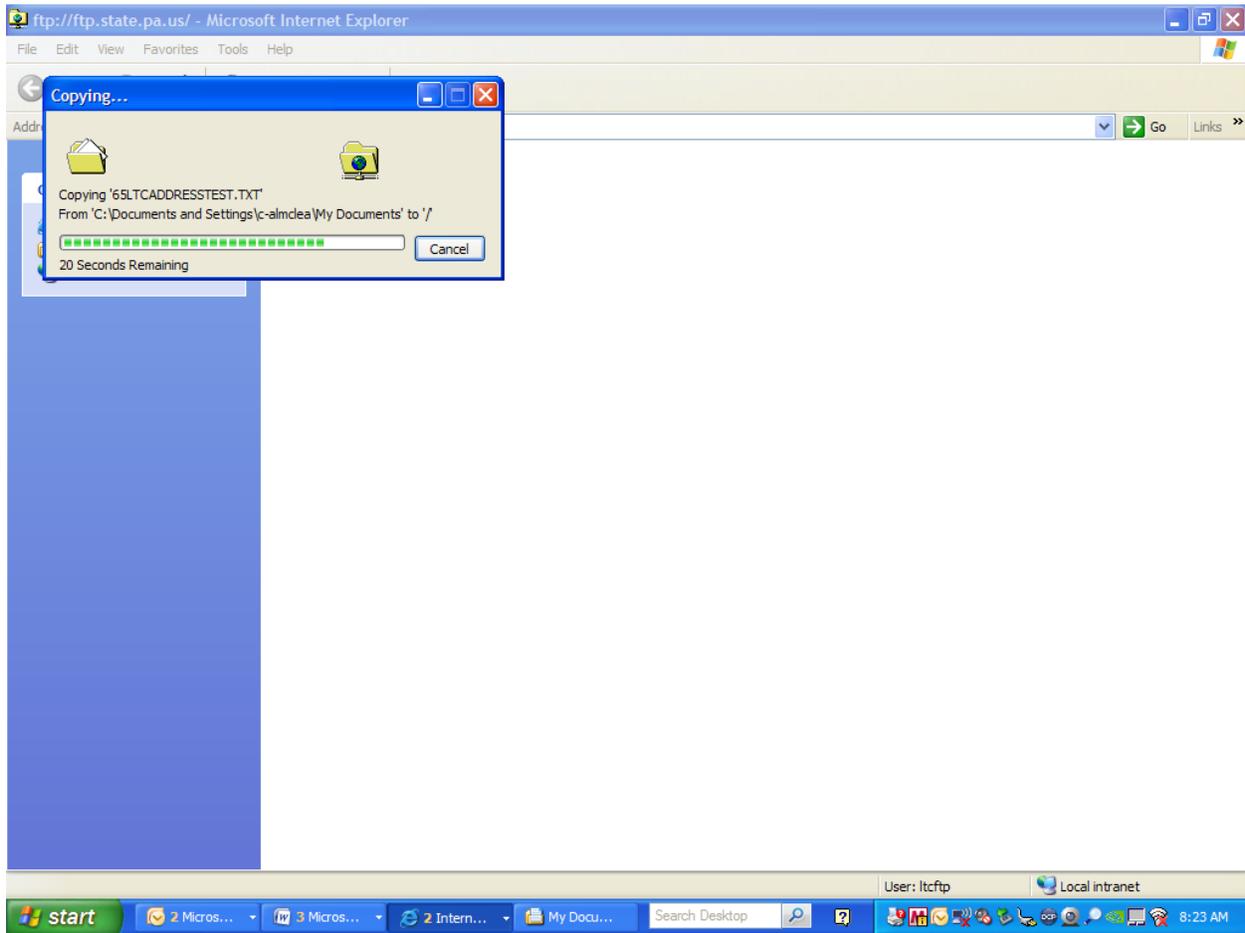


Figure 5 Copying address file to FTP site

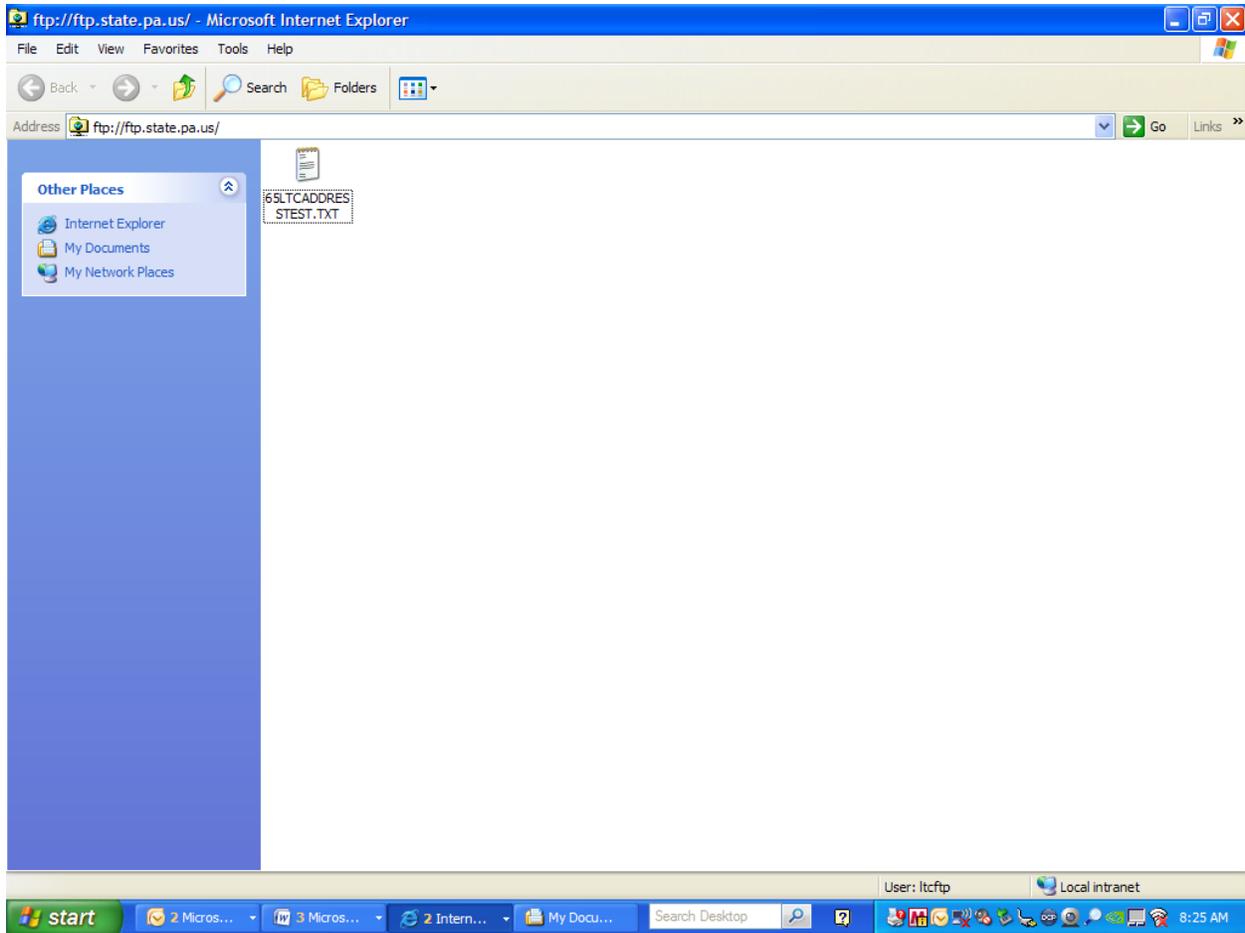


Figure 6 Successful copy.

5) Logoff FTP site

Please note: You will be able to view the file(s) while you are copying the files to the site. You will not be able to view the files after you log off. Other Issuing Authorities will not be able to view or access your files.

Address Extract File Requirements:

Information regarding the address extract file specifications provided in previous bulletins is provided below:

Several counties have already created and submitted test extract files to PCCD. Most of these files had formatting issues which had to be corrected. Additional detail and examples of common errors are provided below for further clarification:

- Extract records should only be created for records that are active (i.e. permits that have not expired).
- The two digit county code should not be included in the permit number field. Include your permit number as you have it on file.
- Delimiters must be provided between all fields, including both address fields, even if a second address line does not exist. For fields where there may not be data, such as Middle Name, Suffix, and Addr2, the double quotes must be within the commas denoting a NULL field. Example: ,””,
- Only the data requested should be included.
- No periods or special characters should be included in the State field. Apostrophes can be used in the Last Name field.

Date of Birth must be 8 digits in MMDDCCYY format. A date of May 15, 1962 must be represented as 05151962, including the leading zero for the month.

Acceptable Example: 05151962

Unacceptable Examples: May 15, 1962, 5/15/1962, 5-5-1962, 19620502, 1962-05-02 etc.

Last Name (LN), First Name (FN), Middle Name (MN) and Suffix(S) must be provided in separate fields. If your existing repository has any extraneous names, they should be mapped to and included in the Middle Name field.

Examples:

John J. Smith JR	mapped as	FN John, MN J, LN Smith, Suffix JR
J. Robert Smith	mapped as	FN J, MN Robert, LN Smith
Robert Allen Patrick Smith	mapped as	FN Robert, MN Allen Patrick, LN Smith

As the format of the data is critical to ensure we are able to correctly match and update address information for active permit holders, the requested extract file format from Training Bulletin 96 is provided below:

Field	Format	Required	Sample Data
County Code	2 digits numeric	Y	21
Permit Number	10 characters max; numeric	Y	1123456789
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	N	C
Date of Birth	MMDDCCYY; numeric	Y	12191986
Address Line 1	65 characters max; alphanumeric	Y	1313 Mocking Bird Lane
Address Line 2	65 characters max, alphanumeric	N	PO Box 12
City	65 characters max: alphanumeric	Y	Harrisburg
State	2 characters max; alphanumeric, valid state abbreviation	Y	PA
Zip	9 characters max (zip +4) ; numeric	Y 5 digit zip	17108

For example, the record update from the sample column in the above table would be formatted as follows: "21","1123456789","O'Malley","","Alan","C","12191986","1313 Mockingbird Lane","PO Box 12","Harrisburg","PA","17108".

The files that are created should conform to the following naming convention: **CCLTCADDRESSTEST.txt** or **CCLTCADDRESSPROD.txt**, where CC represents the 2 digit County Code, LTCADDRESS is a constant, and TEST or PROD is a variable suffix used to reflect whether the file is a Test or Production extract file.

For example the production extract file for Cumberland County should be named: '21LTCADDRESSPROD.txt'.

In the event, you are not able to provide a text file with the address information as requested, Pennsylvania State Police (PSP) 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 records, after the county is implemented into production.

The PCCD project team will utilize the records provided in the IA extract files to locate and populate address information for the records in the new LTC repository.

Two error reports will be created and provided to the IA and PSP in the event records from the supplied file error off during the merge process. These include:

IA extract record alerts: This report will contain IA extract records which failed updating for any one of three reasons.

- One of the required fields was blank. Required fields are: First Name, Last Name, Date of Birth, Addr1, City, State, Zip, Permit Number, County Code.
- A matching Applicant record using the Last Name, First Name, DOB, and County Code could not be found in the PSP database.
- A matching active permit with the permit number submitted could not be located for the Applicant.

If the IA can locate the record in question in the new LTC repository using the search screens, the IA can correct the record and update the address information. If the record in question cannot be located in the repository using the search screens, the IA will be responsible for working with PSP to research and resolve the issue.

PSP records not updated: This report will contain a list of Applicant records in the PSP repository for the IA, which have active permits and whose addresses were not updated after processing the IA extract File. The IA will be responsible for working with PSP to research and resolve these issues.