**Proper Procedure For Correcting Duplicate OTN’s: (New)**

As discussed at the last JNET Quarterly Integration Meeting, the Pennsylvania State Police have documented the following procedure when correcting duplicate OTN’s:

1. Submit correspondence on Department Letterhead with the requesting officer’s name and badge number.
2. Indicate the “L” OTN and Magistrate OTN to be associated in criminal history.
3. Submit the correction via mail the Fingerprint Identification section in R&I. You can fax the request to the AFIS Supervisor at 717-783-5515.
4. Should you have any issues the supervisor is Tyran Cobb and his number is 717-783-5491.