

Criminal Justice Standards Division  
Sheriff's Standards Division

In order to submit your RapBack Release of Information form, you must log in to the Acadis Portal (NCJA):

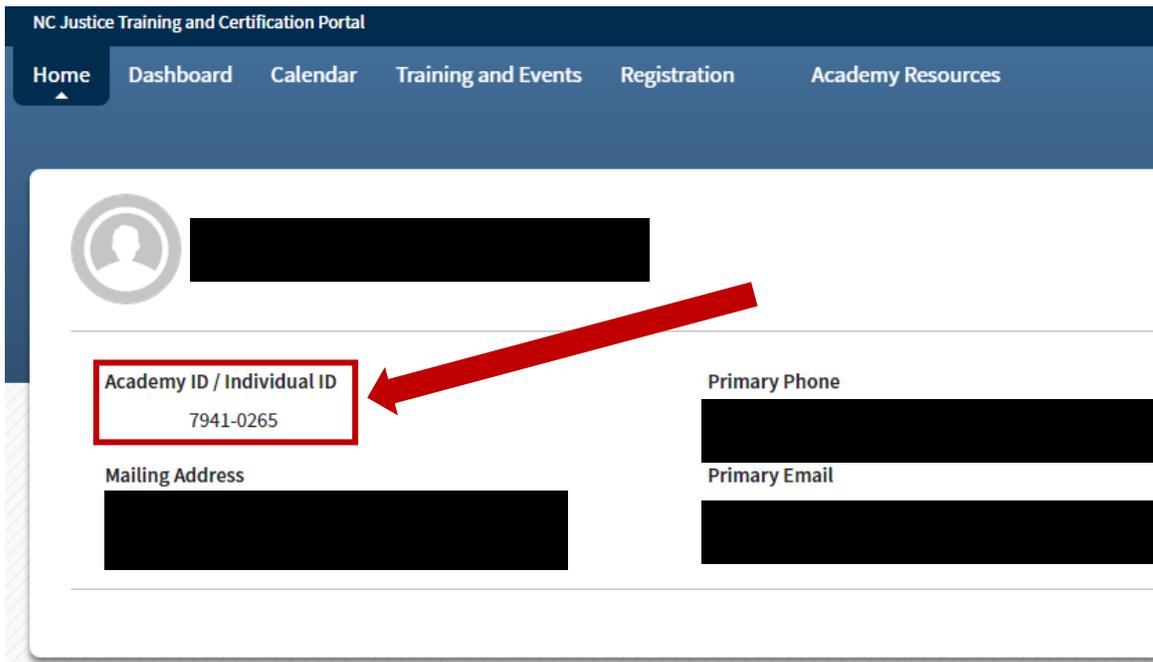
[ENVISAGE Acadis® \(acadisonline.cohttps://ncja-portal.acadisonline.com/AcadisViewer/Login.aspx\)](https://ncja-portal.acadisonline.com/AcadisViewer/Login.aspx)

- Need to create a portal account? Click [Here](#).
- Switched agencies, received a promotion, change your email address, etc? Email [NCJAAcadishelp@ncdoj.gov](mailto:NCJAAcadishelp@ncdoj.gov) [NCJA Acadis Help](#)

If you are a NC Department of Adult Corrections Employee, please refer to your Agency guidelines on RapBack form submission.

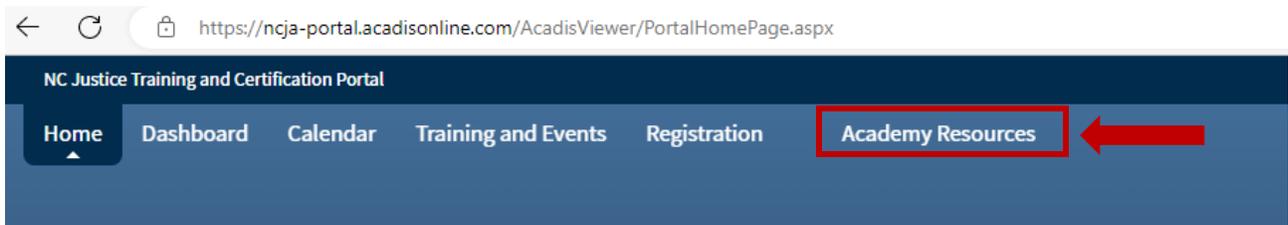
**You will need your Acadis Academy ID /Individual ID**

**It is available to copy and paste from your Dashboard prior to opening the WebForm.**



**Please Pay Close Attention to How Your Name Appears Here. Your Form Submission MUST MATCH!**

Once on your dashboard, click on Academy Resources and then Find & Complete a WebForm:



A list of available WebForms will appear here.

Criminal Justice Standards Division  
Sheriff's Standards Division

Select the appropriate WebForm for your employing agency.

“Submit Your RapBack Release of Information Form to CJ Standards” – Police Agencies

“Submit Your RapBack Release of Information Form to Sheriff's Standards – Sheriff's Agencies

You must complete a separate form for each current employer.

NC Justice Training and Certification Portal					
Home	Dashboard	Calendar	Training and Events	Registration	Academy Resources
Edneyville Range Operation	Use this form to open and close the range. Also used to report maintenance needs and caliber and round count.				
FTA ARIDE/ARIDE Refresher Training Request Form	This form is to be used by certified DRE Instructors to submit ARIDE/ARIDE Refresher class requests to FTA.				
FTA BAT Mobile Unit Request - Law Enforcement Event	Request a BAT Mobile unit for a Law Enforcement Event.				
FTA BAT Mobile Unit Request - Traffic Safety Presentation	Request a BAT Mobile unit for a Traffic Safety Presentation.				
FTA SFST/IDD Training Request Form	This WebForm is to be used by certified NC SFST Instructors to submit DWI Detection & Standardized Field Sobriety Refresher, and Introduction to Drugged Driving Class Request(s) to FTA.				
FTA-SFST Instructor Candidate Progress Log	This WebForm is to be used only by North Carolina SFST Instructor Candidates who have completed an approved Development Course within the preceding six months.				
FTA-SFST Instructor Recertification Progress Log	This WebForm is to be used only by North Carolina SFST Instructors seeking recertification. This form is to be used only by North Carolina SFST Instructors who have completed the required SFST Instructor Refresher training.				
Intox EC/IR II Permit Card Request	Replacement Intox permit card request form.				
New User Account ,	Welcome to the NC Justice Academy training portal! Complete this form to create a new account . If you need to re account please email Judi Ivey at jivey@ncdoj.gov with your changes.				
Outside Agency Edneyville Range Request Form 2022	Use this form to schedule the range at the North Carolina Justice Academy Edneyville Campus				
Submit Your Rap Back Release of Information Form to CJ Standards	Please use this WebForm to add your signed Rap Back Release of Information form to your Acadis profile.				

Once you select the appropriate WebForm, you will complete the required fields as shown below:

### Rap Back Release of Information

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Personal Details

\* Academy ID / Individual ID

Name (First Middle Last, Suffix)     Select an opt...  
\* First Middle \* Last Suffix

\* Date of Birth

\* Employing Agency

\* Email Address

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Upload Instructions

**Make sure you complete these fields correctly. If you do not use the copy/paste function for your Academy ID as mentioned above, or you do not type your name and DOB as they appear in your Acadis Profile, your upload will not match with your account and will be rejected.**

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**Attach a copy of your completed and signed RapBack Release of Information form.**

**The form may be downloaded at the links below:**

Print, Sign, & Scan Version:

<https://ncdoj.gov/download/160/cj-standards-publications/361323/rap-back-release-of-information-form-01-2023.pdf>

Fillable PDF with Digital Signature Fields:

<https://ncdoj.gov/download/160/cj-standards-publications/361450/rap-back-release-of-information-form-fillable-01-2023.pdf>

**Please save the signed form to your desktop before uploading as a PDF called "Rap Back Release" followed by your Academy / Individual ID, e.g., "Rap Back Release 1234-5678.pdf"**

Home Dashboard Calendar Training and Events Registration Academy Resources

Personal Details

\* Academy ID / Individual ID

Name (First Middle Last, Suffix)

\* First

\* Date of Birth

\* Employing Agency *Enter orga*

\* Email Address

Upload Instructions

Please upload your Rap Back Release of Information below, being sure to save the document as a PDF called "Rap Back Release" followed by your Academy / Individual ID, e.g., "Rap Back Release 1234-5678.pdf"

\* Rap Back Release of Information *No document has been attached.* 

Required Information

Cancel | Finish Later | **Submit**

**Once you have attached the signed form, click Submit in the lower right corner.**

**Please retain a copy of your form for your records.**