A "snapshot" of index crime statistics entered into the reporting tool will be taken at 00:01 hours on March 14, 2016. Data contained in the 'snapshot' will be used to create the 2015 reporting year monthly and 2 year comparison verification reports. You may begin the verification process after 8:30 a.m. on March 14, 2016.

To begin the verification process using the reporting tool, follow the steps below.

- Click on the INDEX CRIME tab.

- Click on the "GO TO ANNUAL VERIFICATION PROCESS" button at the bottom of the page. This button will only be available beginning at 8:30 a.m. on March 14, 2016 until close of business on April 17, 2016.

- Detailed instructions are contained in the "VERIFICATION PROCESS" button in the information box located on the lower left side of the page. Print the instructions for review. **The answers to a majority of the questions directed to the I-UCR Program during the verification process in past years were contained in the verification process instructions.**

- Review the verification instructions and proceed through the process. Contact the Program Manager at 217/557-6482 with any questions you have concerning the 2015 verification process.

If you do not meet the March 14 deadline date and have not entered all 2015 reports, only those reports entered will appear on the verification reports. Enter delinquent reports and refer to the verification process instructions in the reporting tool on how to verify the now complete year of reporting for 2015. The final verification reports created on April 18 will reflect the full year of reporting to be published in Crime in Illinois 2015 if entered prior to April 18.

If you fail to verify your 2015 Index Crime statistics your data will still be published; however, there will be a footnote by your agency name indicating the data was not verified. If you fail to enter all monthly 2015 reports your data will still be published; however, there will be a footnote by your agency indicating reporting was incomplete with one or more months missing.

Though there is no current reporting tool verification process for Hate Crime and School Incident reports, please take the opportunity to review during this time frame.