

Zero Reporting Walk Through

This should be used only if you have no reportable Group A and Group B incidents for an entire month.

Step 1: Log in to Repository



The image shows a login screen for the WASPC NIBRS Repository. At the top center is a gold star-shaped logo with a circular seal in the center. The seal contains a profile of George Washington and the text "ASSOCIATION of SHERIFFS & POLICE CHIEFS" and "WASHINGTON". Below the logo, the text "WASPC NIBRS Repository" is displayed in white, followed by "PRODUCTION" in large red letters. A link "click here for the training version" is in blue text. Below this are three white input fields labeled "Login name:", "Password:", and "ORI:". A "Submit" button is at the bottom. A yellow callout box on the right, connected by a line to the "click here for the training version" link, contains the text: "Log in with Name, Password and Agency ORI".

WASPC NIBRS Repository

PRODUCTION

[click here for the training version](#)

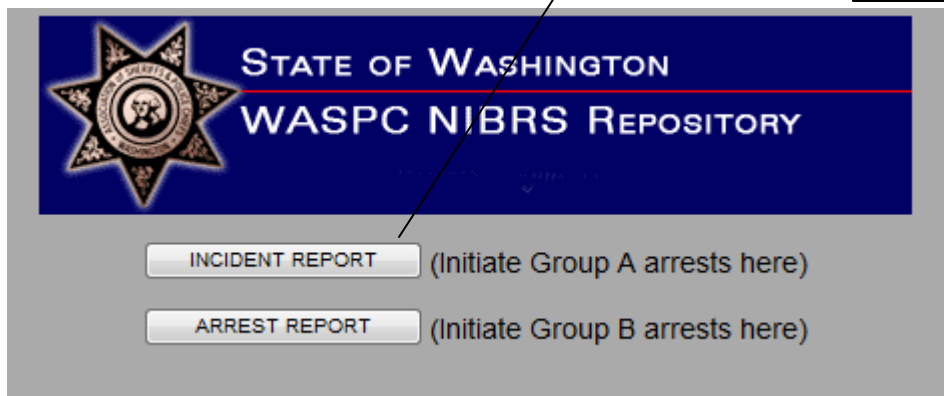
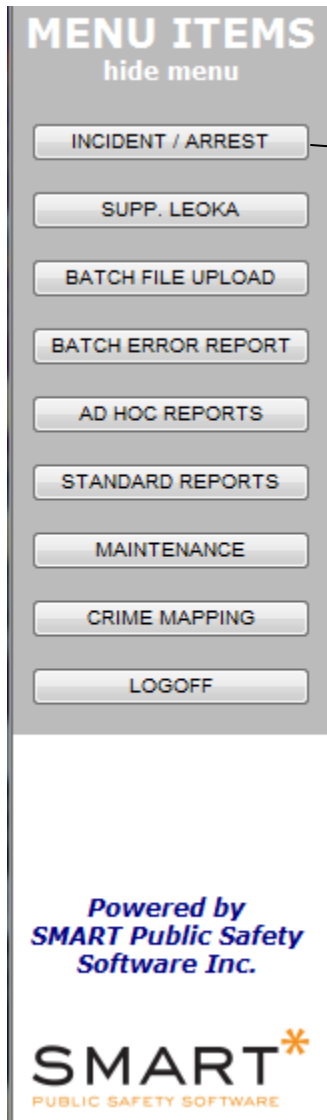
Login name:

Password:

ORI:

Log in with
Name, Password
and Agency ORI

Step 2:



STATE OF WASHINGTON INCIDENT REPORT - NIBRS INFORMATION

Incident Number:

Incident

Victim

Offense

Property

Offender

Exc Clr Status

Printable Form

Save

INCIDENT

Report Date	Incident Date
<input type="text"/>	<input type="text"/>

Address

City

State

ZIP Code

Latitude

Longitude

Cargo Theft [Select]

MENU

NEW CASE

GET PREVIOUS CASE

NIBRS CHECK

ENTER A ZERO REPORT

On the bottom of screen,
select 'Enter A Zero Report.'

Message from webpage

?

Are you sure you wish to upload a Zero Report?

OK

Cancel

You will receive a
message box.
Click 'OK' to proceed.



STATE OF WASHINGTON WASPC NIBRS REPOSITORY

Please
select:

Zero Report
Month

[Select] ▼

Zero Report
Year

[Select] ▼

PROCESS ZERO REPORT

RETURN TO ENTRY

*** You must select the "PROCESS ZERO REPORT" button to ensure proper processing ***

Select the Month and Year that you will report a Zero report. Then click 'Process Zero Report' to finish process.