

Submitting Materials to the SMART Office

1. **What material should a jurisdiction include when it submits a substantial compliance package to the SMART Office for review?**
2. **Will the SMART Office provide a preliminary or unofficial review of proposed or existing legislation?**
3. **How does a jurisdiction request a one-year extension for substantial implementation of SORNA?**

1. **What material should a jurisdiction include when it submits a substantial compliance package to the SMART Office for review?**

When performing an official review of a registration and notification scheme to determine whether the jurisdiction has achieved substantial implementation of SORNA, the SMART Office will review all applicable documents, including, but not limited to:

- A completed substantial implementation checklist*
- All relevant statutes (including text)
- All applicable regulations, policies, and procedures
- Charts comparing SORNA's requirements with a Jurisdiction's sex offender registration and notification requirements
- Explanations of registration procedure and statutory schemes
- Public Registry Website documentation
- Any other items a jurisdiction determines would assist the SMART Office in making a substantial compliance determination.

When submitting a substantial compliance package to the SMART Office, please attach a cover letter including the purpose of the submission (i.e. Substantial Compliance Review). Please recognize that failure to include all relevant information necessary to complete a review will result in a delay in the processing of a jurisdiction's substantial compliance package.

* The Substantial Implementation Checklist can be found on the SMART web site at http://wwwstage.ojp.usdoj.gov/smart/pdfs/sorna_checklist.pdf.

2. **Will the SMART Office provide a preliminary or unofficial review of proposed or existing legislation?**

Yes. However, official submissions for substantial compliance determination or extension requests will take priority. If you are the jurisdiction official responsible for SORNA implementation, you may request a preliminary review of either individual issue policies and procedures, criminal sex offense statute tiering, or a full review of the jurisdiction's sex offender registration scheme. The response you receive will be only advisory. Please attach a cover letter including the purpose of the submission (i.e.

“Preliminary Review”). Failure to include all relevant information necessary to conduct a review may result in a delay in the processing of a jurisdiction’s preliminary submission.

3. How does a jurisdiction request a one-year extension for substantial implementation of SORNA?

If the jurisdiction intends to submit an official request for a one-year extension pursuant to SORNA § 124(b), please send the “Extension Request” letter to:

Dawn Doran
Deputy Director
SMART Office
U.S. Department of Justice
810 7th St., NW
Washington, DC 20531

Attn: Extension Request

The following is a list of suggested information to be included in or with the Extension Request letter:

1. A detailed list of all efforts made by the jurisdiction toward substantial implementation.
2. Any existing legislation or proposed legislative, procedural, or regulatory changes designed to bring the jurisdiction in to minimum compliance with SORNA, and the status of each;
3. If a jurisdiction or agency-wide task forces responsible for bringing the jurisdiction into compliance with SORNA has been created, please provide:
 - A list of names of the members
 - Approximate number of times and dates meetings have been held
 - Notable actions of those groups
4. Attendance by registration officials, legislators, or other interested parties at professional trainings regarding SORNA, including:
 - the SMART Annual Symposia
 - Local or Regional trainings
5. Public sex offender registry update: whether the jurisdiction has or intends to utilize the software resources provided by the SMART Office to assist in complying with SORNA and, if not, how will the SORNA minimum

requirements be achieved; also, list any SORNA technical assistance requests made to the SMART Office.

6. A working plan for coming in to compliance with SORNA no later than July 27, 2011.

Once all of this information has been forwarded to the SMART Office, a decision on a jurisdiction's one year extension request will be processed as quickly as possible.