

*NCIC 2000 Operating Manual*  
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*NCIC 2000  
INTRODUCTION*

## **SECTION 1--WHAT IS NCIC 2000?**

### **1.1 DEFINITION**

1. The National Crime Information Center (NCIC) 2000 is the System replacing the NCIC System. NCIC 2000 has the same mission and the same basic functionality as NCIC, but also features new capabilities which are described in this operating manual. Just as NCIC, NCIC 2000

is a nationwide, computerized information system established as a service to all criminal justice agencies--local, state, and federal. The goal of NCIC 2000 is to help the criminal justice community perform its duties by providing and maintaining a computerized filing system of accurate and timely documented criminal justice information. For NCIC 2000 purposes, criminal justice information is defined as "information collected by criminal justice agencies that is needed for the performance of their legally authorized, required function. This includes wanted person information; missing person information; unidentified person information; stolen property information; criminal history information; information compiled in the course of investigation of crimes that are known or believed on reasonable grounds to have occurred, including information on identifiable individuals; and information on identifiable individuals compiled in an effort to anticipate, prevent, or monitor possible criminal activity." Criminal justice information can be electronic (paperless) or hard copy (paper). The NCIC 2000 data bank can best be described as a computerized index of documented criminal justice information concerning crimes and criminals of nationwide interest and a locator file for missing and unidentified persons.

2. The structure and basic procedures of the NCIC System were approved by resolution of the full membership of the International Association of Chiefs of Police in Philadelphia, Pennsylvania, in October 1966 and apply to the new NCIC 2000 System. General policy concerning the philosophy, concept, and operational principles of the System is based upon the recommendations of the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB) to the Director of the FBI. The APB is comprised of top administrators from local, state, and federal criminal justice agencies throughout the United States. Through the APB, its Subcommittee and Working Group input, changes in current applications, the addition of new files, and new procedures, e.g., edits, codes, validations, are coordinated with all NCIC and NCIC 2000 participants.
3. The NCIC 2000 System stores vast amounts of criminal justice information which can be instantly retrieved by and/or furnished to any authorized agency.
4. The NCIC 2000 System serves criminal justice agencies in the 50 states, the District of Columbia, Puerto Rico, and Canada. Through established state systems, the NCIC 2000 System has become available for use by all criminal justice agencies. Access to the NCIC 2000 Files by specific foreign nations is provided through INTERPOL, U.S. National Central Bureau, in Washington, DC.

## **1.2 DATA AND PROBABLE CAUSE**

1. An NCIC 2000 hit alone is not probable cause to arrest, but indicates that a stolen property report, missing person report, or warrant, etc. may have been filed. A hit is only one element comprising sufficient legal grounds for probable cause to arrest.
2. Correct NCIC 2000 procedure requires the agency which placed the record in file be contacted by the inquiring agency to confirm that the data are accurate and up-to-date. In some circumstances, the hit confirmed with the originating agency may be the major or only element necessary to detain or make an arrest. For instance, a confirmation of an outstanding warrant on an individual or a hit confirmed on a stolen vehicle or stolen property in a timeframe very close

to the time of an actual theft would likely support an arrest decision. The confirmation of a hit on a person file record, regardless of how long it had been in the System, would be enough cause to take appropriate action. However, when attempting to recover the stolen property record that had been in the System one or two years, the officer would need not only the element of the hit but also additional facts adding up to probable cause. For instance, a hit on a record two years after a vehicle was stolen would in itself be inadequate probable cause for an arrest, since it would be possible or even probable the vehicle was then in the possession of an innocent purchaser rather than the original thief. To make an arrest under these circumstances, the officer would need not only the element of the hit but also additional facts adding up to probable cause. A hit confirmed with the originating agency can be adequate grounds to recover stolen property, return a missing person, arrest a fugitive, or charge a subject with violation of a protection order.

3. Files, such as the Gang, Known or Appropriately Suspected Terrorist, Supervised Release, National Sex Offender Registry, Protective Interest, Violent Person, and NICS Denied Transaction do not require hit confirmation and are designed to provide law enforcement officers with adequate warning regarding individuals who have had involvement in criminal activities or are known to represent potential danger to the public.

### **1.3 RESPONSIBILITY FOR RECORDS**

1. NCIC 2000 records must be kept accurate and up-to-date. Agencies that enter records in the NCIC 2000 System are responsible for their accuracy, timeliness, and completeness. To facilitate compliance with hit confirmation requirements, the originating agency must be available 24 hours a day to confirm its record entries. Nonterminal agencies must sign a "Holder of the Record" agreement with a 24-hour agency delineating the responsibility for hit confirmation. Originating agencies that are not available 24 hours must place instructions for after-hour hit confirmation, e.g. a 24-hour contact telephone number or an Originating Agency Identifier (ORI) in the Miscellaneous Field.

2. Stringent administrative procedures and controls to ensure that accurate data are entered in computerized criminal justice information systems are important. An officer's evaluation of the information contained in a hit response is just as important as keeping the information accurate, timely, and complete. Combining stringent administrative controls with proper evaluation by the officer receiving the hit can prevent lost court cases, civil liability suits, false arrests, and criminal charges against the law enforcement officer.

3. The FBI, as manager of the NCIC 2000 System, helps maintain the integrity of the System through:

1. Automatic computer edits which reject records with certain common types of errors in data;
2. Automatic purging of records after they are on file for a prescribed period of time;
3. Quality control checks by FBI personnel; and,
4. Distribution of records to be validated. (Details concerning quality control and validation procedures appear in Section 3 of this Introduction.)

4. The NCIC 2000 System makes centralized crime data immediately available to the criminal justice community. The success of the System depends upon the extent to which patrol officers, investigators, judges, prosecutors, corrections officers, and other criminal justice agency officials intelligently use it in day-to-day operations.

5. This manual contains instructions designed to guide participants in using the NCIC 2000 System. No system can be expected to produce results unless it is properly used. The standards and procedures set forth should be strictly followed as every exception tends to degrade the System and the integrity of the data stored in the System.

6. All inquiries regarding the NCIC 2000 System should be addressed to the FBI, CJIS Division, Attention: NCIC 2000, Module E-3, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306-0153.

#### **1.4 SYSTEM DESCRIPTION**

1. System participants include local, state, and federal criminal justice agencies throughout the United States, Puerto Rico, and Canada.

2. Most records are placed directly into the NCIC System by an originating agency (agency holding warrant, missing person report, or theft report; registration information on sex offender, person on supervised release, etc.), through a control terminal tied into the network. Entries for the Originating Agency Identifier (ORI) File are made by FBI CJIS staff. Records for fugitives wanted by foreign countries are entered either by the Royal Canadian Mounted Police or the U.S. National Central Bureau, INTERPOL. Records on immigration violators are entered by the Bureau of Immigration and Customs Enforcement. NICS Denied Transaction File records are entered through an interface managed by the FBI based on a National Instant Criminal Background Check System (NICS) denial. Interstate Identification Index (III) records are placed on file by the FBI based on fingerprint cards submitted by the states. The records entered must meet the criteria established for the particular type of record involved. Inquiries must contain prescribed identifying data.

3. NCIC 2000 provides virtually uninterrupted operation 24 hours a day, 7 days a week. Communication lines and associated costs from the NCIC 2000 computer to the control terminals are borne by the FBI.

4. The FBI NCIC 2000 computer equipment can interface with control terminal equipment manufactured by many of the major computer firms. System participants are not required to use the same make computer equipment as that used by the FBI. The only requirement is that terminal equipment be able to communicate with either 8 level ASCII Bisynchronous computer to computer (BiSync), Transmission Control Protocol/Internet Protocol (TCP/IP), or IBM System Network Architecture (SNA) protocol.

#### **1.5 POLICY**

1. The CJIS APB recommends general policy to the FBI with respect to the philosophy, concept, and operational principles of the NCIC 2000 System. In its deliberations, the APB places particular emphasis on the continued compatibility of NCIC 2000 and state systems; System security; and rules, regulations, and procedures to maintain the integrity of NCIC 2000 records.
2. The CJIS Advisory Process is composed of two major components, the CJIS APB and the CJIS Working Groups. The APB is responsible for reviewing policy issues and appropriate technical and operational issues related to the programs administered by the FBI CJIS Division and, thereafter, for making appropriate recommendations to the FBI Director. The 33-member CJIS APB is composed of the following:
  1. Twenty criminal justice agency representatives who are selected by the CJIS Working Groups and appointed by the FBI Director. (Twelve are state-level agency representatives, and eight are local-level agency representatives.)
  2. Three individuals who are selected and appointed by the FBI Director and represent the judicial, the prosecutorial, and the correctional sectors of the criminal justice community, and a fourth member is selected by the FBI Director to represent the national security sector.
  3. Eight individuals who represent professional associations including the International Association of Chiefs of Police, National Sheriffs' Association, National District Attorneys' Association, American Probation and Parole Association, Major Cities Chiefs' Association, the Major County Sheriffs' Association, American Society of Crime Laboratory Directors, and one executive level representative from a national professional association representing the courts or court administration.
  4. The Chairman of the CJIS Federal Working Group.
3. A Federal Working Group and four regional Working Groups were established to recommend policy and procedures for the programs administered by the FBI CJIS Division. These Working Groups are also responsible for the review of operational and technical issues related to the operation of or policy for these programs. The Working Groups make appropriate recommendations to the CJIS APB.
4. To gain insight and direction into specific program-related issues, the APB receives input from Ad Hoc Subcommittees.

## **1.6 SYSTEM SECURITY**

1. There is no federal legal or policy prohibition against dissemination of information contained in NCIC 2000 files. If no state/local law or policy prohibition exists, authorized indirect dissemination of NCIC 2000 records is discretionary with the Control Terminal Agency (CTA). Such information may be withheld because of criminal justice priorities, budgetary limitations, or other reasons determined by the CTA to be legitimate.

2. An agency participating in the NCIC 2000 System as a CTA must assume responsibility for and enforce System security with regard to all other agencies which it, in turn, services. The responsibilities of NCIC 2000 CTAs are outlined in Section 4 of this Introduction.
3. The FBI uses hardware and software controls to help ensure System security. However, final responsibility for the maintenance of the security and confidentiality of criminal justice information rests with the individual agencies participating in the NCIC 2000 System. Further information regarding System security can be obtained from the CJIS Security Policy.
4. All state and local agencies participating in the NCIC 2000 System III File are required to adhere to the security guidelines as set forth in the publication, *NCIC: Computerized Criminal History Program Background, Concept and Policy*, and in Subparts A and C of the United States Department of Justice Regulations governing the dissemination of criminal records and criminal history information (Regulations) published in the *Federal Register* on May 20, 1975, and August 7, 1976 (Title 28, Code of Federal Regulations, Part 20). Copies of these documents may be obtained from the FBI CJIS Division, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306. Additional guidelines for state III Files appear in the Regulations published in the *Federal Register* on March 19, 1976. Additional security guidelines can be found in the CJIS Security Policy.
5. The data stored in the NCIC 2000 System and the III File are documented criminal justice information and must be protected to ensure correct, legal, and efficient dissemination and use. It is incumbent upon an agency operating an NCIC 2000 terminal to implement the necessary procedures to make that terminal secure from any unauthorized use. Any departure from this responsibility warrants the removal of the offending terminal from further NCIC 2000 participation.
6. Information can be obtained from NCIC 2000 and the III File both directly and indirectly. Direct access is terminal access and dissemination within that terminal agency. Indirect access is nonterminal access outside of an agency with direct access.
7. The individual receiving a request for criminal justice information must ensure that the person requesting the information is authorized to receive the data. Dissemination of most file data are discretionary with the CSA, whereas NCIC Supervised Release, Gang, Known or Appropriately Suspected Terrorist, Protective Interest, inactive Protection Order, NICS Denied Transactions, Violent Person, and Identity Theft Files; the National Sex Offender Registry; and III data are confidential and should be treated accordingly. Unauthorized request or receipt of NCIC material could result in criminal proceedings brought against the agencies and/or the individuals involved.

## **1.7 SYSTEM DISCIPLINE**

1. To help ensure the proper operation of the NCIC 2000 System, the standards, procedures, formats, and criteria mentioned in this manual must be strictly followed. In this respect, NCIC 2000 CTAs must not only follow the rules set forth but must also ensure that agencies they are servicing do the same.

2. Complete, accurate, and timely records are essential to ensure System integrity. Users also are encouraged to enter records in a timely manner to afford the maximum protection to the law enforcement officer by providing up-to-date information. Although the use of NCIC 2000 is voluntary, delayed entry of records in NCIC 2000 reduces or eliminates the possibility of apprehending wanted persons, locating missing persons, and recovering stolen property.
3. Promptness in modifying, locating, or clearing records in the System will help to keep the System free of outdated information.
4. NCIC 2000 provides information for decision making by investigators, patrol officers, judges, prosecutors, and corrections officials. The information furnished by NCIC 2000 must be evaluated along with other facts known to the officers, investigators, judges, prosecutors, and corrections officials.
5. When an agency receives a positive response from NCIC 2000 and an individual is being detained or a piece of property can be seized, an immediate confirmation with the agency that originated the record in the System is necessary. This confirmation ensures the validity of the hit before an arrest or seizure is made. Likewise, the originating agency has the duty to respond promptly with the necessary confirmation and other pertinent details. (Hit confirmation procedures can be found in Section 3 of this Introduction.)

## **SECTION 2--NCIC 2000 MESSAGES**

### **2.1 TYPES OF MESSAGES**

There are six types of messages pertaining to NCIC 2000 that can originate from a user and can be transmitted to the NCIC 2000 System: entry, modification, cancellation, inquiry, locate, and clear. There are three types of messages that originate from the NCIC 2000 System: acknowledgment messages, inquiry responses, and administrative messages.

Throughout this document, messages are specified as being in an NCIC or an NCIC 2000 format when a difference exists. The header preceding a message is the first indicator of the message format: 1L01 starts the header of an NCIC message; 1N01 starts the header of an NCIC 2000 message. All responses to these transactions are in NCIC 2000 format and the header begins with 1L01. A discussion of the various types of NCIC 2000 messages follows.

### **2.2 ENTRY**

The purpose of an entry message is to place a new record in file or to append supplemental records to those already on file. During an Entry, or Enter-supplemental transaction, new data entered may cause an Inquiry transaction to occur. These inquiries generate Duplicate-Record-Accept and Duplicate-Record-Reject hits. If the hit responses contain more than 100 total hits, then the following message will be received:

"ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW"

Entry messages and acknowledgments, including examples, are further explained in the Entry Section of each NCIC 2000 file chapter.

### **2.3 MODIFICATION**

The purpose of a modification message is to add, delete, or change a portion of data which are part of a record. A record may be modified only by the agency that entered the record as long as the record is in active status. The only exceptions are modifications to ORI records. All ORI entries are made by FBI CJIS, but modifications may be made by the agency assigned the ORI. During a Modification transaction, modified data entered may cause an Inquiry transaction to occur. These inquiries generate Duplicate-Record-Accept and Duplicate-Record-Reject hits. If the hit responses contain more than 100 total hits, then the following message will be received:

" ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW"

Modification messages and acknowledgments are further explained in the Modification section of each NCIC 2000 file chapter.

### **2.4 CANCELLATION**

The purpose of a cancellation message is to remove an entire record or supplemental record(s) from any file. Additionally, a cancellation message is used to clear NCIC add-on vehicle and boat records. When a record is canceled, all supplemental records appended to it are also automatically canceled. A record may be canceled only by the agency that entered the record. However, the FBI Data Integrity Staff may cancel a record when a serious error is detected. (The \$E. administrative message can be found in Section 2 of this Introduction.) A record should be canceled when it is determined to be invalid; for example, the warrant which was the basis for the record has been dismissed, or the record is the result of a fictitious theft report.

Cancellation messages and acknowledgments are further explained in the Cancellation section of each NCIC 2000 file chapter.

### **2.5 INQUIRY**

Four types of inquiries may be made into the NCIC 2000 System:

#### **1. On-line Inquiries**

These are queries into NCIC 2000 databases for which the user expects immediate reply. There are two types of on-line inquiry messages:

1. Z inquiry (ZW, ZV, ZG, etc.) -- Initially intended to be used for administrative purposes and for training, demonstrations, and display of records for validation and/or review.

2. Q inquiry (QW, QV, QG, etc.) -- Intended to be made for all other inquiry transactions.

3. Both Z and Q inquiries are now processed exactly the same way.

## **2. On-line Requests for Off-line Searches**

These queries include special request inquiry, also known as Global Inquiry or SPRQ, which can be initiated by a CTA to obtain information that cannot be retrieved through a normal inquiry. SPRQ transactions can be made against:

1. Active Records
2. Retired Records
3. Message Logs

## **3. On-line Requests for Statistical Data**

These requests include Usage Analysis, Error Trend Analysis, and Benefits and Effectiveness. The requests are submitted on-line and the results are obtained by file transfer. These inquiries are limited to CTAs only.

## **4. On-line Requests for Batched Inquiries**

These requests (batch inquiry is grouping several on-line inquiries into one) may be made by all users, allowing them to group several inquiries on the same database. The purpose of an on-line or a batch on-line inquiry is to search an NCIC 2000 file(s) for a record possibly identifiable with information available to the inquiring agency. The MKE for batch inquiry is a three-letter code consisting of the regular inquiry MKE and ending with a B for BATCH. For example: QWB, batch wanted person inquiry; QAB, batch article inquiry.

## **5. Negative Response to an On-line Inquiry**

1. A negative response is transmitted when no record match is found in NCIC 2000. A negative response to a person file inquiry (Foreign Fugitive, Missing Person, Wanted Person, etc.) contains a header, the ORI of the inquiring agency followed by NO NCIC WANT with each searchable numeric identifier inquired upon. This is a general person inquiry and searches all person files.
2. A negative response for a specific person file, such as Protection Order, National Sex Offender Registry, Identity Theft, and NICS Denied Transaction contains a header and the ORI of the inquiring agency followed by NO NCIC RECORD; NO NCIC PROTECTION ORDER FILE RECORD; NO NCIC SEX OFFENDER FILE RECORD; NO NCIC

IDENTITY THEFT FILE RECORD; or NO NCIC NICS DENIED TRANSACTION FILE RECORD followed by the searchable identifiers included in the inquiry.

3. A negative response to a Gang Reference, Gang Member, and Known or Appropriately Suspected Terrorist, or property file inquiry contains a header, the ORI of the inquiring agency followed by NO RECORD with each searchable identifier or set of searchable identifiers inquired upon. A negative response to an NCIC on-line inquiry, however, should not be relied upon as an indication that the person or property inquired upon is not wanted, missing, or stolen, or that no criminal history record exists.  
As with a positive response, a negative response should not be used as the sole basis for decision making by the receiving officer.

## **6. Positive Response to an On-line Inquiry**

A positive response is transmitted when a record(s) is found in NCIC 2000. A positive response contains a header, the ORI of the inquiring agency followed by an alert(s) (if applicable), the record in file, and an IMMED CONFIRM message:

### **1. IMMED CONFIRM MISSING PERSON STATUS WITH ORI**

This message appears after each missing person record in the response. The phrase is a reminder to the inquiring agency that it must immediately contact the agency(s) that entered the record(s) to assure that there has been no change in the missing person's status and to verify the subject's identity.

### **2. IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI**

This message appears after each wanted person record in the response. The phrase is a reminder to the inquiring agency that it must immediately check with the agency(s) that entered the wanted person record(s) to verify the identity of the individual, determine if there has been any change in the status of the warrant, and, if applicable, obtain extradition details. If the record indicates no extradition, confirmation may be required intrastate; however, no action should be taken to detain the person based on an interstate hit.

### **3. IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES IN INTERSTATE COMPACT ON JUVENILES**

This message appears after each juvenile offender (MKE/EWJ) record in the response. It reminds the inquiring agency that it must immediately check with the entering agency to determine if there has been a change in the status of the record. In addition, it also advises the inquiring agency to follow the guidelines as written in the Interstate Compact on Juveniles.

**4. IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES IN INTERSTATE COMPACT ON JUVENILES.**

**CAUTION: THIS JUVENILE IS EMANCIPATED.**

**PLEASE CHECK YOUR STATE LAWS REGARDING APPROPRIATE ACTION**

This message follows a juvenile offender (MKE/EWJ) record when the juvenile has been emancipated. It reminds the inquiring agency to check with the entering agency to determine if there has been a change in the record's status.

**5. IMMED CONFIRM RECORD WITH ORI**

This message follows each property file record in the response. The phrase is a reminder to the inquiring agency that it must immediately contact the agency(s) that entered the record(s) to assure that no change in status has taken place.

**6. WARNING - DO NOT ARREST BASED ON THIS INFORMATION**

This message precedes a Canadian warrant record.

**REPEAT - WANTED IN CANADA - DO NOT ARREST BASED ON THIS INFORMATION - IMMEDIATELY CONTACT RCMP, OTTAWA, CANADA TEL NO. (613)998-6200. IF THE SUBJECT IS NOT U.S. CITIZEN, CONTACT NEAREST OFFICE OF U.S. IMMIGRATION AND NATURALIZATION SERVICE**

This message appears after each Canadian warrant record in the response. The phrase is a reminder to the inquiring agency that the fugitive is wanted on a Canadian warrant, and no arrest can be executed in the United States based on the Canadian warrant.

**RECORD NIC/R123456789 IS A CANADIAN VEHICLE INDEX RECORD  
CONFIRM RECORD WITH ORI**

**or**

**RECORD NIC/R123456789 IS A CANADIAN BOAT INDEX RECORD  
CONFIRM RECORD WITH ORI**

**or**

**RECORD NIC/R123456789 IS A CANADIAN LICENSE PLATE INDEX  
RECORD CONFIRM RECORD WITH ORI**

**or**

**RECORD NIC/R123456789 IS A CANADIAN VEHICLE/BOAT PART  
INDEX RECORD  
CONFIRM RECORD WITH ORI**

One of these messages appears before each positive response from the Canadian Vehicle Index.

REPEAT - THIS IS A CANADIAN RECORD - CONFIRM WITH THE ORIGINATING AGENCY IN CANADA

This message follows each Canadian Vehicle Index record response.

8. WARNING-DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION

This message precedes a Protective Interest File record response when the ORI is DCSS80201.

\*\*\*\*\* REPEAT - DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION  
\*\*\*CALL COLLECT U.S. SECRET SERVICE HEADQUARTERS, TEL NO. 202 406-5000 WHICH HAS BEEN NOTIFIED OF THIS TRANSACTION. THIS RECORD IS FOR CRIMINAL JUSTICE AGENCIES FOR CRIMINAL JUSTICE PURPOSES.

\*\*\*DO NOT DISSEMINATE OR USE FOR LICENSING AND EMPLOYMENT PURPOSES\*\*\*\*\*

This message appears after each Protective Interest File record in the response when the ORI is DCSS802Q1. The phrase is a reminder to the inquiring agency that the Secret Service has interest in the subject of the record, and no arrest should be made based on the information received.

WARNING - DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION.  
OBTAIN IDENTIFYING INFORMATION. SUBJECT IDENTIFIED AS A CREDIBLE THREATENER AND POTENTIAL DANGER TO U.S. MARSHALS SERVICE PROTECTEE. IMMEDIATELY CONTACT USMS COMMUNICATIONS CENTER AT 202-307-9100 FOR FURTHER INFORMATION.

This message precedes a Protective Interest File record response when the ORI is ++USM++++.

\*\*\*\*\* CONTACT USMS COMMUNICATIONS CENTER AT 202-307-9100 WHICH HAS BEEN NOTIFIED OF THIS TRANSACTION. THIS RECORD IS FOR CRIMINAL JUSTICE AGENCIES FOR CRIMINAL JUSTICE PURPOSES.

\*\*\*DO NOT DISSEMINATE OR USE FOR LICENSING AND EMPLOYMENT PURPOSES\*\*\*\*\*

This message appears after each Protective Interest File record when the ORI of record is ++USM++++. The phrase is a reminder to the inquiring agency that the U.S. Marshals Service has interest in the subject of the record, and no arrest should be made based on the information received.

WARNING - DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION.  
OBTAIN

IDENTIFYING INFORMATION. IMMEDIATELY CONTACT AGENCY FOR FURTHER INFORMATION.

This message precedes a Protective Interest File record response when the ORI is not DCSS802Q1 or ++USM++++.

\*\*\*\*\* CONTACT LAW ENFORCEMENT AGENCY THAT ENTERED RECORD WHICH HAS BEEN NOTIFIED OF THIS TRANSACTION. THIS RECORD IS FOR CRIMINAL JUSTICE AGENCIES FOR CRIMINAL JUSTICE PURPOSES.

\*\*\*\*DO NOT DISSEMINATE OR USE FOR LICENSING AND EMPLOYMENT PURPOSES\*\*\*\*

This message appears after each Protective Interest File record when the ORI of record is not DCSS802Q1 or ++USM++++. The phrase is a reminder to the inquiring agency that a law enforcement agency has an interest in the subject of the record, and no arrest should be made based on the information received.

#### 9. WARNING - DO NOT ARREST BASED UPON THIS FOREIGN FUGITIVE RECORD

This message precedes a Foreign Fugitive record response.

REPEAT -- DO NOT ARREST BASED SOLELY UPON THIS INFORMATION/FUGITIVE FROM A FOREIGN COUNTRY - IMMEDIATELY  
CONTACT INTERPOL, U.S. DOJ, NLETS ORI/DCINTER00, OR TEL. NO.(202)616-9000. ALSO, IF THE SUBJECT IS NOT A U.S. CITIZEN, CONTACT THE NEAREST OFFICE OF THE U.S. IMMIGRATION AND NATURALIZATION SERVICE.

This message appears after each Foreign Fugitive File record (other than Canadian) in the response. The phrase is a reminder to the inquiring agency that INTERPOL has an interest in the subject of the record, and no arrest should be made based on the information received.

10. **Note:** The following message will not appear in any response to a query made against the active database. However, it may be included in a response to a Global Inquiry (SPRQ) against retired data. The Violent Felon Data File has been discontinued, and active records have been purged from the current database.

\*\*\*\*\*WARNING--YOUR SUBJECT MAY BE A VIOLENT CONVICTED FELON.\*\*\*\*\*

RECORD NIC/F123456789 FOLLOWS. DO NOT SEARCH, DETAIN OR ARREST BASED SOLELY ON THIS RECORD. RECORD SUBJECT HAS MULTIPLE CONVICTIONS FOR VIOLENT FELONIES AND/OR SERIOUS

DRUG OFFENSES. RECORD SUBJECT MAY BE ARRESTED ON FEDERAL FELONY CHARGES IF IN POSSESSION OF A FIREARM. CHECK YOUR SUBJECT'S IDENTITY USING PERSONAL DESCRIPTORS. IF YOUR SUBJECT IS THE RECORD SUBJECT AND IF YOUR SUBJECT IS IN POSSESSION OF A FIREARM, IMMEDIATELY CONTACT BUREAU OF ALCOHOL, TOBACCO AND FIREARMS AT 1-800-659-6242.

This message appears before each ATF Violent Felon File record in the response. The phrase alerts inquiring agency that detainee may be violent.

\*\*\*\*\*THIS RECORD MAY BE USED ONLY BY CRIMINAL JUSTICE AGENCIES FOR CRIMINAL JUSTICE PURPOSES.\*\*\*\*\*

This message appears at the end of each ATF Violent Felon File record response.

11. WARNING - STANDING ALONE, NCIC VIOLENT GANG FILE INFORMATION DOES NOT FURNISH GROUNDS FOR THE SEARCH OR SEIZURE OF ANY INDIVIDUAL, VEHICLE OR DWELLING

This message appears before each Gang File, Group Member Capability record in the response.

12. WARNING - SUBJECT OF NIC/N307770847 IS A PREVIOUSLY DEPORTED CRIMINAL ALIEN. FEDERAL LAW 8 USC 1252C PROVIDES, IF PERMITTED BY STATE AND LOCAL LAW, A STATE OR LOCAL LAW ENFORCEMENT OFFICIAL MAY ARREST AND DETAIN THE SUBJECT BUT ONLY AFTER THE ALIEN'S STATUS IS CONFIRMED WITH INS. IF PERMITTED WITHIN YOUR JURISDICTION, OR IF SUBJECT HAS BEEN ARRESTED OR DETAINED ON OTHER GROUNDS, CONTACT (202) 616-5000 TO CONFIRM HIT. IF SUBJECT IS BEING RELEASED, OBTAIN ADDRESS, VEHICLE, LICENSE, AND ANY OTHER DOCUMENT INFORMATION AND FORWARD TO INS VIA NLETS AT ORI USINS0000.

This message appears before each Deported Felon File record in the response.

\*\*\*\*\*THIS RECORD MAY BE USED ONLY BY CRIMINAL JUSTICE AGENCIES FOR CRIMINAL JUSTICE PURPOSES\*\*\*\*\*  
\*\*\*\*\*END OF DEPORTED FELON FILE RESPONSE\*\*\*\*\*

This message appears after each Deported Felon File record response.

13. \*\*\*\*WARNING - THE FOLLOWING IS AN NCIC PROTECTION ORDER RECORD. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING AGENCY TO CONFIRM STATUS

AND  
TERMS OF PROTECTION ORDER\*\*\*\*

This message appears before each Protection Order File record response.

\*\*\*\*WARNING - THE FOLLOWING IS AN EXPIRED NCIC PROTECTION ORDER RECORD. DO NOT SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER\*\*\*\*

This message appears before each active Protection Order File record response if the record status is inactive or expired.

\*\*\*\*THE SUBJECT OF THIS RECORD IS PROHIBITED FROM RECEIVING OR POSSESSING A FIREARM UNDER FEDERAL LAW (TITLE 18, U.S.C., SECTION 922)\*\*\*\*

This message follows the warning on each Protection Order File record response if the subject is disqualified under the Brady Law from receiving or possessing a firearm.

14. \*\*\*\*\*WARNING - THE SUBJECT IDENTIFIED IN THIS RECORD NIC/W123456789 IS KNOWN TO USE THE FOLLOWING STOLEN OR FALSE (S/F) IDENTIFICATION DOCUMENTS. USE CAUTION IN VERIFYING THE IDENTITY OF THIS PERSON.

This message appears before a Wanted Person File or a Convicted Person on Supervised Release File record response containing stolen/fraudulent identifiers.

15. NO WARRANT. SUBJECT POSSIBLY IN POSSESSION OF HOMICIDE VICTIMS PERSONAL IDENTIFICATION. CONTACT ORI IMMEDIATELY.

This message appears at the end of record responses of open homicide investigations where the victim's identification was missing at the time the body was located or for those agencies unable to obtain JOHN or JANE DOE warrants.

16. CONTACT AGENCIES LISTED FOR FURTHER INFORMATION ON THIS GANG ORGANIZATION

This message appears at the end of each positive response from a Gang File, Group Reference Capability record.

CONTACT AGENCIES LISTED FOR FURTHER INFORMATION ON  
THIS  
TERRORIST ORGANIZATION

The message above appears at the end of each positive response from a Gang File, Group Reference Capability record.

17. \*\*\*SEX OFFENDER REGISTRY INFORMATION\*\*\*  
THE SUBJECT IDENTIFIED IN THE FOLLOWING RECORD  
WITH NIC/X123456789  
IS REGISTERED AS A SEX OFFENDER. DO NOT  
SEARCH, DETAIN, OR  
ARREST BASED SOLELY ON THIS RECORD. ADDITIONAL  
INFORMATION REGARDING  
SUBJECT MAY BE AVAILABLE FROM THE INTERSTATE  
IDENTIFICATION INDEX.

The message above appears before a National Sex Offender Registry record response.

18. REPEAT - PROBATION OR SUPERVISED RELEASE STATUS  
RECORD, DO  
NOT ARREST BASED ON THIS INFORMATION, CONTACT ORI IF  
RECORD  
SUBJECT IS ARRESTED FOR A NEW OFFENSE.

The message above appears at the end of Convicted Person on Supervised Release File record response.

19. WARNING: DO NOT DETAIN BASED UPON THIS MISSING PERSON  
RECORD

This message precedes foreign abducted children/missing person responses.

REPEAT - DO NOT DETAIN BASED UPON NCIC RECORD WITH  
NIC/M00069216 FOREIGN MISSING OR ABDUCTED PERSON -  
IMMEDIATELY CONTACT INTERPOL, US DOJ, NLETS  
ORI/DCINTER00, OR TEL. NO. (202) 616-9000.

This message appears after foreign abducted children/missing person responses.  
The phrase is a reminder to the inquiring agency that no arrest should be made  
based on the information received and that INTERPOL is to be contacted  
immediately.

20. WARNING-A DETAINER HAS BEEN FILED FOR THE SUBJECT OF  
THIS  
RECORD. PLEASE CONTACT ORI TO OBTAIN ADDITIONAL  
INFORMATION.

21. WARNING - THE FOLLOWING STOLEN VEHICLE RECORD  
CONTAINS EXPIRED LICENSE PLATE DATA.  
USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM  
STATUS.

The message above will appear when a hit occurs on a vehicle record containing expired license plate data.

22. MAXIMUM RECORD COUNT EXCEEDED FOR AN ON-LINE SEARCH. RESUBMIT MODIFIED SEARCH PARAMETERS OR SUBMIT A GLOBAL INQUIRY TO RETRIEVE ALL RECORDS.

The message above appears after the 100<sup>th</sup> record when the number of on-line hit responses exceeds 100 records.

MAXIMUM RECORD COUNT EXCEEDED FOR A BATCH INQUIRY. RESUBMIT MODIFIED SEARCH PARAMETERS OR REQUEST A GLOBAL INQUIRY TO RETRIEVE ALL RECORDS.

The message above appears after the 2,000<sup>th</sup> record when the number of batched inquiry hits exceeds 2,000 hit response records.

23. WARNING-THE IDENTITY OF THE SUBJECT IDENTIFIED IN THIS RECORD HAS BEEN REPORTED STOLEN. PLEASE REVIEW THE VICTIM PROFILE AND USE CAUTION IN VERIFYING THE IDENTITY OF THIS PERSON.

This message precedes an identity theft record response.

\*\*\*\*\*WARNING - STANDING ALONE, NCIC IDENTITY THEFT FILE INFORMATION DOES NOT FURNISH GROUNDS FOR THE SEARCH AND SEIZURE OF ANY INDIVIDUAL, VEHICLE, OR DWELLING.\*\*\*\*\*

This message appears after each identity theft record in the response. The phrase is a reminder to the inquiring agency not to arrest based on the information received in the identity theft response.

24. If a hit response contains expired registration information, the following caveat will be included:

WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED REGISTRATION DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

25. If a hit response contains expired license plate information, the following caveat will be included:

WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED  
LICENSE PLATE  
DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM  
STATUS.

26. The following caveat will be included in a felony vehicle response when the inquiry is made on LIC or LIC/LIS:

RECORD NIC/V123456789 IS BASED ON LIC SEARCH ONLY (LIS NOT  
SEARCHED) VERIFY ALL DATA BEFORE TAKING FURTHER ACTION BASED ON  
THIS RESPONSE.

27. \*\*\*AMBER ALERT\*\*\*ISSUED FOR NIC/MXXXXXXXXX\*\*\*AMBER  
ALERT\*\*\*

This message appears before a Missing Person File record response containing AA in the Missing Person (MNP) Field.

28.

\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS  
OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE  
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC  
PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

This message appears in response to a Wanted Person File Inquiry (QW) transaction.

\*\*\*MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT  
LIMITATIONS.

This message appears in response to a Wanted Person File Inquiry - All (QWA) transaction.

\*\*\*MESSAGE KEY QWE SEARCHES WANTED PERSON FILE FELONY AND  
MISDEMEANOR  
RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION FROM THE  
INQUIRING AGENCY'S  
LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT  
LIMITATIONS.

This message appears in response to a Wanted Person File Inquiry - Extraditable (QWE) transaction.

\*\*\*MESSAGE KEY QWF SEARCHES WANTED PERSON FILE FELONY RECORDS  
REGARDLESS OF EXTRADITION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED  
WITHOUT LIMITATIONS.

This message appears in response to a Wanted Person File Inquiry - Felony (QWF) transaction.

\*\*\*MESSAGE KEY QWS SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION, ALL MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM

THE INQUIRING AGENCY'S LOCATION, AND ALL INTRASTATE MISDEMEANOR RECORDS.

ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

This message appears in response to a Wanted Person File Inquiry - State (QWS) transaction.

#### 29. WARNING - HAZARDOUS MATERIAL

The message above appears before each Article File record that contains a Type Field Category Code of T or ZBIOLOG, ZCORROS, ZEPHAZ, ZEXPLOS, ZFLALIQ, ZFLASOL, ZGGASES, ZTORM, OR ZPOISON for stolen toxic and hazardous material.

DANGER - EXTREMELY HAZARDOUS IF CONTACTED, INHALED, OR INGESTED

WARNING - LOT NUMBERS ARE NONUNIQUE - CARE NECESSARY TO  
VERIFY SUBJECT CHEMICAL IS STOLEN - IMMEDIATELY  
CONTACT ORI

The message above appears at the end of each Article File record that contains a Type Field of TBIOLOG or ZBIOLOG.

DANGER - CORROSIVE SUBSTANCE - AVOID SKIN CONTACT CAN BURN OR DISFIGURE

WARNING - LOT NUMBERS ARE NONUNIQUE - CARE NECESSARY TO  
VERIFY SUBJECT CHEMICAL IS STOLEN - IMMEDIATELY  
CONTACT ORI

The message above appears at the end of each Article File record that contains a Type Field of TCORROS or ZCORROS.

DANGER - EXTREMELY HAZARDOUS IF CONTACTED, INHALED, OR INGESTED  
POTENTIALLY EXPLOSIVE OR FLAMMABLE

WARNING - LOT NUMBERS ARE NONUNIQUE - CARE NECESSARY  
TO  
VERIFY SUBJECT CHEMICAL IS STOLEN - IMMEDIATELY  
CONTACT ORI

The message above appears at the end of each Article File record that contains a Type Field of TEPAHAZ OR TTORM or ZEPAHAZ OR ZTORM.

DANGER - POTENTIAL EXPLOSION AND/OR FIRE HAZARD

WARNING - LOT NUMBERS ARE NONUNIQUE CARE - NECESSARY  
TO  
VERIFY SUBJECT CHEMICAL IS STOLEN - IMMEDIATELY  
CONTACT ORI

The message above appears at the end of each Article File record that contains a Type Field of TEXPLOS OR ZEXPLOS.

DANGER - HIGHLY FLAMMABLE SUBSTANCE

WARNING - LOT NUMBERS ARE NONUNIQUE - CARE  
NECESSARY TO  
VERIFY SUBJECT CHEMICAL IS STOLEN - IMMEDIATELY  
CONTACT ORI

The message above appears at the end of each Article File record that contains a Type Field of TFLASOL OR TFLALIQ OR ZFLASOL OR ZFLALIQ.

DANGER - SUBSTANCE POTENTIALLY EXPLOSIVE OR  
HAZARDOUS  
IF CONTACTED, INHALED, OR INGESTED

WARNING - LOT NUMBERS ARE NONUNIQUE - CARE  
NECESSARY TO  
VERIFY SUBJECT CHEMICAL IS STOLEN - IMMEDIATELY  
CONTACT ORI

The message above appears at the end of each Article File record that contains a Type Field of TGGASES or ZGGASES.

DANGER - POISONOUS SUBSTANCE - AVOID  
PROLONGED CONTACT OR INGESTING

WARNING - LOT NUMBERS ARE NONUNIQUE - CARE

NECESSARY TO  
VERIFY SUBJECT CHEMICAL IS STOLEN - IMMEDIATELY  
CONTACT ORI

The message above appears at the end of each Article File record  
that contains a Type Field of TPOISON or ZPOISON.

FOR MORE INFORMATION CONTACT NLETS HAZMAT,  
CHEMTREC OR THE DOT

The message above appears at the end of each Article File record  
when the first character of the Type Field is T or ZBIOLOG,  
ZCORROS, ZEPHAZ, ZEXPLOS, ZFLALIQ, ZFLASOL,  
ZGGASES, ZTORM, OR ZPOISON.

30.                   \*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\*

WARNING - APPROACH WITH CAUTION

THIS INDIVIDUAL IS ASSOCIATED WITH TERRORISM AND IS THE  
SUBJECT OF AN ARREST  
WARRANT, ALTHOUGH THE WARRANT MAY NOT BE RETRIEVABLE VIA  
THE SEARCHED  
IDENTIFIERS. IF AN ARREST WARRANT FOR THE INDIVIDUAL IS  
RETURNED IN YOUR  
SEARCH OF NCIC, DETAIN THE INDIVIDUAL PURSUANT TO YOUR  
DEPARTMENT'S  
PROCEDURES FOR HANDLING AN OUTSTANDING WARRANT, AND  
IMMEDIATELY CONTACT THE  
TERRORIST SCREENING CENTER (TSC) AT (866) XXX-XXXX FOR  
ADDITIONAL DIRECTION.

IF AN ARREST WARRANT FOR THE INDIVIDUAL IS NOT  
RETURNED, USE CAUTION AND  
IMMEDIATELY CONTACT THE TSC AT (866) XXX-XXXX  
FOR  
ADDITIONAL DIRECTION  
WITHOUT OTHERWISE EXTENDING THE SCOPE OR  
DURATION OF THE ENCOUNTER.  
IF YOU ARE A BORDER PATROL OFFICER IMMEDIATELY  
CONTACT THE NTC.

UNAUTHORIZED DISCLOSURE OF TERRORIST WATCHLIST  
INFORMATION IS PROHIBITED.  
DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE  
ON A TERRORIST WATCHLIST.  
INFORMATION THAT THIS INDIVIDUAL MAY BE ON A  
TERRORIST WATCHLIST IS PROPERTY  
OF THE TSC AND IS A FEDERAL RECORD PROVIDED TO  
YOUR AGENCY THAT MAY NOT BE  
DISSEMINATED OR USED IN ANY PROCEEDING WITHOUT  
THE ADVANCE AUTHORIZATION  
OF THE TSC.

\*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\*

The above message appears at the beginning of Known or Appropriately Suspected Terrorist File records with a SGP (Subgroup) Field of Handling Code 1. The telephone number for the Terrorist Screening Center will be provided in the actual hit response.

\*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\*

WARNING - APPROACH WITH CAUTION

THIS INDIVIDUAL IS OF INVESTIGATIVE INTEREST TO  
LAW ENFORCEMENT REGARDING  
ASSOCIATION WITH TERRORISM AND THERE MAY BE A  
DETAINER AVAILABLE FROM  
THE DEPARTMENT OF HOMELAND SECURITY FOR THIS  
INDIVIDUAL.

IMMEDIATELY CONTACT THE TERRORIST SCREENING  
CENTER (TSC) AT (866) XXX-XXXX  
OR, IF YOU ARE A BORDER PATROL OFFICER,  
IMMEDIATELY CONTACT THE NTC TO  
ASCERTAIN IF A DETAINER IS AVAILABLE FOR THE  
INDIVIDUAL AND TO OBTAIN  
ADDITIONAL DIRECTION. PLEASE QUESTION THIS  
INDIVIDUAL TO ASSIST THE TSC IN  
DETERMINING WHETHER THE INDIVIDUAL ENCOUNTERED  
IS THE SUBJECT OF DETAINER  
WITHOUT OTHERWISE EXTENDING THE SCOPE OR  
DURATION OF THE ENCOUNTER.

UNAUTHORIZED DISCLOSURE OF TERRORIST WATCHLIST  
INFORMATION IS PROHIBITED.  
DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE  
ON A TERRORIST WATCHLIST.  
INFORMATION THAT THIS INDIVIDUAL MAY BE ON A  
TERRORIST WATCHLIST IS PROPERTY  
OF THE TSC AND IS A FEDERAL RECORD PROVIDED TO  
YOUR AGENCY THAT MAY NOT BE  
DISSEMINATED OR USED IN ANY PROCEEDING WITHOUT  
THE ADVANCE AUTHORIZATION  
OF THE TSC.

\*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\*

The above message appears at the beginning of Known or Appropriately Suspected Terrorist File records with a SGP (Subgroup) Field of Handling Code 2. The telephone number for the Terrorist Screening Center will be provided in the actual hit response.

\*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\*

DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE ON A TERRORIST WATCHLIST.

CONTACT THE TERRORIST SCREENING CENTER (TSC) AT (866) XXX-XXXX DURING THIS ENCOUNTER. IF THIS WOULD EXTEND THE SCOPE OR DURATION OF THE ENCOUNTER, CONTACT THE TSC IMMEDIATELY THEREAFTER. IF YOU ARE A BORDER PATROL OFFICER IMMEDIATELY CONTACT THE NTC.

ATTEMPT TO OBTAIN SUFFICIENT IDENTIFYING INFORMATION DURING THE ENCOUNTER, WITHOUT OTHERWISE EXTENDING THE SCOPE OR DURATION OF THE ENCOUNTER, TO ASSIST THE TSC IN DETERMINING WHETHER OR NOT THE NAME OR IDENTIFIERS(S) YOU QUERIED BELONGS TO AN INDIVIDUAL IDENTIFIED AS HAVING POSSIBLE TIES WITH TERRORISM.

DO NOT DETAIN OR ARREST THIS INDIVIDUAL UNLESS THERE IS EVIDENCE OF A VIOLATION OF FEDERAL, STATE OR LOCAL STATUTES.

UNAUTHORIZED DISCLOSURE IS PROHIBITED.

INFORMATION THAT THIS INDIVIDUAL MAY BE ON A TERRORIST WATCHLIST IS THE PROPERTY OF THE TSC AND IS A FEDERAL RECORD PROVIDED TO YOUR AGENCY ONLY FOR INTELLIGENCE AND LEAD PURPOSES. THIS RECORD, AND ANY INFORMATION CONTAINED WITHIN IT, MAY NOT BE DISCLOSED OR USED IN ANY PROCEEDING WITHOUT THE ADVANCE AUTHORIZATION OF THE TSC.

WARNING - APPROACH WITH CAUTION

\*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\*

The above message appears at the beginning of Known or Appropriately Suspected Terrorist File records with a SGP (Subgroup) Field of Handling Code 3. The telephone number for the Terrorist Screening Center will be provided in the actual hit response.

\*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\*

DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE CONSIDERED A PERSON WHO MAY BE OF NATIONAL SECURITY INTEREST.

CONTACT THE FEDERAL BUREAU OF INVESTIGATION (FBI) AT (866) 872-9001 DURING THIS ENCOUNTER. IF THIS WOULD EXTEND THE SCOPE OR DURATION OF THE ENCOUNTER, CONTACT THE FBI IMMEDIATELY THEREAFTER. IF YOU ARE A BORDER PATROL OFFICER IMMEDIATELY CALL THE NTC.

ATTEMPT TO OBTAIN SUFFICIENT IDENTIFYING INFORMATION DURING THE ENCOUNTER, WITHOUT OTHERWISE EXTENDING THE SCOPE OR DURATION OF THE ENCOUNTER, TO ASSIST THE FBI IN DETERMINING WHETHER OR NOT THE NAME OR IDENTIFIER(S) YOU QUERIED BELONGS TO AN INDIVIDUAL IDENTIFIED AS A FORMER MILITARY DETAINEE.

DO NOT DETAIN OR ARREST THIS INDIVIDUAL UNLESS THERE IS EVIDENCE OF A VIOLATION OF FEDERAL, STATE, OR LOCAL STATUTE(S).

UNAUTHORIZED DISCLOSURE IS PROHIBITED.

INFORMATION THAT THIS INDIVIDUAL MAY BE A PERSON WHO MAY BE OF NATIONAL SECURITY INTEREST IS THE PROPERTY OF THE FBI AND IS A FEDERAL RECORD PROVIDED TO YOUR AGENCY ONLY FOR INTELLIGENCE AND LEAD PURPOSES. THIS RECORD, AND ANY INFORMATION CONTAINED WITHIN IT, MAY NOT BE DISCLOSED OR USED IN ANY PROCEEDING WITHOUT THE ADVANCE AUTHORIZATION OF THE FBI.

WARNING - APPROACH WITH CAUTION

\*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\*

The above message appears at the beginning of Known or Appropriately Suspected Terrorist File records with a SGP (Subgroup) Field of Handling Code 4.

Inquiry messages and responses are further explained in the Inquiry section of each NCIC 2000 file chapter.

31. REPEAT - DO NOT DETAIN BASED UPON NCIC RECORD WITH NIC/X123456789.

FOREIGN SEX OFFENDER - IMMEDIATELY CONTACT INTERPOL, US DOJ, AT NLETS ORI/DCINTER00, OR TEL. NO. (202) 616-9000.

The message above appears at the end of National Sex Offender Registry records that are entered by INTERPOL, U.S. National Central Bureau (USNCB).

32. \*\*\*\*\* NOTICE: DO NOT DETAIN OR ARREST BASED ON THIS HIT.  
THE DATE OF  
NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS)  
DENIAL (DND)  
PROVIDED IN THIS RECORD IS THE DATE THE SUBJECT WAS DENIED  
BY THE  
NICS FROM THE PURCHASE/POSSESSION OF A FIREARM PURSUANT TO  
STATE  
AND/OR FEDERAL LAW. HOWEVER, IT IS POSSIBLE THIS SUBJECT  
MAY NO  
LONGER BE PROHIBITED FROM PURCHASING/POSSESSING FIREARMS.

This message precedes a NICS Denied Transaction File record.

\*\*\* THE INFORMATION DISPLAYED IN THIS RECORD IS A POSSIBLE  
MATCH TO  
THE INDIVIDUAL QUERIED. THIS MATCH IS BASED ON NAME AND  
DESCRIPTIVE  
DATA ONLY. NO LAW ENFORCEMENT ACTION SHOULD BE INITIATED  
BASED SOLELY  
ON THIS INFORMATION.

This message appears at the end of a NICS Denied Transaction File record.

33. WARNING-THE SUBJECT IN THIS RECORD HAS BEEN IDENTIFIED AS A  
VIOLENT  
OFFENDER. THE SUBJECT HAS A CRIMINAL HISTORY OF ASSAULTING  
LAW  
ENFORCEMENT OFFICERS. USE CAUTION IN APPROACHING THIS  
INDIVIDUAL.  
DO NOT ARREST OR DETAIN BASED SOLELY ON THIS INFORMATION.

This message precedes a Violent Person File record response when VOC/1 was entered in the record.

WARNING-THE SUBJECT IN THIS RECORD HAS BEEN IDENTIFIED AS A  
VIOLENT  
OFFENDER. THE SUBJECT HAS A CRIMINAL HISTORY OF HOMICIDE  
OR ATTEMPTED  
HOMICIDE. USE CAUTION IN APPROACHING THIS INDIVIDUAL. DO  
NOT ARREST OR  
DETAIN BASED SOLELY ON THIS INFORMATION.

This message precedes a Violent Person File record response when VOC/2 was entered in the record.

WARNING-THE SUBJECT IN THIS RECORD HAS BEEN IDENTIFIED AS A  
VIOLENT

OFFENDER. THE SUBJECT HAS A CRIMINAL HISTORY OF USING WEAPONS TO COMMIT VIOLENT OFFENSES. USE CAUTION IN APPROACHING THIS INDIVIDUAL. DO NOT ARREST OR DETAIN BASED SOLELY ON THIS INFORMATION.

This message precedes a Violent Person File record response when VOC/3 was entered in the record.

WARNING-THE SUBJECT IN THIS RECORD HAS BEEN DEEMED A SERIOUS THREAT TO LAW ENFORCEMENT OFFICERS. USE CAUTION IN APPROACHING THIS INDIVIDUAL. DO NOT ARREST OR DETAIN BASED SOLELY ON THIS INFORMATION.

This message precedes a Violent Person File record response when VOC/4 was entered in the record.

## **2.6 LOCATE**

1. The purpose of a locate message is to indicate (until the originating agency clears the record) that the wanted person has been apprehended or the property has been located. If the locating agency intends to hold the individual on local charges, the locate transaction should indicate detention by placing DETN in the Extradition Field. In the Missing Person File, a locate message indicates the whereabouts of the missing person has been determined and retires the record from the file.
2. A locate message must be transmitted when an agency other than the originating agency of the record finds the missing person, apprehends the wanted person, or recovers the property on file in NCIC 2000.
3. The only exceptions to placing a locate message occur when the hit contains a no extradition indication or an extradition limitation indication and the agency finding the person is outside the geographical area of extradition. In such a case, the record should not be located. All records on file for the found missing person, apprehended wanted person, or recovered property must be located to ensure that they are in the correct status.
4. A locate message cannot be used by the agency that placed the record in NCIC 2000.

Locate messages and acknowledgments are further explained in the Locate section of each NCIC 2000 file chapter.

## **2.7 CLEAR**

1. The purpose of a clear message is to indicate location of a missing person, apprehension of a wanted person, if not detained, or recovery of property on file in NCIC 2000.

2. A clear transaction causes a protection order record to be placed in an inactive status for the remainder of the year plus 5 years, and causes a sex offender record to be placed in an inactive status until the record is canceled. During that time, these records are still accessible via QPO and QXS transactions respectively. For all other files, a clear removes the record from the active files and places it in retired file status where it can be retrieved only by use of a Global Inquiry (SPRQ).<sup>3</sup> A record may be cleared only by the agency that entered the record in file.

Clear messages and acknowledgments are further explained in the Clear section of each NCIC 2000 file chapter.

## **2.8 ERROR MESSAGES**

1. An error message advises an agency of an error in an NCIC 2000 transaction. Error messages are frequently referred to as reject messages since the first word is always REJECT. Some error messages contain Message Field Codes (MFCs) to identify the field containing the error. The XXX in the following messages will be replaced by the appropriate message field abbreviation in an actual error message received from NCIC 2000.
2. Error messages pertaining to the III are listed in the III chapter.
3. The last line of an error message will include identifiers and return the first 65 characters of the transaction, enabling the user to link the response to the original transaction.
4. Following each error message is a brief explanation of the error(s) causing the message to be transmitted. A review of the edits, examples, and formats for the particular file involved in the transaction may aid in identifying the reason for an error message. The following list of error messages is in alphabetical order to assist with finding a particular error message.

### **REJECT - ALL LICENSE DATA REQUIRED**

This message is transmitted when one or more but not all of the license data fields of a record entry have been filled; i.e., License Plate Number (LIC), License Plate State (LIS), License Plate Year of Expiration (LIY), and License Plate Type (LIT).

### **REJECT - BASE DATA DOES NOT EXIST FOR SUPPLEMENTAL FIELD - XXX**

This message is transmitted when a field (other than alias [AKA], Image NCIC Number [IMN], vehicle or license data) is entered in a supplemental transaction but the corresponding field does not exist in the base record.

### **REJECT - CLEAR/CANCEL/LOCATE DATE ERROR**

The word CLEAR, CANCEL, or LOCATE is used as appropriate depending on the transaction.

1. Date in a locate or clear message is prior to the date which caused the record to be entered in NCIC 2000; e.g., Date of Loss (DOL), Date of Theft (DOT), Date of Arrest (DOA), or Date of Warrant (DOW), etc.
2. Date in a locate or clear message is later than the current date.
3. Date in a cancel message is not the current date or current date minus one day.

#### **REJECT - CLEAR/CANCEL/LOCATE ERROR**

Clear, cancel, or locate transaction is not properly formatted because data are missing or are not in the proper sequence.

#### **REJECT - CLRD REC**

This message is replaced in NCIC 2000 with: REJECT - NOT ON FILE.

#### **REJECT - COMMAS NOT PERMITTED IN THE NMF FIELD**

A comma was included in the First Name Field (NMF).

#### **REJECT - DETAINER NOT ON FILE**

The detainer information being canceled does not exist.

#### **REJECT - DUPLICATE BHN/OAN ERROR**

Entry or modify transaction attempts to place the same number in both the Boat Hull Number (BHN) and the Owner Applied Number (OAN) Fields.

#### **REJECT - DUPLICATE FIELD XXX**

1. Inquiry transaction contains more than one identifier of the same type.
2. Modify transaction contains a field, other than an identifier, twice.
3. The RSCH Field contains a MFC more than once.

#### **REJECT - DUPLICATE <IMAGE-TYPE>**

Transaction attempts to enter an image (Image Type [IMT]: mugshot, signature, nonperson identifying image) when one already exists for that record.

#### **REJECT - DUPLICATE REG/CGD ERROR**

Entry or modify transaction attempts to place the same number in both the Boat Registration Number (REG) and the Coast Guard Document Number (CGD) Fields.

#### **REJECT - DUPLICATE SER/OAN ERROR**

Entry or modify transaction attempts to place the same number in both the Serial Number (SER) and OAN Fields.

#### **REJECT - DUPLICATE VIN/OAN ERROR**

Entry or modify transaction attempts to place the same number in both the Vehicle Identification Number (VIN) and OAN Fields.

#### **REJECT - EITHER FPP OR ZIP REQUIRED**

On an ORI enter transaction, both the Foreign Postal Code (FPP) and the Zone Improvement Plan (ZIP) Fields are blank.

#### **REJECT - EQUIPMENT PROBLEM**

Transaction was not properly processed by the NCIC 2000 computer. Originating agency should resend the transaction.

#### **REJECT - EXCEEDED MAXIMUM NUMBER OF SEARCH FIELDS**

More than 30 search criteria of any kind were entered in the RSCH Field, i.e. the combination of the number of MFCs times the number of values per MFC.

#### **REJECT - EXCEEDED MAXIMUM NUMBER OF SEARCH VALUES**

More than 15 values for one MFC were entered in the RSCH Field for an ACT SPRQ request. More than 30 values for one MFC were entered in the RSCH Field for a PRG/LOG SPRQ request.

#### **REJECT - EXCEEDED MAXIMUM POC INTERESTS**

Replaced in NCIC 2000 with: REJECT -NOT AUTHORIZED.

#### **REJECT - EXCESSIVE FIELDS**

SPRQ transaction contains more than the allowed fields.

#### **REJECT - EXCESSIVE FIELDS (FOR XXX)**

1. Entry transaction contains more than the allowed fields.

2. Supplemental enter transaction attempts to enter more fields than are allowed.

#### REJECT - EXPLAIN CAUTION INDICATOR

Characters -C or C are used in Message Key (MKE) Field for person entry and no explanation of caution indicator is set forth in the Caution and Medical Conditions (CMC) Field (NCIC 2000) or in the MIS Field (NCIC).

#### REJECT - EXPLAIN OFFENSE CODE

1. Offense code 0199, 0299, 0399, 5005, 5015, 5099, 7099, 7199, 7299, or 7399 is used without explanation of offense in position 5 through 24 of the Offense Code (OFF) Field (NCIC 2000 transaction) or in the MIS Field (NCIC transaction).
2. Offense code 4901, 4999, 5001, 5002, 5011, 5012, 5013, 5014, 5015, 8100, 8101, or 8102 is used, and the Original Offense Code (OOC) Field does not have a value (NCIC 2000 transaction).
3. Offense code 4901, 5011, or 5012 is used without explanation of offense in the MIS Field (NCIC transaction ).

#### REJECT - EXPLAIN PCO

A value of 08 has been entered in the Protection Order Conditions (POC) Field and the MIS Field is blank.

#### REJECT - FIELD ERROR XXX

1. The MFC does not agree with data entered in the field.
2. Image record on database is not the same type as defined by IMT in message. IMN and IMT are provided as the fields in error.
3. Transaction attempts to delete Name of Validator (VLN) Field.
4. Transaction attempts to enter data in a mandatory blank field.
5. LKA Field is not associated with LKI Field (i.e., the pair does not match the OCA and ORI Fields of another record).
6. LKI Field is not a valid ORI.
7. An image transaction attempts to enter an image for a record with an image type that is not compatible with the record type (NIC prefix). NCIC Number (NIC) and IMT provided back as fields in error.

8. A File Transaction (FT) attempts to request a file that does not exist.
9. An agency is attempting to enter an investigative interest supplemental transaction for a Gang record, USSS Protective record, or CVI record.
10. Transaction attempts to enter a lost article record with a TYP Field that does not contain a category Q code.
11. An authorized ORI attempts to use invalid data in the NDIR Data Available (NDI) Field, an authorized ORI attempts to enter data in the NDI Field when the DCH Field contains UNK, or an unauthorized ORI attempts to modify the DCH Field to UNK after the NDI Field is set to Y.
12. An agency attempts to modify the OPT Field to blanks or spaces in the NCIC Article or Vehicle Files.

#### **REJECT - FIELD ERROR DCH XXX**

There are erroneous data in a subfield of the Dental Characteristics (DCH) Field in a Missing Person, Unidentified Person File, or Wanted Person File record.

#### **REJECT - FILE GREATER THAN 32,000 BYTES**

File requested is too large to be electronically transmitted.

File transfer session can be initiated to retrieve the file or the file can be requested as a printout or tape.

#### **REJECT - FORMAT ERROR - SLASH REQUIRED - XXX**

The required slash separator does not follow an MFC in a transaction which uses an MFC-dependent format.

#### **REJECT - HEADER ERROR**

Transaction is missing or contains an invalid header (minimum of 9 characters and maximum of 19).

#### **REJECT - IDENTIFIER ERROR**

1. Transaction contains no identifiers.
2. Inquiry transaction contains more than the allowed number of identifiers.
3. Maintenance transaction contains invalid identifiers.

#### **REJECT - IIA IN USE**

Transaction attempts to modify the Type (TYP) Field to R and the ORI still has active investigative interest supplemental records.

#### **REJECT - IMAGE NOT ON FILE <IMN>**

Transaction is for an image which is not found on file.

#### **REJECT - INQUIRY FORMAT ERROR**

This message does not exist in NCIC 2000.

#### **REJECT - INVALID IMAGE PLACEMENT IN MESSAGE**

Transaction involving the entry of an image does not have the image data as the last item of the transaction Image (IMG) Field.

#### **REJECT - INVALID INDICATOR FOR MFC/XXX**

An invalid Range/Branch/Exclusion indicator has been specified for a MFC, e.g., NAM\JONES, DAVID.\*E.

#### **REJECT - INVALID MESSAGE FIELD CODE XXX**

1. Transaction contains invalid MFC for the file involved.
2. Transaction attempts to change the category of the person: e.g., Deported Felon to Wanted Person.

#### **REJECT - INVALID MFC IN SEARCH CRITERIA FOR SPECIFIED FILE CODE**

The MFC is inappropriate for the TYPE of SPRQ request for the FILE type specified in the request, e.g., request TYPE is ACT and PDT/ is specified in the RSCH Field or FILE is V and NAM/ is specified in the RSCH Field.

#### **REJECT - INVALID MODIFY XXX**

1. Modify transaction attempts to delete data from a mandatory field of the NCIC 2000 record. Mandatory fields are explained in the Entry section of each NCIC 2000 file chapter.
2. Modify transaction attempts to modify LIS Field using the same value currently in that field.
3. Modify transaction attempts to delete one or more fields in a set but not all fields in the set.
4. Transaction attempts to modify the Date of Purge (DOP) Field to XXXXXXXX, and ORI is not authorized to do this, i.e., 9th character is not C.

5. Transaction attempts to modify DOP Field to date greater than current date plus 5 years.

#### REJECT - INVALID NCIC NUMBER

The NIC contains invalid check-digits.

#### REJECT - INVALID ORI FIELD SPECIFICATIONS

The ORI Field contains wildcard (+) characters in the last seven positions and no other search criteria are specified.

#### REJECT - INVALID ORI FOR QUALITY CONTROL CANCEL OF RECORD

Transaction contains an invalid Quality Control ORI for the file type.

#### REJECT - INVALID ORI VALUE PER QUALITY CONTROL OF RECORD

Transaction contains an invalid quality control ORI for the file type.

#### REJECT - INVALID ORIGINATING AGENCY IDENTIFIER

Transaction contains an invalid ORI.

#### REJECT - INVALID SEQUENCE OF SEPARATORS

The "%" and "." appear consecutively within the search criteria.

#### REJECT - INVALID SER. POSTAL MONEY ORDER MUST BE 10 CHARACTERS.

A serial number for a postal money order is not exactly 10 characters in length.

#### REJECT - INVALID SERIAL NUMBER RANGE

1. Modify transaction contains a range of consecutively serialized numbers that does not exactly match the range in the record.

2. Serial numbers within the indicated range have been cleared or canceled from a group record.

#### REJECT - INVALID SORT FIELD FOR SPECIFIED FILE CODE - XXX

The MFC SRT is specified **but** one of the following has occurred:

1. The TYPE of SPRQ request is LOG; or
2. The sort MFC criteria specified is invalid for the FILE type; or

3. The sort length is greater than the specified MFC allowable length; or
- 4 The sort length is missing; or
5. More than 3 MFCs have been specified as the sort criteria.

#### **REJECT - INVALID STATUS FOR OPERATION**

Transaction attempts to enter benefits data on a record using an Enter Benefits Data After Clear (CRBD) or an Enter Benefits Data After Locate (LRBD) transaction when that record has not been cleared or located.

#### **REJECT - INVALID TYPE XXXX**

The TYPE field is not ACT, PRG, or LOG.

#### **REJECT - INVESTIGATIVE INTEREST ON FILE**

The investigative interest supplemental record is a duplicate of an existing investigative interest supplemental record for the base record.

#### **REJECT - INVESTIGATIVE INTEREST NOT ON FILE**

No corresponding investigative interest on file.

#### **REJECT - LENGTH ERROR - XXX**

Field provided in a SPRQ transaction is less than the minimum or more than the maximum length allowed for that field.

#### **REJECT - LOCATE ERROR**

1. Locate transaction does not contain Detained (DETN) or Released (RELD) for missing person record or EXTR, DETN, or NOEX for wanted person record.
2. Locate transaction with extradition of NOEX is for a Wanted Person File record that has already been located with an extradition of EXTR or DETN.

#### **REJECT - MAXIMUM NUMBER OF IDENTIFYING IMAGES EXCEEDED**

Transaction attempts to enter an identifying image when the maximum number of 10 identifying images has already been entered.

#### **REJECT - MESSAGE KEY ERROR**

1. Transaction is missing or contains an invalid MKE.

2. MKE does not agree with data in the transaction or in the record.

#### **REJECT - MFC XXX IS INVALID FOR TYPE XXXX**

The MFC, other than the search criteria, is invalid for the TYPE specified, e.g., a mandatory blank field contains data.

#### **REJECT - MISSING DATA XXX**

1. Transaction does not contain a mandatory field(s).
2. A set contains one or more fields but not all fields in the set.
3. Image transaction attempts to enter an image, other than generic, without a NIC to identify the record to which the image belongs.

#### **REJECT - MISSING IDENTIFIER**

1. Inquiry transaction does not contain a searchable identifier or searchable group of identifiers.
2. Transaction attempts to enter a record with no numeric identifiers.

#### **REJECT - MODIFY ERROR**

1. Modify transaction is not properly formatted.
2. Modify transaction attempts to associate a Group Member to a Group Name (GNG)/Subgroup Name (SGP) not on file.
3. Modify transaction attempts to remove last numeric identifier in the record.
4. Modify transaction does not contain any field to modify.

#### **REJECT - NAM/ AND NMF/ NOT PERMITTED IN THE SAME REQUEST**

The RSCH Field includes both the NAM/ and NMF/ MFCs.

#### **REJECT - NCIC IN RESTRICTED SERVICE**

Transaction attempts to send one of the following messages during a restricted service period:

1. Entry, cancellation, or modification transaction of a nongroup record is attempted. Only clear, inquiry, and locate transactions are permitted for nongroup records.
2. Entry, cancellation, clear, locate, or modification transaction of a consecutively serialized group record is attempted. Only inquiry messages are permitted on group records.

## **REJECT - NIC PREFIX DOES NOT AGREE WITH MESSAGE KEY**

The first character of the NIC which designates the file type of the transaction does not correspond with the MKE.

## **REJECT - NO DENTAL INFORMATION ON FILE FOR NIC/XXXXXXXXXX**

Replaced in NCIC 2000 with: REJECT - SUPPLEMENTAL NOT ON FILE.

## **REJECT - NOT AUTHORIZED**

1. Type of transaction transmitted is not authorized for the ORI.
2. An agency other than the ORI of a record is attempting to perform a maintenance transaction on the record in file. (Does not apply to locate transactions.)
3. Transmitting agency is attempting to place a locate against its own record. Clear transaction should be sent.
4. An agency is using an ORI with a state code other than the one assigned to the line over which the message was transmitted.
5. Transaction attempts to enter a Gang/Terrorist Group with a GNG and SGP of UNLISTED GROUP.
6. Cancel transaction attempts to cancel a Protection Order with PNO/ and NIC/ as identifiers and the ORI is not a quality control ORI.
7. Transaction attempts to modify Missing Person Interest (MIF) Field and the agency is not National Center for Missing and Exploited Children (NCMEC).
8. NCMEC attempts to modify a field other than the MIF Field.
9. Transaction attempts to modify a secondary Point of Contact (POC) Field to the primary POC Field.
10. Transaction attempts to enter a Category II juvenile record for an ORI in a nonparticipating state.
11. Transaction attempts to modify an inactive Protection Order File or National Sex Offender Registry record.
12. An agency is attempting an SPRQ transaction and does not have authorization.
13. An agency authorized to perform SPRQ transactions has requested a SPRQ type restricted to FBI staff only.

14. An agency is attempting to enter a generic image and is not FBI staff.
15. An agency is attempting to enter or cancel an investigative interest supplemental record having the same ORI as the ORI of the base record.
16. An agency is attempting to enter an investigative interest supplemental record and the base record is inactive.
17. An agency is attempting to enter an investigative interest supplemental record and there are already ten investigative interest supplemental records appended to the base record.
18. An agency is attempting to modify data into the NDI Field and is not FBI staff.
19. An agency is attempting to append PWI data to a record other than a Missing Person File record with MKE/EME or EMI.
20. An agency is attempting to enter PWI data and there are already two PWI records appended to the base Missing Person File record.
21. Person with Information Name (PIN) or Person with Information Alias (PAK) and Person with Information Date of Birth (PIB) or PIN or PAK and Person with Information Social Security Number (PSS) are equal to the base record Name (NAM) or Alias (AKA) and Date of Birth (DOB) or NAM or AKA and Social Security Number (SOC). PIN/PAK and PIB or PIN/PAK and PSS Fields are provided back in error.
22. PIN or PAK Fields for second Person with Information record enter or enter supplemental transaction are equal to the PIN or PAK Fields in the first PWI record.

#### **REJECT - NOT ON FILE**

1. An identifier(s) used to identify a record in a maintenance transaction is in error; therefore, the record on file was not found.
2. The range of serial numbers in the maintenance transaction exceeds the range of serial numbers for the record on file.
3. Record identified is retired.

#### **REJECT - ON FILE**

1. Record being entered is already on file.
2. Transaction attempts to modify an identifier in one record to the same identifier already on file in another record.

When the above message is received, the record on file is included in the response.

#### **REJECT - ONLY ONE SRT PERMITTED FOR EACH TRANSACTION**

The RSCH contains more than one SRT/MFC.

#### **REJECT - ORI IN USE**

1. Transaction attempts to modify the Type (TYP) Field to R and the ORI still has active records.
2. Transaction attempts to cancel an ORI with active records.

#### **REJECT - ORI NOT ON FILE**

Transaction specifies an ORI that is not on file.

#### **REJECT - ORI ON FILE**

Transaction attempts to enter an ORI that is already on file.

#### **REJECT - QUALITY CONTROL NOT ALLOWED TO CANCEL THIS RECORD**

Transaction initiated by a Quality Control ORI attempts to cancel a record not included in the serious error program.

#### **REJECT - RECORD LOCATED PREVIOUSLY**

1. Modify or locate transaction is for a property file record that has already been located.
2. The range of serial numbers in a locate transaction has been completely or partially located.
3. Transaction attempts to enter or cancel an NCIC 2000 add-on record for a file record that has already been located.

#### **REJECT - SERIAL NUMBER IS NOT UNIQUE, SEE FOLLOWING:**

\*\* ATTENTION \*\* IF SER/XXXXXXX-20-XXXXXXXX IS FOR TYP/XX-7-XX, AND BRA/XX-6-X, IT IS NOT UNIQUE ACCORDING TO NCIC QUALITY CONTROL.  
ASCERTAIN CORRECT SERIAL NUMBER.

or

\*\* ATTENTION \*\* IF SER/XXXX-11-XXX IS FOR MAK/XXX, CAL/XXXX, AND TYP/XX  
IT IS NOT UNIQUE ACCORDING TO NCIC QUALITY CONTROL. ASCERTAIN  
CORRECT NUMBER.

When there are three or more article records on file in NCIC 2000 with matching data in the SER, TYP, and Brand Name (BRA) Fields; or three or more gun records on file in NCIC 2000 with matching data in the SER, Make (MAK), Caliber (CAL), and TYP Fields, the NCIC 2000 Quality Control Staff enters an ATTENTION message to alert NCIC 2000 users to the possibility of a nonunique serial number. The duplication of the SER indicates the number may be a stock control number, model, production, or catalog number.

#### **REJECT - SGP/NONE KNOWN - TOO GENERIC FOR SEARCH**

Transaction attempts to make an inquiry using only SGP/NONE KNOWN.

#### **REJECT - SUPP MFC ERROR**

1. Included in the acknowledgment when MFC of a supplemental cancel transaction fails its edit check.
2. Included in the acknowledgment to a supplemental cancel transaction when the IMT specified does not match the IMT on file.

#### **REJECT - SUPP NOT ON FILE XXX/XXXX**

1. Included in the acknowledgment to a supplemental cancel transaction when transaction attempts to delete fields that are not contained in the supplemental record.
2. Each field not contained in the supplemental record is preceded by the appropriate MFC and a slash, e.g., DOB/19530106.

#### **REJECT - SUPPLEMENTAL RECORD FORMAT ERROR - XXX**

1. Supplemental record entry is improperly formatted.
2. Transaction attempts to enter/cancel supplemental data with no identifier listed (e.g., AKA, DOB, etc.).
3. Transaction attempts to enter a boat trailer which is already there or an add-on with the same sequence as one already on file for the same base record.

#### **REJECT - TTO/DRS/HND/GTI/MIS MAY BE MODIFIED ONLY BY PRIMARY ORI**

Agency other than primary ORI is attempting to modify the record.

#### **REJECT - UNABLE TO PROCESS TRANSACTION. WATCH FOR III IN SERVICE MESSAGE**

Transaction has been submitted for III while III is down.

## **REJECT - UNABLE TO PROCESS TRANSACTION. WATCH FOR IN SERVICE MESSAGE**

Transaction has been submitted for the FMS while it is down.

## **REJECT - VEHICLE YEAR DOES NOT AGREE WITH VIN**

Vehicle Year (VYR) Field in the record entry does not agree with the vehicle year of manufacture in the 17-character VIN. (Additional information can be found in the Vehicle File chapter.)

## **REJECT - VIN FORMAT ERROR**

The VIN Field does not meet the manufacturer's VIN construction criteria. (VIN Field edits can be found in the Vehicle File chapter.)

## **REJECT - WILDCARD CHARACTERS INVALID FOR XXX**

The MFCs contain wildcard characters which are not allowed for the particular MFC. Additional information concerning the wildcard character can be found in the Other Transactions chapter.

## **2.9 ADMINISTRATIVE MESSAGES**

### **SYSTEM STATUS ADMINISTRATIVE MESSAGES -- \$1. through \$8.**

Administrative messages are transmitted by NCIC 2000 to advise users of the NCIC 2000 System status. When included in a System status administrative message, the time and date appear in the following manner:

Time appears in four numerics, <HHMM>, according to the 24-hour time system, i.e., 0001 (1 minute after midnight) to 2400 (midnight). The abbreviation EST indicates the time shown is Eastern Standard Time. The abbreviation for Eastern Daylight Time (EDT) is substituted when appropriate. The date appears in eight numerics representing year, month, and day, <YYYYMMDD>.

#### **\$1. Administrative Message**

A \$1. administrative message is transmitted in the following format:

\$1.

ALL NCIC FILES OUT OF SERVICE 0100 EST  
XXX-80-XXX

This message is transmitted when NCIC 2000 is going out of service. The time the System is going out of service is entered as applicable. The third line of this message contains up to 80 characters of variable data describing the reason, e.g., TODAY FOR FILE MAINTENANCE.

## **\$2. Administrative Message**

The following is an example of a \$.2. administrative message:

\$.2.

NCIC VEHICLE, PROPERTY & PERSON FILES IN FULL SERVICE  
0100 EST 19991001.

This message is transmitted when:

1. NCIC 2000 has been out of service and is returning to full service.
2. NCIC 2000 has been in restricted service (a period during which only certain types of messages are accepted, e.g., inquiry, clear, and locate transactions) and is returning to full service.

## **\$3. Administrative Message**

A \$.3. administrative message is transmitted in the following format:

\$.3.

This message is transmitted when a defective transmission (caused by line noise, imperfect transmission of message by the control terminal equipment, time out, etc.) is received at the NCIC 2000 computer. If the interface is bisynchronous (BSC), then the text used in the message is one of the following:

RESEND TIMEOUT; RESEND DATA ERROR, or RESEND MSG TOO LONG.

If the interface protocol is Transmission Control Protocol (TCP) or System Network Architecture (SNA) and a framing error is detected, then the message is one of the following:

REJECT: FRAMING ERROR - INVALID START FLAG

or

REJECT: FRAMING ERROR - INVALID SIZE FIELD

or

REJECT: FRAMING ERROR - INVALID END FLAG

If two times the maximum possible message size is collected without achieving synchronization, the TCP/Internet Protocol (IP) connection to the client is shut down and the following message is sent:

REJECT: RESYNC NOT ACHIEVABLE - CONNECTION CLOSED

If the communication software is unable to communicate with the application software, then the following message is sent:

## **RESEND NCIC 2000 ERROR**

If a connection is received from an IP address which is not in the line database, then the following message is sent:

**REJECT INVALID LINE**

If a second transaction is received on the same logical line prior to a response being transmitted for the first transaction, then the following message is sent:

**REJECT: PROTOCOL VIOLATION**

This message is followed by the first 100 bytes of the rejected transaction.

If the interface protocol is TCP/IP and a connection request is received for a line that has reached the maximum number of connections, then the following message is sent:

**REJECT: ATTEMPTED TO EXCEED PERMITTED TCP CONNECTION LIMIT FOR LINE**

If the interface protocol is SNA or TCP/IP and a connection request is received for a line that has been commanded down by the NCIC 2000 System, then the following message is sent:

**REJECT: LINE COMMANDED DOWN AT NCIC 2000**

### **\$4. Administrative Message**

The following is an example of a \$4. administrative message:

**\$4.**

NCIC VEHICLE, PROPERTY, & PERSON FILES RESTRICTED TO  
INQUIRY/CLEAR/LOCATE FROM 0100 UNTIL ABOUT 0400 EST.  
NO CLEAR/LOCATE FOR CONSECUTIVE GROUP RECORDS ACCEPTED.  
WATCH FOR FULL SERVICE MESSAGE.

This message is transmitted when NCIC 2000 begins restricted service for file maintenance. The start and end time of restricted service are entered as applicable.

### **\$5. Administrative Message**

The following is an example of a \$5. administrative message:

**\$5.**

**\*\*\*\*NOTICE---NOTICE\*\*\*\***

NCIC CONTINUING RESTRICTED SERVICE FOR VEHICLE, PROPERTY  
& PERSON FILES UNTIL ABOUT 0600 EST.  
WATCH FOR FULL SERVICE MESSAGE.

This message is transmitted when restricted service is extended 30 minutes or more beyond the original time planned.

#### **\$6. Administrative Message**

The following is an example of a \$.6. administrative message:

\$.6.  
YOUR NCIC LINE REOPENED 0600 EST.  
ALL NCIC FILES IN FULL SERVICE.

This message is transmitted to a control terminal when that control terminal's communication line is reopened after a period during which the terminal's line was down. NCIC 2000 is in full service when the line is reopened.

#### **\$7. Administrative Message**

The following is an example of a \$.7. administrative message:

\$.7.  
YOUR NCIC LINE REOPENED 0600 EST.  
ALL NCIC FILES IN RESTRICTED SERVICE.

This message is transmitted to a control terminal when that control terminal's communication line is reopened after a period during which the terminal's line was down. NCIC 2000 is in restricted service when the line is reopened.

### **OTHER ADMINISTRATIVE MESSAGES**

Other administrative messages are sent to selected users in response to particular actions taken on NCIC 2000 records, either through inquiry or maintenance by the users (e.g., \$.8., \$.B., \$.H.) or through actions taken by the NCIC 2000 System or the FBI staff (e.g., \$.F., \$.E.).

#### **\$8. Out-of-State Notification**

The following states do not participate in the \$.8. program for vehicles: Arizona, Idaho, Indiana, Iowa, Wyoming, and the territories of Puerto Rico and the Virgin Islands. The following states do not participate in the \$.8. program for boats: Arizona, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Massachusetts, Minnesota, Mississippi, Missouri, New Mexico, North Carolina, Ohio, Rhode Island, South Dakota, Vermont, Washington, Wyoming, and the territories of Puerto Rico and the Virgin Islands.

An Out-of-State Notification, \$.8. administrative message, is transmitted to the state of registry of a vehicle or boat when:

1. The vehicle or boat is stolen or a vehicle is used in a felony in a state other than the state of registry and a record concerning the vehicle or boat is entered, modified, located, cleared, or canceled in NCIC.
2. A wanted or missing person record is entered with vehicle data showing registration is in a state other than the entering agency.
3. The vehicle or boat is a Canadian Police Information Centre (CPIC) record and the state of registry is a U.S. state.

The CPIC records differ from other NCIC records as follows:

1. The Canadian Date of Entry (CDE) will replace the DOT Field.
2. The following fields do not contain the NCIC assigned codes, but contain the following: the Vehicle Make (VMA) will contain the first four letters of the vehicle make; the Boat Make (BMA) will contain the first eight characters of the boat make; the Brand (BRA) will contain the first four characters of the brand.
3. The Boat Length (BLE) will be in meters.
4. The Vehicle Style (VST), Vehicle Model (VMO), Vehicle Color (VCO), and Boat Color (BCO) Fields will not be included in a CVI record.
5. The NCIC codes for Boat Type (BTY) and Propulsion (PRO) will not be used; instead, the Canadian BTY and PRO codes may be found in the *NCIC 2000 Code Manual* (December 2000).
6. The Field lengths differ as follows:

Type	Number of Characters
Miscellaneous (MIS) *	48
Propulsion (PRO)	8
Boat Make (BMA)	8
Boat Type (BTY)	5
Boat Length (BLE)	3

\* The MIS Field may be in English or French.

7. The NCIC (NIC) Numbers for Canadian records will begin with the letter "R."
4. The entering agency is federal or military and uses the same line as the state of registry unless the state is: (for vehicles) Alabama, Connecticut, Delaware, Georgia, Montana, New Jersey, New York, Oregon, Pennsylvania, Virginia, Washington, or Wisconsin; (for boats) Alabama, Arkansas, Connecticut, New York, South Carolina, and Tennessee.

The following is an example of a \$.8. administrative message:

```
$.8.  
OUT OF STATE AT 1325 EST 19991001  
1L01HEADER.EV.MD1012600.123456.VA.1999.PC.3J573A7012345.1980.  
OLDS.CUT.2D.WHI.19990110.123456789...DENT IN RIGHT FRONT  
FENDER.Y NIC/V987654321 OCA/123456789
```

In the example above, the state of registry (VA) is advised that an agency in another state (MD) has entered a record into NCIC on a vehicle registered in the recipient state.

```
$.8.  
OUT OF STATE AT 1325 EST 20001201  
1N01HEADER.EB.MD1012600.VA1234ZZ.VA.1985.WD.LBC035380880.OB.  
1980.LBC.RUN.17.RED.19990501.234443333...BOAT HAD BEEN ANCHORED IN ANNAPOLIS  
FOR THE LAST FIVE YEARS.Y. NIC/B9876543231 OCA/123456789
```

In the example above, the state of registry (VA) is advised that an agency in another state (MD) has entered a record into NCIC on a boat registered in the recipient state.

After the LIC has been removed (modified or purged) from a record, no further notification is sent to the state of registry if the state of registry is one of the following:

California	Illinois	New Mexico	Oklahoma
Connecticut	Kansas	Ohio	Wisconsin

After the REG has been removed (modified or purged) from a record, no further notification is sent to the state of registry if the state of registry is one of the following:

Arkansas	Montana	New York	South Carolina
Colorado	Nebraska	Pennsylvania	West Virginia
Connecticut			

Once a license plate, stolen or felony vehicle, stolen boat, or person record has had a locate placed on it, the state of registry will not receive a clear or cancel message on the record. A \$.8. clear or cancel message will only be transmitted to the state of registry for active records.

A \$.8. notification message will also be generated to the state of registry following certain scheduled NCIC purges.

Line two of the message identifies the type of purge as one of the following:

1. LICENSE RETENTION License Plate File chapter
2. VEHICLE RETENTION Vehicle File chapter
3. VEHICLE WITHOUT A VIN Vehicle File chapter

4.	FELONY VEHICLE	Vehicle File chapter
	EXPIRED LIY	Vehicle File chapter
5.		Wanted Person File chapter
		Missing Person File chapter
6.	TEMPORARY WARRANT	Wanted Person File chapter
7.	BOAT RETENTION	Boat File Chapter

The following is an example of a \$.8. purge message:

\$.8.  
OUT OF STATE PURGE AT 1325 EST 19991105  
FELONY VEHICLE  
SEE IDENTIFIER(S) LIC/123456 VIN/3J573A7012345  
NIC/V987654321 OCA/123456789

The following states have elected to not receive \$.8. notification messages on stolen vehicles following the first purge of the year:

Alabama	Florida	Michigan	Oklahoma
Arkansas	Hawaii	Nebraska	Oregon
		New Hampshire	Pennsylvania
California	Kansas	New Jersey	Tennessee
Canada	Kentucky	New York	Washington
District of Columbia		Ohio	

The following states have elected to not receive \$.8. notification messages on stolen boats following the first purge of the year:

Alabama	Colorado	New York	Tennessee
Arkansas	Maine	Pennsylvania	Utah
California	Nebraska	South Carolina	West Virginia

### **\$.8. JUST/EPIC Aircraft Notification**

A \$.8. administrative message is sent to the Department of Justice, El Paso Intelligence Center for all stolen or felony vehicle entry, modify, cancel, locate, and clear transactions with a VMA of AERO. CPIC transactions are excluded.

The following is an example of a \$.8. JUST/EPIC Aircraft Notification:

\$.8.

OUT OF STATE AT 1325 EST 19991105  
1L01HEADER.EV.MD1012600..3456666.VA.1999.PP.123457012345.1980.  
AEROBOEING.727.MJ.SIL.19990110.123456789....Y  
SEE IDENTIFIER(S) LIC/3456666 VIN/123457012345  
NIC/V912354451 OCA/123456789

### **\$8. NICB Vehicle/Boat Notification**

A \$.8. administrative message is sent to the NICB for all stolen/felony vehicle (not aircraft), boat or part entry, modify, cancel, locate, and clear transactions.

The following is an example of a \$.8. NICB Vehicle/Boat Notification:

\$.8.  
OUT OF STATE AT 1325 EST 19991001  
1L01HEADER.EV.MD1012600.123456.VA.1999.PC.3J573A7012345.1980.  
OLDS.CUT.2D.WHI.19990110.123456789...DENT IN RIGHT FRONT FENDER.Y  
SEE IDENTIFIER(S) LIC/123456 VIN/3J573A7012345  
NIC/V987654321 OCA/123456789

### **\$8. Missing Person Notification**

A \$.8. administrative message is sent to The National Center for Missing and Exploited Children (NCMEC) for all modify, cancel, locate, and clear missing person transactions when the missing person interest flag (MIF) Field contains the alphabetic Y. NCMEC sets the MIF flag through a missing person modify transaction.

The following is an example of a \$.8. Missing Person Notification:

\$.8.  
NCMEC NOTIFICATION AT 1325 EST 19991001  
1L01HEADER.MM.MD1012600.NAM/DOE, JOHN J.NIC/M000069216.EYE/BRO  
UPDATING ORI IS ANY CITY PD MD  
MKE/MISSING PERSON JUVENILE  
ORI/MD1012600 NAM/DOE, JOHN J SEX/M RAC/W ETN/H POB/MD  
DOB/19891012 DOE/20071012 HGT/310 WGT/065 EYE/BRO HAI/BRO  
SKN/FAR SMT/SC R HND  
SOC/216343737 MNP/MP DLC/19921201 OCA/SAMPLE  
MIS/ LAST SEEN WEARING BLUE PANTS AND RED SHIRT  
BLT/OPOS CRC/C FPA/N BXR/P  
JWT/PK RI  
JWL/GOLD RING  
ORI IS ANY CITY PD MD  
DOB/19880912  
SMT/SC R ARM

DENTAL CHARACTERISTICS  
DENTAL CHARACTERISTICS (DCH) ARE NOT AVAILABLE  
NIC/M000069216 DTE/19981215 0000 EST DLU/20080328 1115 EDT

## **\$8. Child Abduction Notification**

A \$.8. administrative message is sent to NCMEC and the FBI for all missing person entry, modify, cancel, locate, and clear transactions when the Missing Person (MNP) Field contains a value of CA.

The following is an example of a \$.8. Child Abduction Notification:

```
$.8.DCFBIWA07
CHILD-ABDUCTION NOTIFICATION AT 1325 EST 19991001
1L01HEADER.MM.MD102600.NAM/D0E, JOHN J.NIC/M000069216.EYE/BRO
UPDATING ORI IS ANY CITY PD MD

MKE/MISSING PERSON ENDANGERED
ORI/MD1012600 NAM/D0E, JOHN J SEX/M RAC/W ETN/H POB/MD
DOB/19891012 DOE/20071012 HGT/310 WGT/065 EYE/BRO HAI/BRO
SKN/FAR SMT/SC R HND SOC/123456789
MNP/CA DLC/19921201 OCA/SAMPLE
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
BLT/OPOS CRC/C FPA/N BXR/P
JWT/PK RI
JWL/GOLD RING
SMT/SC R ARM

DENTAL CHARACTERISTICS
DENTAL CHARACTERISTICS (DCH) ARE NOT AVAILABLE
NIC/M000069216 DTE/19981215 0000 EST DLU/20080328 1115 EDT
```

## **\$8. AMBER Alert Notification**

A \$.8. administrative message is sent to NCMEC and the FBI for all missing person entry, modify, cancel, locate, and clear transactions when the Missing Person (MNP) Field contains a value of AA.

The following is an example of a \$.8. AMBER Alert Notification:

```
$.8.DCFBIWA07
AMBER-ALERT-NOTIFICATION AT 1325 EST 20051001
1L01HEADER.MM.MD1012600.NAM/D0E, JOHN J.NIC/M000069216.EYE/BRO
UPDATING ORI IS ANY CITY PD MD

MKE/MISSING PERSON ENDANGERED
ORI/MD1012600 NAM/D0E, JOHN J SEX/M RAC/W ETN/H POB/MD
DOB/19891012 DOE/20071012 HGT/505 WGT/105 EYE/BRO HAI/BRO
SKN/FAR SMT/SC R HND
SOC/123456789
MNP/AA DLC/19921201 OCA/SAMPLE
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
BLT/OPOS CRC/C FPA/N BXR/P
JWT/PK RI
JWL/GOLD RING
```

DENTAL CHARACTERISTICS  
DENTAL CHARACTERISTICS (DCH) ARE NOT AVAILABLE  
NIC/M000069216 DTE/20041215 1245 EST DLU/20080328 1115 EDT

### **\$.8. Coast Guard Boat Notification**

A \$.8. administrative message is sent to the Coast Guard for all entry, modify, cancel, locate, and clear boat transactions and System purges.

The following is an example of a \$.8. Coast Guard Boat Notification:

\$.8.

COAST GUARD NOTIFICATION AT 1325 EST 19991001  
1L01HEADER.MB.MD1012600.NIC/B0000032685  
SEE IDENTIFIER(S)REG/MD1234ZZ BHN/LBC035380880  
NIC/B0000032685.OCA/123456.RES/MD

### **\$.B. File-Transfer-Ready Notification**

A \$.B. administrative message is transmitted to an ORI whenever a file is available for retrieval. This situation occurs when:

1. Excessive hits resulting from an inquiry are transmitted;
2. A response to a batch inquiry is transmitted;
3. A response to an SPRQ is transmitted;
4. A response to an off-line search is transmitted (e.g., statistic data request, error profile request); or
5. A validation file is ready for transfer.

The following is an example of a \$.B. administrative message:

\$.B.  
MD1012600  
FILE CONTAINS SPRQ RESULTS.  
BATCH FILE SIZE: 14000 BYTES, READY FOR DOWNLOAD.  
PLEASE REQUEST FILE NAME F12345.  
USE THE FT MKE TO RETRIEVE THE FILE OR FTP WITHOUT THE BINARY OPTION.

If the file does not exceed 32,000 bytes, the user is able to retrieve the file electronically. Otherwise, a file transfer session may be initiated (FTP) or the user may request the file to be printed and mailed, put on tape, or deleted. A special transaction, for file transfer (FT), is used to

indicate the user's preferred approach to receiving the file. Information concerning the FT transaction can be found in the Other Transactions chapter.

The \$.B. notification is also used to transmit files of records to be validated to the states. For the validation file notification, the file name follows a standardized format. Positions 1-2 contain the state code; positions 3-4 contain the user code; positions 5-6 represent the month; and positions 7-8 represent the year, e.g., MD190901. The \$.B. validation file is formatted as follows:

```
$ .B.  
FILE CONTAINS $.C. REQUEST FOR VALIDATION NOTIFICATIONS.  
14000 BYTES, READY FOR DOWNLOAD.  
PLEASE REQUEST FILE NAME MD190901.  
USE THE FT MKE TO RETRIEVE THE FILE OR FTP WITH THE BINARY  
OPTION.
```

### **\$.C. Request for Validation Notification**

The request for Validation Notification, \$.C. administrative message, is generated for each record to be validated. The \$.C. messages are sent to the CSAs to be distributed to the individual ORIs. The \$.C. notification varies from a positive response in the following manner:

1. All caveats and the ORI translation are excluded.
2. The Notify Originating Agency (NOA) Field is included.
3. The NDIR Data Available (NDI) Field is included.
4. The Opt Type (OPT) Field is included.

Note: CSAs can choose to receive the records to be validated in a fixed format instead of the \$.C. notification format.

The following is an example of a \$.C. administrative message:

```
$ .C.  
MD1012600  
NCIC VALIDATION REQUEST (20131103). YOU MUST VERIFY THE  
COMPLETENESS, ACCURACY, VALIDITY, AND WILLINGNESS TO  
EXTRADITE IF APPLICABLE, AND REAUTHORIZE RETENTION OF THE  
BELOW RECORD WITHIN 30 DAYS.
```

```
MKE/STOLEN VEHICLE  
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC  
VIN/9876543217860 VYR/1971  
VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803  
OCA/56789  
OAN/12345678  
VLD/20070121 VLN/JONES T NOA/Y
```

OPT/IN AS OF 20120806  
NIC/V123456789 DTE/20090805 2000 EDT DLU/20120806 1115 EDT

ORI record validation: The following format is used when the user is requested to validate an ORI record:

\$ .C.  
NCIC VALIDATION REQUEST (20101204). YOU MUST VERIFY THE  
COMPLETENESS, ACCURACY, VALIDITY OF YOUR ORI RECORD.

ORI/FL0130000 ATR/ORI IS ANY CITY PD FL  
COU/DADE TYP/1 CT1/407 555-1212  
CT2/407 555-1313 CT3/407 555-1414  
AN1/METRO-DADE PD AN2/SECOND ADDRESS  
SNU/1320  
SNA/N W 14TH STREET CTY/MIAMI ST/FL  
ZIP/99999  
NLC/0001 TUC/0001 OMC/0085 CDC/0085  
VLD/20070215 VLN/COBERLY ROBERT  
DTE/19990510 0000 EDT DLU/20081215 1115 EST

After the last record in the validation file, the following will be included to indicate the end of the file:

\$ .C.  
ZZZZZZZZ  
END OF VALIDATION FILE.

#### **\$ .D. Originating-Agency-Duplicate-Vehicle Notification**

When a vehicle locate, clear, or cancel transaction is processed by NCIC 2000, and there are duplicate records on file, (VIN and VMA or LIC, LIS, LIT and LIY exactly match) the \$ .D. message is sent to the owner(s) of the duplicate record(s).

The following is an example of a \$ .D. administrative message:

\$ .D.  
MD1012600  
LOCATED POSSIBLE DUPLICATE RECORD AT 1130 EST 19990825  
  
THE LOCATED RECORD IS:  
MKE/LOCATED STOLEN VEHICLE  
ORI/FL0130000 LIC/ABC123 LIS/MD LIY/2011 LIT/PC  
VIN/9876543217860 VYR/1971  
VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803 |  
OCA/56789  
VLD/20070121 VLN/JONES T NOA/Y  
OAN/12345678  
NIC/V123456789 DTE/19990805 2000 EDT DLU/20090928 0115 EST  
ORI IS SHERIFF'S DEPARTMENT, KETCHIKAN AK 501 555-1212  
IMMED CONFIRM RECORD WITH ORI

YOUR RECORD IS:  
MKE/STOLEN VEHICLE  
ORI/AK1012700 LIC/ABC123 LIS/MD LIY/2011 LIT/PC  
VIN/9876543217860 VYR/1971  
VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803  
OCA/12345  
VLD/20071121 VLN/JAMES R NOA/Y  
NIC/V123456789 DTE/19990805 2100 EDT DLU/20090927 1115 EST

### **\$E. Serious Error Notification**

The following is an example of a \$E. administrative message:

\$E.  
MD1012600  
NCIC SERIOUS ERROR CANCELLATION NOTIFICATION AT 1600 EST 19990830.  
YOUR ENTRY NIC/V123456789, OCA/56789 WAS CANCELED BY NCIC QUALITY CONTROL.  
NCIC ERROR 01001.

MKE/CANCELED STOLEN VEHICLE  
ORI/MD1012600 LIC/ ABC123 LIS/MD LIY/1999 LIT/PC  
VIN/9876543234510 VYR/1972 VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803  
OCA/56789  
NOA/Y  
OAN/12345678

THE VEHICLE IDENTIFICATION NUMBER-VIN-IN THE ABOVE-CANCELED RECORD  
DOES NOT AGREE WITH MANUFACTURER'S SPECIFICATIONS AND/OR WITH  
OTHER AVAILABLE REFERENCES SUCH AS THE NATIONAL INSURANCE CRIME  
BUREAU MANUALS.

REVIEW OF THE ERRONEOUS VIN INDICATES THAT [NCIC 2000 will insert an  
explanation of the error here]

NCIC REQUESTS THAT YOU REVIEW AVAILABLE RECORDS TO DETERMINE THE  
CORRECT DATA AND REENTER IN NCIC.

IF THE ABOVE RECORD CONTAINED SUPPLEMENTAL ADD-ON VEHICLE  
INFORMATION OR OTHER UNIQUE SEARCHABLE NUMBERS SUCH AS LIC OR  
OAN, THAT DATA AND ALL OTHER DESCRIPTORS SUCH AS VYR, VMA, VST,  
ETC., SHOULD BE REENTERED IMMEDIATELY.

QUESTIONS CONCERNING THIS TRANSACTION IF NOT RESOLVED BY YOUR CSA  
MAY BE DIRECTED TO FBI/CJIS DATA INTEGRITY UNIT VIA NLETS,  
ORI/DCFBIWA03, OR TELEPHONE 304 625-3020, MON - FRI, 8 AM TO 4:30 PM,  
EASTERN STANDARD TIME.  
FBI/CLARKSBURG, W.V.

This message is transmitted to the entering agency when its record has been canceled by the FBI  
Data Integrity Staff because of a serious error.

## **\$F. Failure-to-Validate Notification**

If a state/federal agency opts to use the on-line validation process, this message is transmitted to the ORI of record when a record has not been validated within a month from the request for validation.

The following is an example of a \$.F. administrative message:

```
$ . F. FAILURE TO VALIDATE
MD1012600
THE FOLLOWING RECORD WILL BE
RETIRED BY THE FBI DURING THE NEXT PURGE CYCLE
UNLESS THE RECORD IS VALIDATED PRIOR TO THE FIRST SUNDAY OF NEXT MONTH.
MKE/STOLEN VEHICLE
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC
VIN/9876543345210 VYR/1972 VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803
OCA/56789
NOA/Y
OAN/12345678
NIC/V123456789 DTE/19990805 2000 EDT DLU/20000328 1115 EDT
```

The copy of the nonvalidated record is included after the initial message. The full message is repeated for each nonvalidated record.

## **\$G. Reference-Group-Ownership Notification**

A \$.G. administrative message is sent when the ownership of a Gang File reference group is transferred following an NCIC cancel transaction and the record contains more than one ORI/POC value. The ownership is transferred to the next oldest ORI/POC value. The notification is sent to all ORI/POCs to inform them of the transfer.

The following is an example of a \$.G. administrative message:

```
$ . G.
CA1012300
AGENCY MD1012600 HAS REMOVED ITS INTEREST IN
GNG/CRIPS SGP/ROARING 50S NIC/Z123456789
ORI CA1012300 IS NOW PRIMARY ORI FOR PURPOSES OF MODIFICATION
AND SUPPLEMENTATION.
```

## **\$H. Originating Agency Notification**

A \$.H. administrative message is sent to the ORI of record when an inquiry, enter, or modify transaction results in a hit response; and the Notify Originating Agency flag (NOA) is set to Y in a NCIC 2000 formatted record. This replaces the use of NOAH in the MIS Field of an NCIC formatted record which did not generate an automatic message but directed the user to contact the owner of the record.

The following is an example of a \$.H. administrative message:

\$ .H.  
MD0012600  
ORIGINATING AGENCY NOTIFICATION AT 1600 EST 19990830  
FL0130000 ANY CITY PD FL  
113 FRONT STREET  
MIAMI DADE FL  
407 555-1313  
QV.FL0130000.LIC/ABC123.LIS/MD.LIY/1999

MKE/STOLEN VEHICLE  
ORI/FL0130000 LIC/ABC123 LIS/MD LIY/1999 LIT/PC  
VIN/9876543345210 VYR/1972 VMA/PONT VMO/BON VST/SW VCO/RED DOT/199990803  
OCA/56789  
NOA/Y  
OAN/12345678  
NIC/V123456789 DTE/19990904 1200 EDT DLU/19991010 1115 EDT

The following is an example of a \$.H. Originating Agency Notification when the inquiry ORI is VAUSC6099 or VAUSC6050:

\$ .H.  
MD0012600  
ORIGINATING AGENCY NOTIFICATION AT 1600 EST 20001215  
VAUSC6050 US CUST SERV ENFORCEMENT SYSTEMS NEWINGTON  
7681 BOSTON BLVD  
SPRINGFIELD VA  
703 921-6000  
QW.VAUSC6050.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19511012  
\*\*\*\*\*THIS NOTIFICATION IS BASED ON A PASSENGER MANIFEST INQUIRY\*\*\*\*\*  
MKE/WANTED PERSON  
EXL/2 - LIMITED EXTRADITION SEE MIS FIELD  
ORI/MD0012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19521012  
HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/US  
SKN/DRK SMT/SC R HND  
MNU/AS-123456789 SOC/123456789  
OFF/RAPE - GUN  
DOW/19981218 OCA/465978124  
MIS/EXTR EAST OF MISSISSIPPI ONLY  
ORI IS ANY CITY PD MD 301 555-1212  
NIC/W146203714 DTE/20000114 1400 EST DLU/20080517 1600 EST  
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

### **\$ .H. Delayed Inquiry Hit Notification**

A \$.H. administrative message is sent to the ORI entering or modifying a record which resulted in a hit response for an inquiry made within the last 5 days. A \$.H. administrative message will not be sent to an agency that hits on a delayed queue inquiry which has the Custom and Border Protection's ORI VAUSC6099 unless the entry or modification transaction is to the Gang File, Known or Appropriately Suspected Terrorist File, or the Immigration Violator File.

The following is an example of a \$.H. message:

\$ .H.  
MD0012600  
YOUR RECORD WITH NIC/V123456789 OCA/56789 IS A POSSIBLE DELAYED  
INQUIRY MATCH  
PLEASE ASSURE YOUR ENTRY IS A REASONABLE MATCH WITH  
INQUIRY ON 1230 EST 20040801 CONTAINING: LIC/ABC123  
LIS/MD  
LIY/1999  
INQUIRING ORI/FL0130000 ATR/ANY CITY PD FL  
407 555-1313

### **\$ .H. Delayed Inquiry Hit Response Notification**

A \$.H. administrative message is sent to the ORI of an inquiry transaction when a hit response is generated because of a subsequent entry or modification transaction. The inquiry transaction will potentially receive hit responses for 5 days after the initial inquiry was made. A \$.H. administrative message will not be sent to the Custom and Border Protection's ORI VAUSC6099 when another agency sends in an entry or modification transaction that hits on a delayed queue inquiry unless the transaction is to the Gang File, Known or Appropriately Suspected Terrorist File, or the Immigration Violator File.

The following is an example of a \$.H. message:

\$ .H.1L01HEADER  
MD1012600  
  
DELAYED INQUIRY HIT NOTIFICATION AT 1600 EST 19990830  
PLEASE ASSURE YOUR INQUIRY IS A REASONABLE MATCH  
PRIOR TO CONTACTING ENTERING AGENCY  
YOUR INQUIRY ON 19990906 2200 EDT CONTAINING:  
VIN/9876543345210  
HIT ON THE FOLLOWING RECORD  
MKE/STOLEN VEHICLE  
ORI/FL0130000 LIC/ABC123 LIS/MD LIY/1999 LIT/PC  
VIN/9876543345210 VYR/1972  
VMA/PONT VMO/BON VST/SW VCO/RED DOT/19990803  
OCA/56789  
OAN/12345678  
NIC/V123456789 DTE/19990904 1200 EDT DLU/19990908 1115 EDT

### **\$ .H.TTP Threat to Protectee Notification**

This notification is sent to the ORI of record when an inquiry or entry/modify results in a hit on a Protective Interest record. The following is an example of a \$.H.TTP notification:

\$ .H.TTP. THREAT TO PROTECTEE NOTIFICATION  
MDUSM0123  
HIT NOTIFICATION ON NCIC PROTECTIVE INTEREST FILE RECORD AT  
1600 EST 20001215  
QW.VAUSC6050.NAM/SMITH. JOHN J.SEX/M.RAC/W.DOB/19511012  
  
RESULTED IN HIT ON THE FOLLOWING RECORD:  
MKE/POTENTIALLY DANGEROUS TO USMS PROTECTEE  
ORI/MDUSM0123 NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19511012

HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456789 CTZ/US SKN/DRK  
SMT/SC R HND  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/11111111 OLS/MD OLY/1999  
DTT/20100103 OCA/123456273  
MIS/KNOWN TO THREATEN FEDERAL JUDGE IN 1ST DISTRICT, WASHINGTON, DC  
LIC/ABC123 LIS/MD LIY/2000 LIT/PC  
VIN/2Y27H5LI00009 VYR/1975  
VMA/PONT VMO/VEN VST/2D VCO/BLU  
NIC/K146203706 DTE/20101201 DLU/20101203 1815 EST

### **\$I. Investigative Interest Notification**

An Investigative Interest Notification is sent to each Investigative Interest Agency Identifier (IIA) when a modify, locate, clear, cancel transaction, or supplemental transaction, including an investigative interest, is processed for a record with investigative interest. When a record with an investigative interest supplemental record contains a "Y" in the Notify Investigative Agency (NIA) Field and is provided in a hit response, the Investigative Interest Notification is sent to the NIA.

\$I.  
WA1230000  
INVESTIGATIVE INTEREST NOTIFICATION AT 1221 EST 20011008  
ORI/MD1012600 ANY CITY PD MD 555 555-1234  
NIC/W146203706.OCA/92341244.ICA/123456789  
1N01HEADER.MW.MD1012600.NAM/SMITH, JOHN J.NIC/W146203706  
SOC/375145249.SMT/SC R HND

When a record containing investigative interest is removed through the purge process, the following Investigative Interest Notification is sent to each IIA.

\$I.  
WA1230000  
INVESTIGATIVE INTEREST NOTIFICATION AT 1151 EST 20020108  
THE FOLLOWING RECORD HAS BEEN PURGED BY THE FBI COMPUTER  
  
MKE/WANTED PERSON  
EXL/2 - LIMITED EXTRADITION SEE MIS FIELD  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19511012 FPC/121011CO141159TTCI13  
MNU/AS-123456789 SOC/123456789  
OLN/11111111 OLS/MD OLY/2000  
OFF/HOMICIDE - WILLFUL KILL-POL OFF-GUN  
DOW/19981201 OCA/9231244  
WNO/635F1129 CTI/MD101261J  
MIS/EXTR EAST OF MISSISSPPI ONLY KNOWN TO COLLECT, DRIVE AND STEAL  
MIS/CLASSIC CARS  
LIC/ABC123 LIC/MD LIY/2000 LIT/PC  
VIN/2Y27H5LI00009 VYR/1975  
VMA/PONT VMO/VEN VST/2D VCO/BLU  
DOB/19501012  
NIC/W146203706 DTE/19991205 1400 EST DLU/20010328 1115 EDT

INVESTIGATIVE INTEREST AGENCIES:  
IIA/WA1230000 ANY CITY PD WA  
CTI/555 555-4321 ICA/123456789 DII/20010108  
MIS/WANTED FOR QUESTIONING IN CONNECTION WITH MURDER INVESTIGATION

### **\$I. Entering Agency Investigative Interest Notification**

An Entering Agency Investigative Interest Notification is sent to the ORI of record when an investigative interest supplemental record is entered or canceled.

\$I.  
MD1012600  
ENTERING AGENCY INVESTIGATIVE INTEREST NOTIFICATION AT 1302 EST  
20011008  
WA1230000 ANY CITY PD WA 555 555-4321  
NIC/W146203706.OCA/92341244  
1N01HEADER.XII.WA1230000.NAM/SMITH, JOHN J.NIC/W146203706

### **\$J. Emancipation Notification**

This message is sent to the ORI of record when the individual of the record reaches the age of emancipation. This is determined monthly by the NCIC System by comparing the Date of Emancipation Field with the current date.

The following is an example of a \$J. administrative message:

\$J.  
MD0012600  
THE INDIVIDUAL OF YOUR RECORD NIC/W000000000  
OCA/324-123 HAS BECOME EMANCIPATED.  
PLEASE CHECK YOUR STATE LAWS REGARDING APPROPRIATE ACTION.

MKE/WANTED JUVENILE DELINQUENT - ADJUDGED  
EXL/1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD  
ORI/MD1012600 NAM/SMITH, JOHN SEX/M RAC/W ETN/H POB/TX  
DOB/19851023 DOE/20051023 HGT/509 WGT/150 EYE/BRO HAI/BRO  
SKN/DRK SMT/SC RT HD  
FPC/121011CO141159TTCI13 SOC/123456789  
OLN/12345678 OLS/MD OLY/2000  
OFF/ESCAPE FROM CUSTODY  
DOV/19991021 OCA/324-123  
WNO/12323444545  
NOA/Y  
LIC/CC1234 LIS/MD LIY/1999 LIT/PC  
VIN/9876543345210 VYR/1972  
VMA/PONT VMO/BON VST/SW VCO/RED  
NIC/W00000000 DTE/19991022 0100 EDT DLU/19991103 1500 EST

### **\$K. Missing Information Notification**

A \$.K. Missing Information Notification is sent to the ORI of record as a result of a quality control periodic automated review of the Missing and Unidentified Person Files. The review determines if information is present in the Blood Type (BLT); Dental Characteristics (DCH); Fingerprint Classifications (FPC); Jewelry Type (JWT); and Scars, Marks, Tattoos, and Other Characteristics (SMT) Fields and if UNK is present in the Height (HGT) or Weight (WGT) Fields. If an entry date of a missing or unidentified person record is over 30 days old and any of the above fields are missing or the HGT and/or WGT contains UNK, an on-line \$.K. message, listing the missing fields, will be sent to the originating agency via the CSA.

The following is an example of a \$.K. Missing Information Notification:

\$.K.  
MD1012600  
NCIC INCOMPLETE MISSING/UNIDENTIFIED PERSON NOTIFICATION AT 1600  
EST 19990830. YOUR ENTRY NIC/M000069216, OCA/56789 HAS  
INFORMATION MISSING FROM THE FOLLOWING KEY DATA  
FIELDS: BLT, DCH, FPC, JWT, SMT, HGT.

IF ANY SUPPLEMENTAL INFORMATION IS AVAILABLE, THAT DATA SHOULD BE  
ENTERED IMMEDIATELY. THIS WILL BE YOUR ONLY NCIC NOTIFICATION.

MKE/MISSING PERSON OTHER  
ORI/MD1012600 NAM/THOMAS, TOM SEX/M RAC/W ETN/H POB/TX  
DOB/19750606 HGT/UNK WGT/153 EYE/BRO HAI/BRO FBI/12245AB9  
SKN/FAR  
SOC/123456789  
DLC/19991201 OCA/56789  
NOA/Y  
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT  
NIC/M000069216 DTE/20090101 0930 EST DLU/20120128 0815 EST

The \$.K. administrative message is also provided to NCMEC if the MIF Field contains a Y.

### **\$.K. SOR. NSOR MISSING INFORMATION NOTIFICATION**

\$.K.SOR. NSOR Missing Information Notification is transmitted to the ORI of record when a NSOR record has been on file for 30 days and does not contain an FBI Number. If the offender's FBI Number is unknown, the entering agency should follow recognized procedures to determine, verify, or establish the FBI Number. Inclusion of the FBI number ensures that sex offender registry information is available through criminal and civil fingerprint submissions. Therefore, it is imperative that every effort is made to determine if the offender has an FBI Number and to include it in the NSOR record.

\$.K.SOR. NSOR MISSING INFORMATION  
MD1230000  
NCIC INCOMPLETE NSOR NOTIFICATION AT 0515 EDT ON 05012011. THE FOLLOWING  
NSOR RECORD IS MISSING THE FBI NUMBER. EVERY EFFORT SHOULD BE MADE  
TO IDENTIFY THE OFFENDER'S FBI NUMBER AND INCLUDE IT IN THE RECORD.  
MKE/SEXUALLY VIOLENT PREDATOR - CAUTION  
CMC/05 - VIOLENT TENDENCIES

OF\$/A2 - NON-COMPLIANT - ABSCONDED  
ORI/MD1230000 NAM/SMITH, JOHN SEX/M RAC/W ETN/H POB/MD  
DOB/19620530 HGT/601 WGT/209 EYE/BLU HAI/BRO CTZ/US  
SKN/ALB SMT/SC R HND  
FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/123456789  
OLN/98765432 OLS/MD OLY/2013  
ORD/19980923 ERD/NONEXP SXP/Y CRR/HOMICIDE - WILLFUL KILL - WEAPON  
CON/19810510 PLC/MD AOV/12 SOV/M  
OCA/92312665  
MIS/ADDITIONAL CHARGES OF KIDNAPPING AND SEX ASSAULT - MINOR  
MIS/INFO RE PREDATOR DETERMINATION AVAILABLE FROM  
MIS/MD ST BUREAU OF PRISONS 301 555-1234  
DNA/N  
SNU/112 SNA/ELM STREET  
CTY/SILVER CITY STA/MD ZIP/99999  
COU/ESSEX  
TNO/301 555-5555  
NIC/X123456789 DTE/20110401 0430 EDT DLU/20110401 0430 EDT

## **\$K. AMBER Alert Follow-up Notifications**

The NCIC System sends a \$.K. AMBER Alert Follow-up Notification to the NCMEC 72 hours after the Missing Person (MNP) Field of an NCIC missing person record is entered or modified to the AMBER Alert (AA) code. The NCIC System sends another \$.K. notification 30 days after the MNP Field of an NCIC missing person record is entered or modified to the AA code. Upon receipt of the \$.K. notifications, the NCMEC will coordinate with the respective NCIC record holder and the AMBER coordinator to verify the status of the AMBER Alert and ensure that the NCIC record is accurate and valid.

The following are examples of the \$.K. AMBER Alert Follow-up Notifications:

\$.K. 72 HOUR AMBER ALERT FOLLOW-UP  
VA007019W  
NOTIFICATION AT 1600 EST 20051121  
MNP/AA HAS BEEN IN THE FOLLOWING RECORD FOR 72 HOURS  
VERIFY STATUS OF AMBER ALERT WITH ORI

MKE/MISSING PERSON ENDANGERED  
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W ETN/H POB/MD  
DOB/20001012 DOE/20181012 HGT/402 WGT/065 EYE/BRO HAI/BRO  
SKN/FAR SMT/SC R HND  
SOC/123456789  
MNP/AA DLC/20051117 OCA/EXAMPLE1  
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT  
MPC/ABDUCTED BY A STRANGER  
LIC/555W555 LIS/VA LIY/2006 LIT/PC  
VIN/1Q87H2N100001 VYR/2001  
VMA/FORD VMO/TAU VST/4D VCO/BLK  
BLT/OPOS FPA/N  
BXR/P  
DNA/N  
NIC/M000069216 DTE/20051118 1600 EST DLU/20051118 1815 EST

\$.K. 30 DAY AMBER ALERT FOLLOW-UP  
VA007019W  
NOTIFICATION AT 1600 EST 20051218  
MNP/AA HAS BEEN IN THE FOLLOWING RECORD FOR 30 DAYS  
VERIFY STATUS OF AMBER ALERT WITH ORI

MKE/MISSING PERSON ENDANGERED  
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W ETN/H POB/MD  
DOB/20001012 DOE/20181012 HGT/402 WGT/065 EYE/BRO HAI/BRO  
SKN/FAR SMT/SC R HND  
SOC/123456789  
MNP/AA DLC/20051117 OCA/EXAMPLE2  
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT  
MPC/ABDUCTED BY A STRANGER  
LIC/555W555 LIS/VA LIY/2006 LIT/PC  
VIN/1Q87H2N100001 VYR/2001  
VMA/FORD VMO/TAU VST/4D VCO/BLK  
BLT/OPOS FPA/N BXR/P  
DNA/N  
NIC/M000069216 DTE/20051118 1600 EST DLU/20051218 1115 EST

### **\$K. PWI Person with Information Follow-up Notifications**

The NCIC System will send a \$.K. PWI unsolicited message to the ORI of record 72 hours after the entry of PWI data advising that, if probable cause exists, an arrest warrant should be obtained. NCIC will send subsequent \$.K. notifications to the ORI of record every 30 days until the PWI data are removed from the Missing Person File record. PWI data must be immediately removed from the Missing Person File record when/if the individual no longer meets the criteria to be considered a PWI as defined by NCIC policy. The following are examples of the \$.K. PWI Follow-Up Notifications:

\$.K.PWI 72 HOUR PERSON WITH INFORMATION FOLLOW-UP  
MD1012600  
NOTIFICATION AT 0425 EDT 20110814  
PERSON WITH INFORMATION HAS BEEN IN THE FOLLOWING RECORD FOR 72 HOURS  
VERIFY STATUS OF PERSON WITH INFORMATION AND ATTEMPT TO OBTAIN WARRANT

MKE/MISSING PERSON ENDANGERED  
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W ETN/H POB/MD  
DOB/20081012 DOE/20261012 HGT/402 WGT/065 EYE/BRO HAI/BRO  
SKN/FAR SMT/SC R HND  
SOC/123456789  
MNP/CA DLC/20110810 OCA/EXAMPLE1  
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT  
MPC/ABDUCTED BY A NON-CUSTODIAL PARENT  
LIC/555W555 LIS/VA LIY/2012 LIT/PC  
VIN/1Q87H2N100001 VYR/2001  
VMA/FORD VMO/TAU VST/4D VCO/BLK  
BLT/OPOS FPA/N  
BXR/P  
DNA/N

PIN/ADAMS, RANDY PIX/M PIR/W PIB/19440630 PGH/511 PWG/195  
PEY/BRO PHA/BRO PSK/LGT PSM/SLVR TOOTH PSS/123456789  
PMI/PERSON WITH INFORMATION IS NON-CUSTODIAL PARENT OF MISSING CHILD, CHILD  
MAY  
PMI/BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET FRIDAY AT THE ORANGE  
PMI/CO PD 555-555-5555 WHEN PERSON WITH INFORMATION IS ENCOUNTERED  
PIB/19450630  
PIB/19450531  
PAK/MARKS, RANDY  
PSM/SC L ANKL  
PSM/TAT L WRS  
PSS/333333333  
PSS/222222222

PIN/HARDY, MARY PIX/F PIR/W PIB/19700410 PGH/502 PWG/115  
PEY/BRO PHA/BRO PSK/LGT PSM/MOLE FHD PSS/987654321  
PMI/PERSON WITH INFORMATION IS GIRLFRIEND OF NON-CUSTODIAL PARENT OF MISSING  
PMI/ CHILD, CHILD MAY BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET  
FRIDAY  
PMI/AT THE ORANGE CO PD 555-555-5555 WHEN PERSON WITH INFORMATION IS  
ENCOUNTERED  
PIB/19710503  
PAK/ADAMS, MARY  
PSM/TAT LW LIP  
PSM/TAT L ANKL  
PSS/888888888

NIC/M000069216 DTE/20110810 1600 EDT DLU/20110811 0425 EDT

\$ .K.PWI 30 DAY PERSON OF INTEREST FOLLOW-UP  
MD1012600  
NOTIFICATION AT 0425 EDT 20110911  
PERSON OF INTEREST IS ASSOCIATED WITH THE FOLLOWING RECORD  
VERIFY STATUS OF PERSON OF INTEREST AND ATTEMPT TO OBTAIN WARRANT

MKE/MISSING PERSON ENDANGERED  
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W ETN/H POB/MD  
DOB/20081012 DOE/20261012 HGT/402 WGT/065 EYE/BRO HAI/BRO  
SKN/FAR SMT/SC R HND  
SOC/123456789  
MNP/CA DLC/20110810 OCA/EXAMPLE1  
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT  
MPC/ABDUCTED BY A NON-CUSTODIAL PARENT  
LIC/555W555 LIS/VA LIY/2012 LIT/PC  
VIN/1Q87H2N100001 VYR/2001  
VMA/FORD VMO/TAU VST/4D VCO/BLK  
BLT/OPOS FPA/N  
BXR/P  
DNA/N

PIN/ADAMS, RANDY PIX/M PIR/W PIE/H PIB/19440630 PGH/511  
PWG/195 PEY/BRO PHA/BRO PSK/LGT PSM/SLVR TOOTH PSS/123456789  
PMI/PERSON OF INTEREST IS NON-CUSTODIAL PARENT OF MISSING CHILD, CHILD MAY  
PMI/CO PD 555-555-5555 WHEN PERSON OF INTEREST IS ENCOUNTERED  
PMI/BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET FRIDAY AT THE ORANGE  
PIB/19450630

PIB/19450531  
PAK/MARKS, RANDY  
PSM/SC L ANKL  
PSM/TAT L WRS  
PSS/333333333  
PSS/222222222

PIN/HARDY, MARY PIX/F PIR/W PIE/H PIB/19700410 PGH/502  
PWG/115 PEY/BRO PHA/BRO PSK/LGT PSM/MOLE FHD PSS/987654321  
PMI/PERSON OF INTEREST IS GIRLFRIEND OF NON-CUSTODIAL PARENT OF MISSING  
PMI/CHILD, CHILD MAY BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET FRIDAY  
PMI/AT THE ORANGE CO PD 555-555-5555 WHEN PERSON OF INTEREST IS ENCOUNTERED  
PIB/19710503  
PAK/ADAMS, MARY  
PSM/TAT LW LIP  
PSM/TAT L ANKL  
PSS/888888888

NIC/M000069216 DTE/20110810 1600 EDT DLU/20110811 0425 EDT

#### **\$K.EXL EXTRADITION LIMITATION NOTIFICATION**

This notification is sent to the ORI of record when the EXL Field contains a code of 5, E, 6, or F and the EXL Field remains unchanged for 15 days. The message will be regenerated every 15 days until the EXL Field code is modified to a code other than 5, E, 6, or F. The following is an example of a \$K.Extradition Limitation Notification:

\$K.EXL EXTRADITION LIMITATION NOTIFICATION  
MD1012600  
NCIC EXTRADITION NOTIFICATION AT 1600 20111215 EST  
YOUR ENTRY NIC/W146203706 OCA/123456789 HAS AN EXTRADITION LIMITATION  
OF EXTRADITION ARRANGEMENTS PENDING/PENDING EXTRADITION DETERMINATION.  
REVIEW EXTRADITION LIMITATIONS AND MODIFY RECORD AS APPROPRIATE.

EXL/5-EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD  
MKE/WANTED PERSON  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456789 CTZ/US  
SKN/DRK SMT/SC R HND  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/11111111 OLS/MD OLY/2000  
OFF/HOMICIDE - WILLFUL KILL-POL OFF-GUN  
DOW/19981201 OCA/123456789  
WNO/635F1129 CTI/MD101261J  
MIS/KNOWN TO COLLECT, DRIVE AND STEAL CLASSIC CARS, SUBJECT IN  
MIS/TRANSPORT FROM WV POLICE AGENCY  
LIC/ABC123 LIC/MD LIY/20000 LIT/PC  
VIN/2Y27H5LI00009 VYR/1975  
VMA/PONT VMO/VEN VST/2D VCO/BLU  
NIC/W146203706 DTE/19991205 DLU/20010328 1115 EST

#### **\$L. Locate Notification**

A \$.L. administrative message is transmitted to the agency that originated an NCIC record when another agency places a locate message to indicate that an item(s) of stolen or lost property was recovered or that an individual was apprehended or located.

The following is an example of a \$.L. administrative message:

```
$ .L.  
VA0290100  
LOCATE NOTIFICATION AT 1632 EDT 19990711  
LV.MD1012600. LIC/123456. OCA/99999.19990710.97-2389  
LOCATING ORI IS ANY CITY PD MD  
  
MKE/LOCATED VEHICLE  
ORI/VA0290100 LIC/123456 LIS/VA LIY/1997 LIT/PC  
VIN/1HGCB7675NA132021 VYR/1966 VMA/OLDS VMO/SUP VST/2T  
VCO/WHI/BLU DOT/19970103 OCA/99999  
LOCATED/19990710 MD1012600 97-2389  
NIC/V756196908 DTE/19970125 1230 EST DLU/20070512 1115 EDT
```

FBI CJIS permits the NICB to locate an NCIC Vehicle File record, i.e., place a record in inactive status (MKE/LV), when NICB receives information concerning the recovery of a stolen vehicle and an inquiry reveals that the NCIC record is in active status (MKE/EV). Additional information can be found in the Vehicle File chapter.

A \$.L. administrative message is sent to NCMEC when a missing person record is located and the MIF Field contains a Y.

#### **\$ .M. Unidentified/Missing Person Match Notification**

A \$.M. administrative message is sent to the ORI initiating an entry/modification transaction that results in potentially positive hits during the missing/unidentified person comparison. It is also sent to the ORI(s) of record for the possible matches from the comparison.

The following is an example of a \$.M. administrative message:

```
$ .M. L01  
WV1012600
```

YOUR RECORD WITH NIC/U123456789 OCA/3456789 IS A POSSIBLE MATCH WITH THE FOLLOWING RECORD(S).

THIS SEARCH WAS INITIATED BY THE ENTRY/UPDATE OF NIC/U123456789.

NIC	ST	SEX/ RAC	EYB/YOB	HGT	WGT	HAI	DBF/DLC	MATCH DATA
M111444777	MD	M/W	1943	510	150	HAZ BRO	19790101	FPC/EYE/SMT
M827362564	VA	M/B	1942	508	138	HAZ BRO	19770526	EYE
M987654321	CA	M/A	1944	509	160	BRO GRY	19791010	HAI

M182736473 PA	M/I	1943	508	145	BRO BRO	19780928	ALL FIELDS
M437682147 AZ	M/I	1943	508	145	BRO BLN	19780928	ALL FIELDS
M827364536 NV	M/W	1940	505	130	BRO BRO	19770207	ALL FIELDS

MAKE INQUIRY ON NCIC (NIC) NUMBER TO OBTAIN COMPLETE RECORD(S).

In situations when more than 100 possible match records are found, the following will be appended to the \$.M. message:

ADDITIONAL POSSIBLE MATCHES AVAILABLE, CONTACT NCIC CONTROL IF NEEDED.

Upon receipt of a \$.M. message, the inquiring agency must review all of the information in the candidate record(s) and contact the agency(s) that entered the record(s) to confirm possible matches.

The \$.M. administrative message is also provided to NCMEC when the MIF Field contains Y.

### **\$M. Nonunique Missing Person Notifications**

A \$.M. administrative message is sent to the ORI initiating a missing person nonunique identifier inquiry, QM. After NCIC has processed the inquiry, negative and positive notifications will be transmitted by NCIC to the ORI. Additional information can be found in the Missing Person File chapter of the *NCIC 2000 Operating Manual*.

The following is an example of a \$.M. negative administrative message:

```
$.M.1NO1HEADER
CA1012600
```

```
NO NCIC MISSING PERSON RECORD FOR YOUR INQUIRY ON:
AGE/35 SEX/M RAC/W EYE/BRO HAI/BRO HGT/511 WGT/148.
```

The following is an example of a \$.M. positive administrative message:

```
$.M.1NO1HEADER
CA1012600
```

```
NCIC HAS 36 POSSIBLE MATCHES TO YOUR INQUIRY ON:
AGE/35 SEX/M RAC/W EYE/BRO HAI/BRO HGT/511 WGT/148.
```

THE TWO HIGHEST SCORING RECORDS ARE LISTED FOLLOWED BY THE NIC NUMBERS OF UP TO 20 OF THE HIGH SCORE RECORDS.

```
MKE/MISSING PERSON DISABILITY
ORI/DCFBIWAAO NAM/JONES, JASON J SEX/M RAC/W ETN/H POB/PA
DOB/19640101 HGT/511 WGT/145 EYE/BRO HAI/BRO
```

SMT/SC UL ARM  
SOC/211440001  
MNP/MP DLC/19790718 OCA/123  
MIS/LSW GRN SLACKS AND WHI PULLOVER  
BLT/APOS CRC/U FPA/N  
BXR/F  
ORI IS FBI HEADQUARTERS WASHINGTON DC 202 555-1234  
NIC/M107649846 DTE/19790801 0000 EDT DLU/20060328 1115 EST  
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

MKE/MISSING PERSON INVOLUNTARY  
ORI/MD1012699 NAM/THOMAS,TOM SEX/M RAC/W ETN/H POB/TX  
DOB/19640606 HGT/509 WGT/153 EYE/BRO HAI/BRO  
SKN/FAR SMT/TAT L LEG  
MNP/MP DLC/19980529 OCA/CSD567  
MIS/LAST SEEN WEARING BLUE JEANS AND BLACK PULLOVER SHIRT  
ORI IS ANY CITY PD MD 301 555-1212  
NIC/M107650007 DTE/19980811 0000 EDT DLU/20080328 1115 EDT  
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

M107649846 090 M107650007 090 M123456301 090 M123456401 090  
M104545687 090 M123456202 090 M123456302 090 M123456402 090  
M987654321 085 M123456203 085 M123456303 083 M123456403 080  
M987654323 075 M123456204 075 M123456304 075 M123456404 075  
M987654343 060 M123456205 057 M123456305 057 M123456405 057

The NCIC numbers (NICs) are listed in descending order by score. Upon receipt of a \$.M. message, the inquiring agency must review all of the information in the candidate record(s) and contact the agency(s) that entered the record(s) to confirm possible matches.

### **\$.M. Wanted/Unidentified Person Dental Match Notification**

A \$.M. administrative message is sent to the ORI initiating the entry/modification transaction that results in potential hits during the wanted/unidentified person dental comparison. It is also sent to the ORI(s) of record for the possible matches from the comparison.

The following is an example of a \$.M. administrative message:

\$.M.UNIDENTIFIED/WANTED COMPARE RESULTS

WV1012600

YOUR RECORD WITH NIC/U123456789 OCA/3456789 IS A POSSIBLE MATCH  
WITH THE FOLLOWING RECORD(S).

THIS SEARCH WAS INITIATED BY THE ENTRY/UPDATE OF DENTAL DATA FOR  
NIC/U123456789.

SEX/ EYB/	ST	RAC	YOB	DBF/DOW	HGT	WGT	EYE	HAI	MATCH	DATA	M	P	N
NIC													
W1111111111	MD	M/B	1948	19900107	600	190	BRO	BLK			30	02	00
W2222222222	VA	M/B	1950	20000430	601	200	BRO	BLK			29	00	03

W333333333 IL M/B 1946 20010214 509 205 BRO BLK

29 00 03

MAKE INQUIRY ON NCIC (NIC) NUMBER TO OBTAIN COMPLETE RECORD(S).

**Note:** The unidentified/wanted dental comparison results displayed in the columns labeled M, P, and N indicate if a Match (M), Possible Match (P), or No Match (N) exists for each tooth. The total of columns M, P, and N, for each possible record match, must equal 32.

The above example depicts only three possible record matches; however, typically there will be in excess of 35 possible record matches. In situations where more than 35 possible record matches are found, the following will be appended to the \$.M. message:

ADDITIONAL POSSIBLE MATCHES AVAILABLE, CONTACT NCIC CONTROL IF NEEDED.

Upon receipt of a \$.M. message, the inquiring agency must review all of the information in the candidate record(s) and contact the agency(s) that entered the record(s) to confirm possible matches.

### **\$.M. Unidentified/Missing Person Match Notification**

A \$.M. administrative message is sent to the ORI initiating the entry/modification transaction that results in potentially positive hits during the missing/unidentified person dental comparison. It is also sent to the ORI(s) of record for the possible matches from the comparison.

The following is an example of a \$.M. administrative message:

\$.M.UNIDENTIFIED/MISSING COMPARE RESULTS  
WV1012600

YOUR RECORD WITH NIC/U555111333 OCA/3456789 IS A POSSIBLE MATCH  
WITH THE FOLLOWING RECORD(S).

THIS SEARCH WAS INITIATED BY THE ENTRY/UPDATE OF NIC/U555111333.

	SEX/ EYB/	ST	RAC	YOB	DBF/DLC	HGT	WGT	EYE	HAI	MATCH	DATA	M	P	N
NIC		ST	RAC	YOB	DBF/DLC	HGT	WGT	EYE	HAI	MATCH	DATA	M	P	N
M555555555	WV M/W	1940	19790102	600	190	BRO	BRO					30	01	01
M666666666	OH M/B	1942	19800214	601	200	BRO	BLK					30	02	00
M777777777	PA M/W	1941	19780304	509	205	BLU	BRO					30	02	00

	SEX/ EYB/	ST	RAC	YOB	DBF/DLC	HGT	WGT	EYE	HAI	MATCH	DATA	M	P	N
NIC		ST	RAC	YOB	DBF/DLC	HGT	WGT	EYE	HAI	MATCH	DATA	M	P	N
M555555555	WV M/W	1940	19790102	600	190	BRO	BRO	FPC/EYE/SMT						
M666666666	OH M/B	1942	19800214	601	200	BRO	BLK	EYE						
M777777777	PA M/W	1941	19780304	509	205	BLU	BRO	ALL FIELDS						

MAKE INQUIRY ON NCIC (NIC) NUMBER TO OBTAIN COMPLETE RECORD(S).

**Note:** The unidentified/missing **dental comparison** results displayed in the columns labeled M, P, and N indicate if a Match (M), Possible Match (P), or No Match (N) exists for each tooth. The total of columns M, P, and N, for each possible record match, must equal 32.

The unidentified/missing **personal descriptors comparison** results, shown in the Match Data column, display a maximum of three fields contributing to the highest score during the unidentified/missing personal descriptors cross search. When more than three fields in the matching record meet the match criteria, ALL FIELDS will be displayed.

The above example depicts only three possible record matches; however, typically there will be in excess of 35 possible record matches on dental characteristics and perhaps more than 100 possible record matches on physical characteristics. In situations where more than 35 possible dental and/or 100 possible physical descriptor record matches are found, the following will be appended to the \$.M. message:

ADDITIONAL POSSIBLE MATCHES AVAILABLE, CONTACT NCIC CONTROL IF NEEDED.

Upon receipt of a \$.M. message, the inquiring agency must review all of the information in the candidate record(s) and contact the agency(s) that entered the record(s) to confirm possible matches.

The \$.M. administrative message is also provided to NCMEC when the MIF Field contains Y.

#### **\$.N. Wanted/Unidentified Person No Dental Match Notification**

A \$.N. administrative message is sent to the ORI initiating an entry/modification transaction containing dental data that results in no potential matches during the wanted/unidentified person dental comparison.

The following is an example of a \$.N. administrative message:

\$.N. UNIDENTIFIED/WANTED COMPARE RESULTS  
MD1012600  
YOUR RECORD WITH NIC/W562489512 OCA/98569852 HAS BEEN SEARCHED.  
THE DENTAL SEARCH DID NOT PRODUCE ANY POSSIBLE MATCHES.

#### **\$.N. Unidentified/Missing Person No Match Notification**

A \$.N. administrative message is sent to the ORI initiating an entry/modification transaction that results in no potential matches during the missing/unidentified person comparison.

The following is an example of a \$.N. administrative message:

\$.N. UNIDENTIFIED/WANTED COMPARE RESULTS  
MD1012600

YOUR RECORD WITH NIC/M987654321 OCA/123456789 HAS BEEN SEARCHED.  
THE SEARCH DID NOT PRODUCE ANY POSSIBLE MATCHES.

### **\$N.MEC. NCMEC Modify Notification**

A \$.N.MEC. NCMEC Modify Notification is sent to the ORI of the record when NCMEC modifies the MNP Field or enters, modifies, or cancels an image record linked to the ORI's NCIC record.

The following is an example of the \$.N.MEC. NCMEC Modify Notification:

```
$ .N.MEC. NCMEC MODIFY NOTIFICATION  
MD1012600  
NOTIFICATION AT 1600 EST 20051121
```

YOUR RECORD NIC/M123456789 WAS UPDATED BY NCMEC. EITHER THE MNP FIELD WAS MODIFIED OR IMAGE DATA WAS ENTERED, MODIFIED, OR CANCELED.

MKE/MISSING PERSON ENDANGERED  
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W ETN/H POB/MD  
DOB/20001012 DOE/20181012 HGT/402 WGT/065 EYE/BRO HAI/BRO  
SKN/FAR SMT/SC R HND  
SOC/123456789  
MNP/AA DLC/20051117 OCA/DDD111  
NOA/Y  
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT  
MPC/ABDUCTED BY A STRANGER  
LIC/555W555 LIS/VA LIY/2006 LIT/PC  
VIN/1Q87H2N100001 VYR/2001  
VMA/FORD VMO/TAU VST/4D VCO/BLK  
BLT/OPOS FPA/N  
BXR/P  
DNA/N  
NIC/M000069216 DTE/20051118 1600 EST DLU/20051220 1400 EST

### **\$O.MOD. ORI Modify Notification**

A \$.O.MOD. administrative message is sent to an agency when the ORI Field in a record is modified from another agency's ORI to its agency's ORI.

The following is an example of a \$.O.MOD. administrative message:

```
$ .O.MOD. ORI MODIFY NOTIFICATION  
KS1010000  
NOTIFICATION AT 0915 EDT 20080808
```

THE ORI IN THE FOLLOWING RECORD (NIC/V123123123) HAS BEEN MODIFIED TO YOUR AGENCY'S FROM ORI/KS0500100. YOUR AGENCY IS NOW ADMINISTRATIVELY RESPONSIBLE FOR THIS RECORD.

MKE/STOLEN VEHICLE  
ORI/KS1010000 LIC/ABC123 LIS/KS LIY/2009 LIT/PC  
VIN/2P4555P026483 VYR/1995

VMA/PONT VMO/BON VST/SW VCO/BRO DOT/20070321  
OCA/2325  
NOA/Y  
MIS/DARK TINTED WINDOWS  
OAN/2007-00000123  
NIC/V000032699 DTE/20070321 1432 EDT DLU/20070411 1600 EDT

### **\$ .O. Supervised Release Notification**

A \$.O. administrative message is sent to the ORI of the record when an inquiry, entry, or modification transaction results in a hit response containing a supervised person record.

The following is an example of a \$.O. administrative message:

\$.O.  
VA013123G  
ORI/DC1234567 IS DC POLICE STATION 555-555-4321  
  
AS A RESPONSE TO THE FOLLOWING TRANSACTION:  
1N01HEADER.QW.DC1234567.NAM/SMITH, JOHN.DOB/19520521.SEX/M.RAC/W  
A HIT OCCURRED ON A PROBATION OR SUPERVISED RELEASE  
STATUS RECORD. PLEASE CONTACT REQUESTING ORI FOR DETAILS.  
  
MKE/PROBATION OR SUPERVISED RELEASE STATUS  
ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19520521 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A  
SKN/DRK SMT/SC R HD  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/98765432 OLS/MD OLY/2000  
OOC/ROBBERY OCA/611112131  
VLD/20000521  
MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO  
MIS/FREQUENT BARS  
LIC/ABC123 LIS/VA LIY/1999 LIT/PC  
VIN/2F37Z7P051519 VYR/1977  
VMA/PONT VMO/LEM VST/2D VCO/WHI  
DPE/20101009 SCI/VA12346J LOC/ANY COUNTY VA PAROLE OFFICE  
DSS/20050509 SON/FITZPATRICK, JOHN SOT/703 555-3013 ARI/VA1012600 INC/VA  
STATE PENITENTIARY DOA/19900615  
ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234  
SMT/TAT R ARM  
IMN/I435461801 IMT/M  
NIC/C146203706 DTE/19991020 0001 EDT DLU/20080328 1115 EDT

### **\$ .O. INCARCERATING AGENCY NOTIFICATION**

Upon entry of detainer information, an unsolicited message is sent to the incarcerating agency. The following is an example of the message:

\$.O.  
PA202230C  
INCARCERATING AGENCY NOTIFICATION  
ORI/MD1012600 HAS REPORTED THE FILING OF A DETAINER ON

NAM/SMITH, JOHN J NIC/W123456789  
PLEASE CONTACT ORI/MD1012600 BEFORE SUSPECT IS RELEASED.

MKE/DETAINED WANTED PERSON-CAUTION  
CMC/70 - SUICIDAL  
EXL/1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/OH  
DOB/19701010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4  
SKN/FAR SMT/SC L EAR  
FPC/121011CO141159TTC113 MNU/AS-375145249 SOC/375145249  
OLN/N222333444 OLS/MD OLY/2002  
OFF/HOMICIDE - WILLFUL KILL - FAMILY - GUN  
DOW/19991227 OCA/99-4889  
LOCATED/20011024 PA20202300 A345234 DETN  
DOD/20010315 DNO/01-1234567890 IRI/PA202230C DIS/20011115 DSE/20020415  
INC/PENNSYLVANIA STATE PEN  
NIC/W123456789 DTE 1999 1228 0830 EST DLU/20000128 1115 EST

Upon modification of detainer information, an unsolicited message is sent to the incarcerating agency. The following is an example of the message:

\$ .O. MDW. MODIFY DETAINER NOTIFICATION  
PA202230C  
NOTIFICATION AT 1201 EDT 20081001  
ORI/MD1012600 HAS MODIFIED DETAINER INFORMATION ON  
NAM/SMITH, JOHN J NIC/W123456789  
PLEASE CONTACT ORI/MD1012600 BEFORE SUSPECT IS RELEASED.

MKE/DETAINED WANTED PERSON - CAUTION  
CMC/70 - SUICIDAL  
EXL/1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/OH  
DOB/19701010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4  
SKN/FAR SMT/SC L EAR  
FPC/121011CO141159TTC113 MNU/AS-375145249 SOC/375145249  
OLN/N222333444 OLS/MD OLY/2002  
OFF/HOMICIDE - WILLFUL KILL - FAMILY - GUN  
DOW/19991227 OCA/99-4889  
LOCATED/20011024 PA20202300 A345234 DETN  
DOD/20010315 DNO/01-1234567890 IRI/PA202230C DIS/20011115 DSE/20020415  
INC/PENNSYLVANIA STATE PEN  
NIC/W123456789 DTE/19991228 0830 EST DLU/20000128 1115 EST

### **\$ .P. Purge Failure to Validate Notification**

For those state/federal agencies using the on-line validation process, the NCIC System will automatically retire all records that have not been validated in the required time frame. The NCIC System generates a \$.P. Purge Failure to Validate Notification that is sent to the ORI for records retired due to the failure to validate.

The following is an example of a \$.P. Purge Failure to Validate Notification:

\$ .P. PURGE FOR FAILURE TO VALIDATE  
MD1012600

NCIC VALIDATION PURGE 20060206. THE FOLLOWING RECORD HAS BEEN PURGED BY THE FBI DUE TO YOUR FAILURE TO VALIDATE. YOU MAY REENTER IF YOU DETERMINE THE INFORMATION IS VALID, ACCURATE AND COMPLETE.

MKE/STOLEN VEHICLE

ORI/MD1012600 LIC/ABC123 LIS/MD LIY/2007 LIT/PC

VIN/9876543345210 VYR/1972 VMA/PONT VMO/BON VST/SW VCO/RED DOT/20050909

NOA/Y

OCA/56789

OAN/12345678

NIC/V123456789 DTE/20050908 0938 EDT DLU/20051228 1115 EST

## **\$P. Purge Notification**

A purge notification will be sent to the ORI of record when a record has been retired as a result of one of the following conditions:

- 1) A felony vehicle record on file for 90 days.
- 2) A vehicle record on file for 90 days that does not contain either a VIN or OAN.
- 3) A boat record on file for 90 days that does not contain a BHN, CGD, or OAN.
- 4) A person record that contains only one numeric identifier and the numeric identifier expires.
- 5) A temporary felon record on file for 48 hours.
- 6) A wanted person or wanted juvenile record in a locate status for five days from the date of the locate transaction.
- 7) An article, boat, gun, securities, and vehicle record that has been in a locate status for 10 days later than the date in the DOR Field.
- 8) A gang or terrorist record has reached the date in the DOP Field.
- 9) A detained wanted person record has reached the date in the DSE Field.
- 10) An article record has passed its retention period and TYP is equal to IBADGE or ICREDEN and was entered prior to 8/2/2009.
- 11) An identity theft record has reached the date in the DOP Field.

(Each chapter contains a section on automatic retirement.)

The following is an example of a \$P. administrative message:

\$ . P .  
MD1012600

THE FOLLOWING RECORD HAS BEEN PURGED BY THE FBI COMPUTER DUE TO EXPIRATION OF THE RETENTION PERIOD.

MKE/STOLEN BOAT

ORI/MD1012600 REG/DC1234ZZ RES/DC REY/1996 HUL/WD

BYR/1995 PRO/OB BMA/LBC BTY/RUN BLE/17

BCO/RED DOT/19970820

OCA/3245353

NOA/Y

NIC/B528475481 DTE/19970822 0000 EDT DLU/19970822 0000 EDT

For Protection Order File records, the ORI of record will receive a \$.P. message 5 days before the record is to expire. This unsolicited message alerts the agency that if the court changed the Protection Order's expiration date (EXP), the record should be modified.

The following is an example of the message:

\$.P.  
MD1012600  
THE FOLLOWING RECORD WILL BE PLACED IN EXPIRED STATUS IN FIVE DAYS BY THE FBI COMPUTER BASED ON THE EXPIRATION DATE CONTAINED IN THE PROTECTION ORDER RECORD. UNLESS ACTION IS TAKEN TO INCREASE THE EXPIRATION DATE, MODIFICATION OR CLEARANCE OF THE RECORD WILL BE PROHIBITED AFTER THE FIFTH DAY.

MKE/PROTECTION ORDER  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19491012 HGT/510 WGT/175 EYE/BRO HAI/BRO  
SKN/DRK SMT/SC R HND  
FPC/121011C0141159TTCI13 MNU/AS-123456789 SOC/123456789  
PNO/3425163553 BRD/Y ISD/19960112 EXP/19990112 CTI/VA124567  
PPN/SMITH, JULIA PSX/F PPR/W PPB/19500910  
PCO/01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING, PCO/HARASSING, FOLLOWING, INTERFERING, OR STALKING THE PROTECTED PERSON AND/OR PCO/ THE CHILD OF THE PROTECTED PERSON  
OCA/611112131  
NOA/Y  
NIC/H146203706 DTE/19960120 0100 EST DLU/20070328 1115 EDT

If no action is taken by the entering agency to modify the EXP, the record will expire after the 5th day. Inactive records (expired and cleared) will be maintained online for the remainder of the year plus 5 years. At the end of that time, NCIC will not notify the ORI of record. Records that are in an expired or cleared status cannot be modified.

For National Sex Offender Registry records, the ORI of record will receive a \$.P. message when the current date is the same as the date in the ERD Field.

An example of the message follows:

\$.P.  
MD1012600  
THE FOLLOWING RECORD HAS BEEN PLACED IN EXPIRED STATUS BY THE FBI NCIC BASED ON THE RETENTION PERIOD OF THE CONVICTED SEXUAL OFFENDER RECORD.

MKE/SEXUAL OFFENDER  
ORI/MD1012600 NAM/DOE, JOHN SEX/M RAC/W ETN/H POB/MD  
DOB/19530531 HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/1234567  
SKN/ALB SMT/SC R HND  
FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/1234556789  
ORD/19960923 ERD/19990101 SXP/N CRR/RAPE - GUN  
CON/19960510 PLC/MD AOV/12 SOV/F  
OCA/923112665  
DNA/Y DLO/STATE LAB 555-555-1212  
NIC/X146203706 DTE/19990930 1030 EDT DLU/20050101 0405 EST

Expired and cleared records will be maintained online for the remainder until the record is canceled. Records that are in an expired/inactive status cannot be modified.

For Gang File Group Member records, the ORI of record will receive a \$.P. message when a Reference Group record is purged because the Reference Group no longer exists (the Reference Group was canceled by the owning ORI).

The following is an example of the message:

\$.P.  
MD1230000

THE FOLLOWING GANG MEMBER RECORD HAS BEEN PURGED BY THE FBI COMPUTER  
BECAUSE AN ASSOCIATED GANG REFERENCE RECORD IS NOT ON FILE.

MKE/CRIMINAL GANG MEMBER - CAUTION  
ORI/MD1230000 NAM/DOE, SAM SEX/M RAC/W ETN/H POB/MD  
DOB/19730531 HGT/601 WGT/209 EYE/BLU HAI/BR FBI/1234567  
SKN/DRK SMT/SC R HND  
FPC/121011C01159TTCI13TT MNU/MD-123456789 SOC/123456789  
GNG/CRIPS\*BTMD SGP/ROARING50S\*BTMD  
ECR/A DOP/20010115 OCA/3245323  
NIC/T146203706 DTE/19980116 1245 EST DLU/20000328 0000 EST

The \$.P. message is sent to the National Insurance Crime Bureau (NICB) when a vehicle, part, or boat record has been purged. The records that are subject to \$.P. messages are vehicle records without a VIN or OCA; felony vehicle records on file for 90 days; boat records without a BHN, CDG, or OAN; located records in suppressed status; or vehicle/part/boat records purged because they were not validated.

The following is an example of the message:

\$.P.  
NICB NOTIFICATION AT 1600 EST 19990830  
THE FOLLOWING RECORD HAS BEEN PURGED BY THE FBI COMPUTER DUE TO  
EXPIRATION OF THE RETENTION PERIOD.  
NIC/B528475481 OCA/3425233

For a Supervised Release File record, the ORI of record will receive a \$.P. message 30 days prior to the date in the DPE Field.

An example of the message follows:

\$.P.  
VA013123G

THE FOLLOWING RECORD WILL BE PLACED IN EXPIRED STATUS IN THIRTY DAYS  
BY THE FBI COMPUTER BASED ON THE EXPIRATION DATE CONTAINED IN THE  
SUPERVISED RELEASE RECORD. UNLESS ACTION IS TAKEN TO INCREASE THE  
EXPIRATION DATE, MODIFICATION OR CANCELLATION OF THE RECORD WILL BE  
PROHIBITED AFTER THE THIRTIETH DAY.

MKE/PROBATION OR SUPERVISED RELEASE STATUS  
ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19520521 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A  
SKN/DRK SMT/SC R HD  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/98765432 OLS/MD OLY/2000  
OOC/ROBBERY OCA/611112131  
VLD/20000521  
MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO  
MIS/FREQUENT BARS  
LIC/ABC123 LIS/VA LIY/1999 LIT/PC  
VIN/2F37Z7P051519 VYR/1977  
VMA/PONT VMO/LEM VST/2D VCO/WHI  
DPE/20101009 SCI/VA12346J LOC/ANY COUNTY VA PAROLE OFFICE  
DSS/20050509 SON/FITZPATRICK, JOHN SOT/703 555-3013  
ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615  
ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234  
IMN/I435461801 IMT/M  
NIC/C146203706 DTE/19991020 0001 EST

## \$P. SENTENCE EXPIRATION NOTIFICATION

Five days prior to the date of sentence expiration (date shown in the DSE), the ORI of record will receive a \$P. message. This unsolicited message from NCIC is a reminder to the agency of the subject's pending release and the need to contact the incarcerating agency to arrange extradition. The following is an example of the message:

\$P.  
MD1012600

SENTENCE EXPIRATION NOTIFICATION  
THE FOLLOWING RECORD WILL BE RETIRED IN FIVE DAYS BY THE FBI  
COMPUTER BASED ON THE SENTENCE EXPIRATION DATE CONTAINED IN THE  
DETAINED WANTED PERSON RECORD  
UNLESS ACTION IS TAKEN TO INCREASE THE SENTENCE EXPIRATION DATE

MKE/DETAINED WANTED PERSON-CAUTION  
CMC/70 - SUICIDAL  
EXL/1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/OH  
DOB/19701010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4  
SKN/FAR SMT/SC L EAR  
FPC/121011CO141159TTCI13 MNU/AS-375145249 SOC/375145249  
OLN/N222333444 OLS/MD OLY/2002  
OFF/HOMICIDE - WILLFUL KILL - FAMILY - GUN  
DOW/19991227 OCA/99-4889  
NOA/Y  
LOCATED/20011024 PA2022300 A345234 DETN  
DOD/20010315 DNO/01-1234567890 IRI/PA202230C DIS/20011115 DSE/20020415  
INC/PENNSYLVANIA STATE PEN  
NIC/W123456789 DTE 1999 1228 0830 EST DLU/20080328 1115 EDT

## \$Q. Sex Offender Notification

A \$.Q. administrative message is sent to the ORI of an existing National Sex Offender Registry record when another National Sex Offender Registry record is entered or modified to include matching identifiers. A match is determined by 1)FBI, 2)SOC, or 3)NAM (or AKA) and DOB. Upon receipt of the notification, the first ORI should ensure their NSOR record is still valid and update as appropriate.

The following is an example of a \$.Q. administrative message:

\$.Q.  
MD0012600  
INDIVIDUAL OF YOUR RECORD WITH NIC/X123456546 HAS BEEN MATCHED BY  
FBI NUMBER TO THE FOLLOWING NEWLY ENTERED/MODIFIED  
SEX OFFENDER RECORD WITH NIC/X999999980 IN NCIC. PLEASE REVIEW  
YOUR RECORD AND UPDATE RECORD AS APPROPRIATE.

1N01HEADER.MXS.MI0090000.NIC/X999999980.OCA/1998-12345A.FBI/99999AB9

### **\$.Q.OUT. OUT OF STATE REGISTRATION NOTIFICATION**

When the STA Field in a National Sex Offender Registry record is entered or modified to contain a state code that is different from the state of the ORI, the NCIC System will transmit notifications to the Sex Offender Registry Point of Contact (POC) for the state/territory of record. The POC's ORIs are listed in Section 6.3 of this Introduction.

The following is an example of a \$.Q.OUT. notification:

\$.Q.OUT. OUT OF STATE REGISTRATION  
FL0370100  
NCIC OUT OF STATE REGISTRATION NOTIFICATION AT 0545 EST 20101214.  
YOUR RECORD NIC/X123456789 CONTAINS AN ADDRESS FOR THE SEX OFFENDER  
IN ANOTHER JURISDICTION.  
MKE/SEXUAL OFFENDER  
OFS/23 - COMPLIANT  
ORI/FL1230000 NAM/SMITH, JOHN SEX/M RAC/W ETN/H POB/MD  
DOB/19620530 HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/123456A CTZ/US  
SKN/ALB SMT/SC R HND  
FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/123456789  
OLN/98765432 OLS/FL OLY/2014  
ORD/19980923 ERD/NONEXP SXP/N CRR/SEX OFFENSE  
CON/19810510 PLC/MD AOV/12 SOV/M DNA/N  
OCA/92312665  
MIS/CONVICTED OF INDECENT LIBERTIES WITH A MINOR  
ADD/01 - RESIDENCE (LAST KNOWN)  
SNU/112 SNA/ELM STREET  
CTY/ANY CITY STA/FL ZIP/99999  
COU/WASHINGTON  
TNO/555 555-5555  
ADD/09 - TEMPORARY LODGING BDA/20101221 EDA/20110103  
SNU/987 SNA/MAIN STREET  
CTY/ANOTHER TOWN STA/NC ZIP/99999  
COU/JEFFERSON  
NIC/X123456789 DTE/19990930 0430 EDT DLU/20101214 EST

### **\$.Q.STA.OFFENDER WITHIN STATE NOTIFICATIONS**

When the STA Field in a National Sex Offender Registry record is entered or modified to contain a state that is different from the state of the ORI, the NCIC System will transmit notifications to the Sex Offender Registry Point of Contact (POC) for the state contained in the STA Field.

The following is an example of a \$.Q.STA. notification:

```
$.Q.STA. OFFENDER WITHIN STATE
NCDCI0000
NCIC OUT OF STATE REGISTRATION NOTIFICATION AT 0545 EST 20101214.
RECORD NIC/X123456789 ENTERED BY FLORIDA CONTAINS AN
ADDRESS FOR THE SEX OFFENDER WITHIN YOUR JURISDICTION.
MKE/SEXUAL OFFENDER
ORI/FL1230000 NAM/SMITH, JOHN SEX/M RAC/W ETN/H POB/MD
DOB/19620530 HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/123456A
SKN/ALB SMT/SC R HND
FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/123456789
OLN/98765432 OLS/FL OLY/2014
ORD/19980923 ERD/NONEXP CRR/SEX OFFENSE
CON/19810510 PLC/MD AOV/12 SOV/M DNA/N
OCA/92312665
MIS/CONVICTED OF INDECENT LIBERTIES WITH A MINOR
ADD/01 - RESIDENCE (LAST KNOWN)
SNU/112 SNA/ELM STREET
CTY/ANY CITY STA/FL ZIP/99999
COU/WASHINGTON
TNO/555 555-5555
ADD/09 - TEMPORARY LODGING BDA/20101221 EDA/20110103
SNU/987 SNA/MAIN STREET
CTY/ANOTHER TOWN STA/NC ZIP/99999
COU/JEFFERSON
NIC/X123456789 DTE/19990930 0430 EDT DLU/20101214 EST
```

## **\$R. Transmit Benefits Data Notification**

A \$.R. is transmitted to the ORI of the transaction when the System is in statistics mode and a NCIC 2000 formatted locate or clear transaction is entered without benefits data and benefits data have not been previously supplied for the record.

```
$.R.
VA0290100
THE CLEARED TRANSACTION WITH HEADER
1N01HEADER FOR THE FOLLOWING
RECORD DID NOT CONTAIN BENEFITS DATA:
MKE/CANCELED STOLEN VEHICLE
ORI/VA0290100 LIC/1234567 LIS/VA LIY/2004 LIT/PC

VIN/3J573A7012345 VYR/1971 VMA/OLDS VMO/SUP VST/2T
VCO/WHI/BLU DOT/20040729 OCA/99999
NIC/V756196908 DTE/20040801 1130 EDT DLU/20060328 1115 EST
TRANSMIT BENEFITS DATA AS SOON AS POSSIBLE
```

## **\$S. Statistics Mode Notification**

A \$.S. is transmitted when the NCIC 2000 System enters the statistics mode.

\$.S.

STATISTICS MODE NOTICE  
ALL REMOVALS OF NCIC RECORDS  
MUST CONTAIN REASON FOR RECORD REMOVAL AND  
APPROPRIATE BENEFITS DATA FOR PERIOD  
0600 EST 19991101 TO 0600 EST 19991102

## **\$N. NCMEC MODIFY NOTIFICATION**

A \$.N. NCMEC Modify Notification is sent to the ORI of the record when NCMEC modifies the MNP Field or enters, modifies, or cancels an image record linked to the ORI's NCIC record

The following is an example of the \$.N. NCMEC Modify Notification:

\$.N. NCMEC MODIFY NOTIFICATION  
MD1012600  
NOTIFICATION AT 1600 EST 20051121

YOUR RECORD NIC/M123456789 WAS UPDATED BY NCMEC. EITHER THE MNP FIELD WAS MODIFIED OR IMAGE DATA WAS ENTERED, MODIFIED, OR CANCELED.  
MKE/MISSING PERSON ENDANGERED  
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W POB/MD DOB/20001012  
DOE/20181012 HGT/402 WGT/065 EYE/BRO HAI/BRO SKN/FAR SMT/SC R HND  
SOC/123456789  
MNP/AA DLC/20051117 OCA/DDD111  
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT  
MPC/ABDUCTED BY A STRANGER  
LIC/555W555 LIS/VA LIY/2006 LIT/PC  
VIN/1Q87H2N100001 VYR/2001  
VMA/FORD VMO/TAU VST/4D VCO/BLK  
BLT/OPOS FPA/N  
BXR/P  
DNA/N  
NIC/M000069216 DTE/20051118 1600 EST

## **III ADMINISTRATIVE MESSAGES**

III administrative messages will be received by all control terminals regardless of participation in the III. All III administrative messages can be found in the III chapter.

### **NICS ADMINISTRATIVE MESSAGES**

A NICS out-of-service notification is transmitted when NICS is going out of service.

\$.NICS.DOWN.  
NICS GOING DOWN

NICS OUT OF SERVICE UNTIL <hhmm> EST

A NICS return to service notification is transmitted when NICS is returned to service.

\$ .NICS .UP .  
NICS IN SERVICE AT <hhmm> EST

## **SECTION 3--QUALITY CONTROL, VALIDATION, AND OTHER PROCEDURES**

### **3.1 MAINTAINING SYSTEM INTEGRITY**

The primary responsibility for the entry and maintenance of accurate, timely, and complete records lies with the entering agency. However, the Control Terminal Agency (CTA) assumes a large degree of administrative responsibility, and possible legal liability, for the maintenance of a criminal justice information system. This responsibility is being further defined by the courts. Accordingly, the CTA should institute appropriate and reasonable quality assurance procedures for all federal and state System users. It appears from the cases reviewed that the courts have specifically addressed the issue as to whether criminal justice information system administrators (i.e., Control Terminal Officer [CTO], Federal Service Coordinator [FSC], or agency head) can be held liable for the negligent mishandling of a criminal justice record. In relation to Title 42, United States Code 3771, there is a standard which is prescribed for record management and, perhaps, the establishment of maintenance standards for these records. Criminal justice agencies specifically have a duty to maintain records that are accurate, complete, and up-to-date. To ensure reasonably sufficient record management, for electronic and/or hardcopy case management systems, each CTA should ensure that there are security standards, audit standards, and personnel training standards which allow accurate and up-to-date records and proper/secure dissemination of the same. The following standards have been established and approved by the CJIS APB with regard to security, audit, and training:

#### **1. Security**

Security standards are documented in the CJIS Security Policy. The CJIS Security Policy includes personnel, physical and technical security, as well as user authorization and dissemination.

#### **2. Audit**

All federal and state CTAs shall establish a system to triennially audit every terminal agency that operates workstations, access devices, mobile data terminals, or personal/laptop computers to ensure compliance with state and FBI CJIS policy and regulations.

In addition to audits conducted by all CTAs, each federal and state CTA shall be audited at least once every three years by the FBI CJIS audit staff. This audit shall include a sample of state and local criminal justice agencies. The objective of this audit is to verify adherence to FBI CJIS policy and regulations and is termed a compliance audit. In order to assist in this audit, each CTO and FSC will respond to a preaudit questionnaire which will serve as the audit guideline. A compliance audit may be conducted on a more frequent basis should it be necessary due to failure to meet standards of compliance.

Such compliance audits shall cover the following areas in connection with both the III and NCIC 2000 stolen property and person records:

## **1. Accuracy**

Any NCIC 2000 entry should contain only correct data. In addition, CTAs should maintain necessary documentation as required by FBI CJIS policy. They should also ensure that documentation is available from state and local users accessing NCIC 2000 through them.

## **2. Completeness**

Information contained in an NCIC 2000 entry or in a criminal history record to be disseminated is comprised of all the pertinent available information.

## **3. Timeliness**

Entry, modification, update, and removal of information are completed as soon as possible after information is available and information is processed and transmitted in accordance with standards as established by the APB.

## **4. Security**

An organization protects its information against unauthorized access, ensuring confidentiality of the information in accordance with laws and FBI CJIS policy, regulations, and standards.

## **5. Dissemination**

All information released is in accordance with applicable laws and regulations, and a record of dissemination of criminal history records is maintained.

In addition, CTAs should ensure that documentation is available from local users to assist in triennial state and federal audits.

## **3. Training**

CTAs must :

1. Within 6 months of employment or assignment train, functionally test, and affirm the proficiency of terminal (equipment) operators in order to assure compliance with FBI CJIS policy and regulations;
2. Biennially, provide functional retesting and reaffirm the proficiency of terminal (equipment) operators in order to assure compliance with FBI CJIS policy;
3. Maintain records of all training, testing, and proficiency affirmation;

4. Initially (within 12 months of employment or assignment) provide all sworn law enforcement personnel with basic training in NCIC 2000 matters to ensure effective use of the System and compliance with FBI CJIS policy regulation;
5. Make available appropriate training on NCIC 2000 System use for criminal justice practitioners other than sworn personnel;
6. Provide all sworn law enforcement personnel and other practitioners with continuing access to information concerning NCIC 2000/state Systems using methods such as roll call and in-service training;
7. Provide peer-level training on NCIC 2000 System use, regulations, policy, audits, sanctions, and related civil liability for criminal justice administrators and upper-level managers; and
8. Annually review all curricula for relevancy and effectiveness.

### **3.2 MAINTAINING THE INTEGRITY OF NCIC RECORDS**

Agencies that enter records in NCIC are responsible for their accuracy, timeliness, and completeness. The FBI, as manager of the NCIC System, helps maintain the integrity of the system through: 1) automatic computer edits which reject certain common types of errors in data (edit instructions appear in each chapter of this manual where applicable), 2) automatic purging of records after they are in a file for a prescribed period of time (retention instructions appear in each chapter of this manual where applicable), 3) quality control checks by FBI CJIS Data Integrity staff, and 4) periodically furnishing lists of all records on file for validation by the agencies that entered them. This section addresses quality control and validation procedures.

Electronic Records Management System (ERMS) Note:

An ERMS is defined as any electronic database, including an electronic warrant database. Agencies must conduct appropriate follow-up to resolve discrepancies identified during synchronization and cross-checks. All electronic processes must be approved and accepted by the CJIS Systems Agency and be in compliance with CJIS security and NCIC policies. Compliance with CJIS and NCIC policies may be achieved through electronic or manual processes.

Examples of ERMS processes include:

- an agency enters the original information directly into ERMS without paper.
- an agency completes a hard copy document, scans or enters the document into an ERMS, performs a second-party check from the original hard copy, and destroys the hard copy. All modifications are done on the ERMS.

- an agency completes a hard copy document, scans or enters the document into an ERMS, performs a second-party check from the original hard copy, and places the original copy in storage for historical purposes only. All modifications are done on the ERMS.

In all cases, the information in the ERMS is considered the source document.

## **1. Accuracy**

The accuracy of NCIC records is an integral part of the NCIC System. The accuracy of a record must be double-checked by a second party.

The verification of a record should include assuring all available cross checks, e.g., VIN/LIC, were made and that the data in the NCIC record match the data in the investigative report.

Note: For ERMS, electronic synchronization and cross-checks are an acceptable process to ensure the integrity of the NCIC. The synchronization and cross-checks must compare the electronic record with the NCIC record to identify additional or inaccurate information. The agency must take appropriate action to ensure the accuracy and completeness of the NCIC record as part of the second-party check process. If the agency's ERMS searches other databases or systems, such as the Department of Motor Vehicles (DMV), court records, or the Interstate Identification Index (III) to populate its NCIC records, the second-party check must also include a file synchronization against the other sources checked, e.g., DMV, court, or III, and appropriate follow-up to resolve discrepancies to ensure the accuracy and completeness of the NCIC records.

## **2. Timeliness**

To ensure maximum system effectiveness, NCIC records must be entered immediately when the conditions for entry are met, not to exceed 3 days, upon receipt (electronic or hard copy format) by the entering agency. The only exceptions to immediate entry are when otherwise prescribed by federal law or when documentation exists to support delayed entry.

### **1. Wanted Person File --** Entry is made immediately after the decision to arrest or authorize arrest has been made.

Before entering a wanted person record in NCIC 2000, the entering agency must attempt to determine, to the maximum extent possible, if extradition will be authorized if the individual is located in another state. In situations where an agency is absolutely certain that the wanted person will not be extradited, the

individual's record may be entered in NCIC indicating no extradition either using the EXL Field (NCIC 2000) or the MIS Field (NCIC Legacy). Also, if there is a limitation concerning extradition of the wanted person, such information should be entered using the appropriate code in the EXL Field (NCIC 2000) or placed in the MIS Field of the Wanted Person record (NCIC Legacy). In instances where an ORI will not honor the extradition of an individual, the ORI must initiate a modify message to update the extradition limitation appropriately. Although all records may be entered into the NCIC 2000 Wanted Person File, extradition must be addressed prior to entry so that appropriate extradition information can be included in the record.

**2. Federal Fugitive Records** -- Entry is made immediately (i.e., within 24 hours) upon receipt of information by the inputting agency/office, after the decision to arrest or authorize arrest has been made.

Exceptions to this rule occur if imminent arrest is expected or other clear, identifiable, operational reasons would preclude immediate entry (e.g., insufficient descriptive data resulting in a "John Doe" warrant). Any exceptions to delayed entry in NCIC 2000 must be minimized and documented.

**3. Missing Person File** -- Entry is made as soon as possible once the minimum data required for entry (i.e., all mandatory fields) and the appropriate record documentation are available. For missing persons under age 21, an NCIC Missing Person File record should be entered within 2 hours of receiving the minimum data required for entry.

**4. Article, Boat, Gun, License Plate, Securities, Vehicle/Boat Part, and Vehicle Files** -- Entry is made as soon as possible once the minimum data required for entry (i.e., all mandatory fields) and the record documentation are available. Information about stolen license plates and vehicles should be verified through the appropriate motor vehicle registration files prior to record entry if possible. However, if motor vehicle registration files are not accessible, the record should be entered into NCIC 2000 and verification should be completed when the registration files become available.

**5. All other files** -- Entry is made as soon as possible once the minimum data required for entry (i.e., all mandatory fields) and the appropriate record documentation are available.

Additional explanations of "timely":

1. Modifying, clearing, locating, or canceling a federal fugitive's NCIC 2000 record should occur immediately (i.e., within 24 hours) upon receipt by the inputting agency/office of the information prompting the change.

2. **Timely modification** of a record is that which occurs as soon as possible following the detection of erroneous data in an Existing record and as soon as possible following the receipt of data not already stored in the record.
3. **Timely inquiry** requires that the transaction is initiated before an officer begins writing an arrest or citation document of any kind; inquiries are stored when NCIC 2000 is not available and submitted at once when the System returns, regardless of whether the subject is still in custody; inquiry is made prior to release of a person who has been incarcerated; and inquiry is made upon those who appear at a custodial facility to visit inmates.
4. **Timely entry** of a locate is that which occurs as soon as reasonably possible once the record in question has been confirmed with the originating agency.
5. **Timely removal** from the file requires immediate removal of the record once the originating agency has documentation that the fugitive has been arrested or is no longer wanted unless being detained.

### **3. Completeness**

Complete records include all critical information that was available on the person or property at the time of entry. Critical information is defined as data fields that will: (1) increase the likelihood of a positive hit on the subject or property and aid in the identification of a subject or property; or (2) assist in compliance with applicable laws and requirements. Validation should include a review of whether additional information which is missing from the original entry that could be added has become available for inclusion to the record.

Complete inquiries on persons include numbers, i.e., Social Security number, passport, vehicle identification number, license plate, driver's license, etc., that could be indexed in the record. Inquiries should be made on all names/aliases used by the suspect. Complete vehicle queries include vehicle identification number and license plate numbers.

### **3.3 QUALITY CONTROL**

FBI CJIS personnel periodically check records entered in the System for accuracy. Errors discovered in records are classified as serious errors or nonserious errors. This classification determines the type of action that is taken by FBI CJIS.

#### **1. Serious Errors**

1. Wanted Person File records which indicate that the subject is wanted for questioning only.
2. Records entered for cashier's checks, bank drafts, bank officer's checks, certified checks, checks issued to card holders by credit card companies, company

checks, government checks (local, state, and federal), personal checks, personal notes, and promissory notes.

3. Records entered for stolen credit cards.
4. A missing person, wanted person, license plate, or vehicle record containing inaccurate vehicular and/or license data that has been verified as inaccurate by the State Department of Motor Vehicles (DMV) where the vehicle is registered or by comparison with VIN specifications obtained from the manufacturer.

Such inaccuracies can be uncovered when the state of registry compares license and vehicular data in the NCIC 2000 \$.8. message with records contained in its DMV Files. Upon discovery of inaccurate data, the state of registry should advise the ORI of the error. If the ORI fails to correct the error within a reasonable period of time, the state of registry should notify FBI CJIS. The entry of incorrect data in the LIC, License Plate Year of Expiration (LIY), or VIN Fields will be considered a serious error. Incorrect data entered in any of these fields might lead to a false arrest or possibly more serious consequences. On notification from the state of registry, FBI CJIS will cancel a Vehicle or License Plate File record which contains inaccurate information in the LIC, LIY, or VIN and will delete the inaccurate vehicular and/or license data from a Wanted or Missing Person File record.

5. Records entered in the wrong file.
6. Property records entered with a nonunique number such as a stock number, model number, an owner applied number in the SER Field, a nonunique boat hull number, or nonunique boat registration number, etc.
7. Property records entered with generic codes which do not have the manufacturer's name or other identifiable data in the record.

## **2. FBI CJIS Procedures for Errors**

In connection with maintaining the integrity of NCIC 2000 records, each state control terminal agency should continue to develop and maintain stringent quality control procedures to ensure that all records in NCIC 2000 are kept accurate, complete, and up-to-date.

### **1. Serious Errors**

1. In cases of serious errors, FBI CJIS will cancel the record and transmit a \$.E. administrative message to the entering agency. The \$.E. message provides the entire canceled record and a detailed explanation of the reason for cancellation.
2. Assumption of this limited responsibility for cancellation of a user's entries in connection with the foregoing quality control procedures does not make the FBI

the guarantor of the accuracy of NCIC 2000 records. The ORI is responsible for the accuracy, completeness, and current status of its records entered in NCIC 2000.

## **2. Nonserious Errors**

1. A nonserious error is by definition an error found in any NCIC 2000 record which is not covered by the above serious error list.
2. When a nonserious error trend is discovered, FBI CJIS will mail a letter to the appropriate CTA. The CTA will forward a copy of the letter or a similar letter to the agency originating the record so corrective action can be taken. No further action will be taken by FBI CJIS.

## **3.4 VALIDATION**

1. Validation obliges the ORI to confirm that the record is complete, accurate, and still outstanding or active. Validation is accomplished by reviewing the entry and current supporting documents, and by recent consultation with any appropriate complainant, victim, prosecutor, court, nonterminal agency, or other appropriate source or individual. In the event the ORI is unsuccessful in its attempts to contact the victim, complainant, etc., the entering authority must make a determination based on the best information and knowledge available whether or not to retain the entry in the file.

Note: The current supporting documents may be electronic or hard copy if the CSA and the originating agency recognize the document as official. Also for electronic warrant systems, checking the appropriate source to see if the warrant is still active may be accomplished by using an ERMS. For ERMS, the CSA and the originating agency should ensure additional checks and balances are in place to verify the validity of the systems, i.e., files must be synchronized with the appropriate sources/systems being used. The comparison must identify records that are non-existent in one or more of the synchronized databases and the agency must conduct a follow-up to resolve discrepancies. For valid records, the synchronization must also compare the electronic record with the NCIC record to identify additional or inaccurate information. If the agency's ERMS searches other databases or systems, such as the DMV, court databases, or the III, to populate its NCIC records, the monthly validation must also include a file synchronization against the other sources checked and follow-up to resolve discrepancies to ensure the accuracy and completeness of the NCIC records.

2. Each month, CSAs receive a file of records to be validated. The CSAs in turn distribute the records to be validated to the ORIs as appropriate. On the first Saturday of the month, the NCIC System selects the records scheduled for validation. The NCIC System does not retrieve for validation those records that have been validated within the last calendar month.

The CSA selects to conduct validations on-line or to notify CJIS that validations have been completed.

If a state/federal agency uses the **on-line validation process**, the agency must modify each record being validated to include updated information in the Name of Validator (VLN) Field. If a record has not been validated within a month from the request for validation, the NCIC System will generate a \$.F. Failure to Validate Notification to the ORI on the Monday following the first Sunday of the month. The \$.F. notification serves as a warning for the agency to validate the record or the NCIC System will retire the record during the next purge cycle. If the record is not validated by the first Sunday of the following month, the NCIC System will retire the record and generate a \$.P. Purge Failure to Validate Notification.

### **3. Validation Schedule**

1. On a monthly basis, the NCIC 2000 System extracts active records on file for validation purposes. The validation includes a portion of each file and includes those records 60-90 days old. In addition, it includes any records 14-15 months old, 26-27 months old, 38-39 months old, etc. The validation schedule is as follows:

#### **Validation: Entries Made on:**

January.....	October
February.....	November
March.....	December
April.....	January
May.....	February
June.....	March
July.....	April
August.....	May
September.....	June
October.....	July
November.....	August
December.....	September

National Sex Offender Registry and Known or Appropriately Suspected Terrorist File records are selected for validation under an alternative procedure. See National Sex Offender Registry and Known or Appropriately Suspected Terrorist File chapters for details.

The FBI's CJIS Division policy states that records in the Vehicle, Boat, Gun, Vehicle/Boat Part, License Plate, and Securities Files and qualifying records in the Article File must be validated only once when they are 60-90 days old. However, CSAs can request to validate these records on the schedule listed above.

For all other perosn files, the first 60-90 day validation should be performed according to the validation rules set forth in Section 3.4, paragraph 1. Subsequent validation cycles require contact with the court or other appropriate source to verify the validity of the record.

2. The NCIC System sorts records by CSA. On a monthly basis, the CSAs are advised when a file of records to be validated can be retrieved by way of a \$.B. notification. Upon receiving this notification, the CSA has 30 days to initiate a file transfer before the file will be deleted. Within the file of records to be validated, each record is presented as a \$.C. REQUEST FOR VALIDATION message or in the validation fixed format. The CSA distributes the records to be validated to the ORIs as appropriate. CSAs must certify completed validation to the FBI's CJIS Division prior to the first Sunday of the second month following the date the validation material was made available by the FBI.

The sequence of records included in the file is as follows:

1. Wanted/Gang Member
2. Missing/Unidentified
3. Vehicle/License Plate/Part/Boat
4. Gun
5. Securities
6. Protection Order
7. Supervised Release
8. National Sex Offender Registry
9. Identity Theft
10. Article
11. Violent Person

If the record, excluding National Sex Offender Registry records, has been validated electronically within the last calendar month, then the record is considered validated and is not included in the file of records to be validated. If a National Sex Offender Registry record was validated electronically within the last 11 months, then the record is not included in the file of records to be validated.

3. Article File records containing a TYP Field codes beginning with "Q" and "T" will be validated as described in the Validation schedule above. Other Article File records are not included in the validation process since they have a short retention period. The NICS Denied Transaction File records are also not subject to validation, since these records are a subset of data maintained by the NICS. All other files are subject to validation.

4. Each agency must keep in mind the synchronization of records. The records being validated will be chosen by date of entry, Eastern Standard Time (EST) into NCIC 2000. Agencies located in a different time zone must realize that the validation will include records entered after midnight EST on the first of the month through midnight on the last day of the month. The \$.C. demonstrates the validation format.

#### **4. Validation Procedures**

Validation procedures must be formalized and copies of these procedures must be on file for review during an FBI CJIS audit. In addition, documentation and validation efforts must be maintained for review during such audit.

## **5. Validation Acknowledgment, Certification, and Response**

1. CSAs are responsible for verifying the receipt of the monthly validation material. If a CSA does not receive the validation material, the CJIS Systems Officer (CSO) or his/her designee must advise the FBI's Data Integrity staff at (304) 625-3020.
2. It is the CSA's discretion as to the method for completing validation.

Validation certification means that:

1. The records contained on the validation listing have been reviewed by the originating agencies;
  2. The records which are no longer current have been removed from NCIC active database and all records remaining in the System are valid and active;
  3. Records contain all available information; and
  4. The information contained in each of the records is accurate.
3. Certification response conditions:
1. The certification response, whether via the Name of Validator (VLN) Field, paper certification, or The International Justice and Public Safety Network (NLETS) message must be returned to FBI CJIS prior to the first Sunday of the second month following the date the validation file was made available by the FBI.
- CSAs that choose to certify completed validation via an NLETS message must contact the FBI's Data Integrity staff at (304) 625-3020 prior to implementation. The NLETS message must be transmitted to the FBI at ORI DCFBIWA03 within the designated time frame.
2. If a CSA has not received a certification response from an agency under its service jurisdiction in time to certify to FBI CJIS that all records have been validated, the CSA shall remove from NCIC all records, **except** Unidentified Person Records, which are the subject of that agency's validation listing.
  3. If a CSA fails to certify any validation listing to the FBI CJIS within the specified time, FBI CJIS shall remove all of that state's/federal agency's invalidated records, **except** for Unidentified Person File records.

## **3.5 HIT CONFIRMATION PROCEDURES**

1. Any agency which receives a record(s) in response to an NCIC inquiry must confirm the hit on any record(s) which appears to have been entered for the person or property inquired upon prior to taking any official actions based upon the hit NCIC record: 1) arresting the wanted person, 2) detaining the missing person, 3) seizing the stolen property, 4) charging the subject with violating a protection order, 5) denying the subject the purchase of a firearm, or 6) denying the subject access to explosives as regulated under the Safe Explosives Act. Additionally, an agency detaining an individual on local charges where the individual appears identical to the subject of the wanted person record *and is within the geographical area of extradition* must confirm the hit.

Confirming a hit means to contact the agency that entered the record to:

1. Ensure that the person or property inquired upon is identical to the person or property identified in the record;
2. Ensure that the warrant, missing person report, protection order, or theft report is still outstanding; and
3. Obtain a decision regarding: 1) the extradition of a wanted person when applicable, 2) information regarding the return of the missing person to the appropriate authorities, 3) information regarding the return of stolen property to its rightful owner, or 4) information regarding the terms, conditions, and service of a protection order.

Note: The source documents used for hit confirmation may be electronic if the local agency has implemented the controls required by the CTA for electronic documents supporting NCIC records.

4. Determine if the entering agency wants the record to be located when the missing person was identified by partial body parts.
2. Hit confirmation procedure is based on two levels of priority: Urgent and Routine.

### **Priority 1: Urgent**

The hit must be confirmed within 10 minutes. In those instances where the hit is the only basis for detaining a suspect or the nature of a case requires urgent confirmation of a hit, priority 1 should be specified.

### **Priority 2: Routine**

The hit must be confirmed within 1 hour. Generally, this priority will be used when the person is being held on local charges, property has been located under circumstances where immediate action is not necessary, or an urgent confirmation is not required.

3. After establishing the priority level, the agency should then follow these procedures:

1. Upon receipt of a hit confirmation request, the ORI of the record must furnish a substantive response within the designated timeframe, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.
2. If the agency requesting confirmation does not receive a substantive response within the designated timeframe, the agency should generate a second request with a copy to its CSO and to the CSO of the agency that originated the record. The CSO (or his/her designee) of the originating agency will initiate appropriate action to ensure proper response to a hit confirmation request and to comply to System standards. The CSO action must include canceling the record.
3. If the agency still fails to receive a response, the agency should then notify the NCIC Quality Control staff by a third message with a copy to the CSAs involved. Failure on the part of any CSA to ensure such compliance will be brought to the attention of the APB.
4. The National Law Enforcement Telecommunications System, Inc. (NLETS) is the recommended network for hit confirmation. Even if the initial confirmation is handled via telephone, NLETS should be used for documentation. NLETS has created an inquiry (YQ) and a response (YR) format for hit confirmation.

Responsibilities for the hit confirmation process are shared between the agency that received the hit and the agency that enters the record.

5. Every agency upon taking a person into custody identifying a missing person, or acquiring property, after confirming the hit, must place a locate on the corresponding NCIC record(s).

Exception: If the missing person has been positively identified by partial body parts, the locating agency should determine if the entering agency wants the record to be located. The record may remain in NCIC for future positive identification in the event additional body parts are subsequently recovered.

6. Agencies using ERMS are encouraged to maintain copies (electronic or hard copy) of hit confirmation information, to include YQ and YR messages, to assist in the event that the agency needs to substantiate the actions(s) it has taken pertaining to a hit confirmation.

### **3.6 HEADERS**

1. A header is a sequence of characters acceptable to the NCIC 2000 computer which is used to provide message information for the CTA. A header will not be stored as part of any NCIC 2000 record (other than the transaction log), but will be held temporarily during processing of the incoming message and returned to the originating terminal as the first item in the NCIC 2000 System's response and/or acknowledgment.

#### **2. Header Requirements:**

1. Each header must contain a minimum of 9 characters and may contain a maximum of 19

characters.

2. All characters must be from the NCIC 2000 Character Set defined in 3.7 of this section.
3. The first 4 characters of the header are used by the NCIC 2000 System for appropriate routing.
4. The first 4 characters dictate which edits are enforced and what fields are allowed based on whether it is an NCIC or NCIC 2000 format.

### **3. Header Prefixes:**

1. 1L01 -- Directs the message to any one of the NCIC files, i.e., all person and property files. The 1L01 header on an incoming transaction indicates the user is performing a transaction using the NCIC format.
2. 1N01 -- Directs the message to any one of the NCIC files, i.e., all person and property files. The 1N01 header on an incoming transaction indicates the user is performing a transaction using the NCIC format.
3. TL01 -- Directs the message to any one of the test NCIC files, i.e., all person and property files. The TL01 header on an incoming transaction indicates the user is performing a test transaction using the NCIC format.
4. TN01 -- Directs the message to any one of the test NCIC files, i.e., all person and property files. The TN01 header on an incoming transaction indicates the user is performing a test transaction using the NCIC 2000 format (except image transactions).
5. 1B01 -- Is used when NCIC 2000 image transactions are performed, i.e., the following MKEs: Enter Image (EIM) or Modify Image (MII).
6. TB01 -- Directs the message to the test NCIC 2000 hot files when NCIC 2000 test image transactions are performed, i.e., the following MKEs: EIM, MII, QIC, and QIS.
7. 2L01 -- Directs the message to the III File.
8. 6L01 -- Directs the message to NICS.
9. ML01 -- Directs the message to NLETS.
10. Positions 5 through 17 are reserved for the user agency. Characters 18 and 19 are

reserved for use by the NCIC 2000 workstation in addressing Mobile Imaging Units (MIUs). This is applicable only when the transaction was originated by a MIU developed by the NCIC 2000 program or one using the software developed by NCIC 2000.

4. The NCIC 2000 response to any transaction begins with a header in which the first 4 characters identify the type of response that follows, i.e., the last transmittable unit of a response contains L in the second position (1L01); each transmittable unit belonging to the same response contains a unique sequence number in position 2 through 4 of the header (e.g., 1011); the second digit of the response header is either L (last transmittable unit) or O; and the next two digits may be anything from 01 to 99.

### **3.7 CHARACTER SET**

1. The NCIC character set is comprised of the alpha characters A through Z, the numeric characters 0 through 9, the comma (,), the dollar sign (\$), the ampersand (&), the hyphen (-), the blank or space, the slash (/), the asterisk (\*), the pound sign (#), the left parenthesis (( ), the right parenthesis ( )), the plus sign (+), the semicolon (;), the percent sign (%), the apostrophe ('), the at sign (@), the tilde (~), the exclamation point (!), the quotation mark ("), the caret (^), the underscore (\_), the grave accent (`), the equal sign (=), the opening brace ({ ), the closing brace ( }), the less than sign (<), the greater than sign (>), the question mark (?), the colon (:), the opening bracket ([ ), the closing bracket (]) , the reverse slant (|), and the vertical bar (|).

For III inquiries, the allowable character set is comprised of the alpha characters A through Z, the numeric characters 0 through 9, the comma (,), the dollar sign (\$), the ampersand (&), the hyphen (-), the blank or space, the slash (/), the asterisk (\*), the pound sign (#), the left parenthesis (( ), the right parenthesis ( )), the plus sign (+), the semicolon (;), the percent sign (%), and the apostrophe (').

2. A period (.) is used as a delimiter only. It must be used to end each field of data in the message except the last field prior to the end of transmission (EOT) in which case the period is optional.
3. The NCIC System automatically changes the alphabetic "O" used in NCIC 2000 transactions to the numeric (0). The alphabetic "O" will only appear in the message field codes, ORI records in response to an inquiry, and informational and/or instructional phrases transmitted by the NCIC 2000 System. For example: DOB, DCOSI0000, NO NCIC RECORD, and IMMED CONFIRM RECORD WITH ORI. Headers are not converted, even though an O in any of the first 4 positions would be rejected.

### **3.8 RETENTION OF TERMINAL-PRODUCED PRINTOUT**

1. When an operational inquiry on an individual or property yields a valid positive response (hit), the terminal-produced printout showing the inquiry message transmitted and the record(s) on file in NCIC 2000 should be retained for use in documenting probable cause for the detention of the missing person, arrest of the wanted person, or seizure of the property. The printout may also prove valuable in a civil suit alleging a false arrest, a false imprisonment, a civil rights violation, or an illegal seizure of property. If two-part paper is used, either the original or the legible copy

is admissible in federal court. Whether a state court will accept the legible copy or whether only the original will suffice depends on the state's rules of evidence.

2. When an NCIC 2000 inquiry yields a hit, the terminal employee making the inquiry should note on the terminal-produced printout precisely how, when, and to whom the information was given, initial and date this notation, and forward the printout to the inquiring officer or agency for retention in the case file. This procedure establishes the chain of evidence for the communication should the arresting officer need to substantiate actions in a judicial proceeding.
3. The printout should be retained for as long as there remains any possibility that the defendant will challenge the arrest, search, or other law enforcement action taken because of the information contained on the printout. The printout should be retained until all possible levels of appeal are exhausted or the possibility of a civil suit is no longer anticipated.

### **3.9 NAME MATCHING**

1. The technique used to match the name in an inquiry with the name in a record on file in NCIC 2000 is called the New York State Identification and Intelligence System (NYSIIS). NYSIIS coding is used in the Name (NAM), Alias (AKA) and Protected Person Name (PPN) Fields of the person files and the Owner (OWN) Field of the Securities File where the owner is an individual. When the inquiry includes both NAM and DOB, primary hits are determined by using a phonetic encoding of the last name and an exact match on the input month, day, and year of birth. An extended NYSIIS algorithm is used.
2. If the input last name corresponds to a name within a list of common surnames, the primary hit is further qualified by comparing the first character of the input given name to the first character of a given name on a person's record.
3. If the input given name corresponds to a list of NCIC 2000 nicknames, it is replaced by a corresponding proper name specified in the nickname for search purposes. For example, Bill is replaced with William and Betty is replaced with Elizabeth.
4. If the input last name contains a hyphen (-), primary hits are determined by using each hyphenated name part as a last name as well as all combinations of the hyphenated name parts. For example, a surname of Saenz-Parada-Lopez will be searched as Saenz-Parada-Lopez, Saenz-Lopez-Parada, Lopez-Parada-Saenz, Lopez- Saenz-Parada, Parada-Lopez- Saenz, Parada-Saenz-Lopez, Saenz, Parada, and Lopez.
- 5. Expanded Name Search:** If the input value of ENS is the character "Y" and NAM and DOB are specified, primary hits are determined using each input name part as a last name, interchanging the remaining name parts as given names. For example, Bryan, Morgan Lee; Bryan, Lee Morgan; Morgan, Lee Bryan; Morgan, Bryan Lee; Lee, Morgan Bryan; and Lee, Bryan Morgan.
- 6. Expanded Date of Birth Search:** If the input value of the EBS Field is the numeric 1, primary hits are determined by NCIC searching the exact month and day and a range of plus or

minus 1 year of the input date of birth. If the input value of the EBS Field is the numeric 3, primary hits are determined by an NCIC search of records with the exact month and day, plus or minus 1 year, and records with the month and day of the input date of birth transposed. If the EBS Field is not included or is blank, primary hits are determined by an NCIC search of records with the exact date of birth.

### **3.10 NAME SEARCH IN III**

The III name search technique is explained in detail in the III chapter.

### **3.11 TERMINAL AND/OR LINE FAILURE**

1. Every effort will be made to notify users on-line when the NCIC 2000 computer is going out of service. However, when NCIC 2000 goes out of service unexpectedly, an out-of-service message cannot be sent. Operational failure of a user's terminal may result from one of four conditions:

1. The NCIC 2000 computer is out of service;
2. The control terminal fails or is out of service;
3. A circuit problem; or
4. The user's terminal malfunctions.

A CTA should make every effort to verify that the difficulty does not lie within its terminal equipment. If the difficulty is a terminal malfunction, the CTA should notify the local terminal maintenance office for repair.

2. System activity and line traffic are monitored at the NCIC 2000 computer center. When there is line difficulty or malfunctioning of a data set, the area office of the vendor providing communication service is immediately notified by FBI CJIS. It is not always possible to make a specific diagnosis of the trouble at the FBI CJIS. In some cases, it is only known that an agency is not responding or is not responding properly to the NCIC 2000 computer. If, after a reasonable amount of time, the user's problem has not been rectified, FBI CJIS will notify the appropriate vendor.

3. When an out-of-service status and an analysis indicate that the problem is not terminal equipment difficulty such as power supply, paper supply, switches improperly set, or terminal malfunction, a CTA should:

1. Immediately notify the local vendor providing communication service;
2. Log the time of notification;
3. Note the circumstances relating to the problem; and

4. If after a reasonable period of time the vendor's efforts have not resolved the problem, notify the FBI CJIS (telephone 304-625-HELP [4357]) of the time the vendor was notified and a brief description of the problem.

### **3.12 FILE REORGANIZATION AND PURGE SCHEDULE**

NCIC 2000 no longer physically purges records during the monthly purge cycle as was the practice of NCIC. During the monthly purge cycle, NCIC 2000 sends the \$.P. notifications to the ORIs informing them their record has been retired. The System will no longer require restricted service during the monthly purge process. Additionally, there is no longer a suppression period prior to purge where records were still available by an inquiry on NIC. This is no longer available because NCIC 2000 retires records immediately at the end of their retention period, making them accessible only through an SPRQ search.

### **3.13 III FILE RESTRICTED SERVICE**

Users are advised of restricted service periods through on-line transmissions of NCIC 2000 administrative messages. When the NCIC 2000 System goes out of service for more than 15 minutes without NCIC 2000 having previously sent an out-of-service message, a National Law Enforcement Telecommunications System (NLETS) All Points Broadcast is sent to advise users of the outage.

### **3.14 NCIC NUMBERS (NIC NUMBERS)**

1. Each record entry message that is accepted for storage in the NCIC System is assigned a unique **NCIC Number (NIC)** for record identification purposes. The NIC has 10 characters consisting of an alphabetic character which identifies the NCIC file in which the record is indexed, a 7-character unique number, and 2 check digits.
2. The 2 check digits are used to validate NICs when they are used in inquiry messages and when they are used to identify records in modify, locate, cancel, and clear transactions.

#### **3. NIC Check Digit Algorithm**

When an NIC is used as an identifier in a cancel, clear, inquiry, locate, or modify message, the NCIC verifies the validity of the number using the two check digits, i.e., the last two characters of the number. The following is the algorithm used for the process:

The digits of the sequential number (positions 2 through 8 of the number) are multiplied by a value, as follows:

	<b>Multiplication Factor</b>
Position 2	8
Position 3	7

Position 4	6
Position 5	5
Position 6	4
Position 7	3
Position 8	2

The products of these are totaled and a value, as indicated below, is added for the alphabetic file indicator. This total comprises the check digits. If the total is greater than 99, the high order digit is dropped.

File Indicator	File Indicator Value	Data Type
	5	Article records entered on/between 1/27/67 and 5/5/86
	9	Article records entered on/between 5/5/86 and 4/21/98
	10	Article records entered on/between 4/21/98 and 7/11/1999
	11	Article records entered on/between 7/11/1999 and 2/12/2012
	12	Article records entered on/after 2/12/2012
	4	Boat records entered on/between 1/27/67 and 8/6/79
	8	Boat records entered on/between 8/6/79 and 8/8/88
	12	Boat records entered on/between 8/8/88 and 4/20/95
	13	Boat records entered on/between 4/20/95 and 7/11/1999
	14	Boat records entered on/after 7/11/1999
	1	Supervised Release records
	1	NICS Denied Transaction records
	2	Gun records entered on/prior to 7/11/1999
	3	Gun records entered on/after 7/11/1999
	1	Protection Order records entered on/prior to 7/11/1999
	2	Protection Order records entered on/between 7/11/1999 and 6/3/2007
	3	Protection Order records entered on/between 6/3/2007 and 8/19/2012
	4	Protection Order records entered on/after 8/19/2012
	1	Image records
	1	Identity Theft Records
	1	Protective Interest records
	1	Violent Person records
	7	Missing Person records entered on/prior to 2/13/97
	8	Missing Person records entered on/between 2/13/97 and 7/11/1999

9	Missing Person records entered on/between 7/11/1999 and 5/1/2011
10	Missing Person records entered on/after 5/1/2011
1	Immigration Violator records entered on/prior to 5/8/97
2	Immigration Violator records entered on/between 5/8/97 and 7/11/1999
3	Immigration Violator records entered on/after 7/11/1999
3	License Plate records entered on/before 2/23/96
4	License Plate records entered on/between 2/23/1996 and 7/11/1999
5	License Plate records entered on/after 7/11/1999
11	CPIC Data records entered on/prior to 7/11/1999
12	CPIC Data records entered on/after 7/11/1999
6	Securities records entered on/prior to 7/11/1999
7	Securities records entered on/after 7/11/1999
1	Gang/Known or Appropriately Suspected Terrorist Member records entered on/prior to 5/8/97
2	Gang/Known or Appropriately Suspected Terrorist Member records entered on/between 5/8/97 and 7/11/1999
3	Gang/Known or Appropriately Suspected Terrorist Member records entered on/after 7/11/1999
7	Unidentified Person records entered on/prior to 2/13/97
8	Unidentified Person records entered on/between 2/13/97 and 7/11/1999
9	Unidentified Person records entered on/after 7/11/1999
4	Vehicle and Vehicle/Boat Part records entered on/between 1/27/67 and 8/6/79
8	Vehicle and Vehicle/Boat Part records entered on/between 8/6/79 and 8/8/88
12	Vehicle and Vehicle/Boat Part records entered on/between 8/8/88 and 4/20/95
13	Vehicle and Vehicle/Boat Part records entered on/between 4/20/95 and 7/11/1999
14	Vehicle and Vehicle/Boat Part records entered on/between 7/11/1999 and 11/5/2006
15	Vehicle and Vehicle/Boat Part records entered after 11/5/2006
1	Wanted Person records entered on/prior to 5/8/97
2	Wanted Person records entered on/between 5/8/97 and 7/11/1999
3	Wanted Person records entered on/between 7/11/1999 and 2/5/2006
4	Wanted Person records entered on/between 2/5/2006 and 3/7/2010
5	Wanted Person records entered on/after 3/7/2010
1	National Sex Offender Registry records
10	Reference Gang records entered on/prior to 7/11/1999
11	Reference Gang Records entered on/after 7/11/1999

For example, if the NIC used in a transaction is V12486297, the check digits are verified as follows:

<b>Sequential Number</b>	<b>Multiplication Factor</b>	<b>Product</b>
1	x 8	= 8
2	x 7	= 14
4	x 6	= 24
8	x 5	= 40
6	x 4	= 24
2	x 3	= 6
9	x 2	= 18

**Total 134**

**Value of V = 13**

**Total 147**

The high order digit (1) is dropped, and the remainder (47) is the check digit's value.

### **3.15 NEW FEATURES**

In addition to the differences between NCIC and NCIC 2000 that have been mentioned throughout this Introduction, the following capabilities are unique to the NCIC 2000 System.

#### **1. File Transfer**

1. The file transfer capability provides a mechanism to:
  1. Retrieve off-line transaction responses (e.g., SPRQ, batch inquiry responses, excessive hits);
  2. Retrieve files of records to be validated;
  3. Retrieve general data such as manuals (e.g., code and operating) and technical updates;
  4. Retrieve code tables for use by workstation and Mobile Imaging Unit (MIU);
  5. Retrieve application software updates for workstation and MIU;
  6. Transfer Uniform Crime Reporting (UCR) data to NCIC 2000; and
  7. Provide file formats:

Files are either text or binary based on the file transfer mechanism required. The \$.B. File Transfer Ready Notification provides the file format option that

should be used in the file transfer.

Text files are transferred as ASCII files. Examples of text files include:  
*NCIC 2000 Operating Manual*, Technical and Operational Updates, Code Tables, UCR data, etc.

Binary files are transferred as binary images and stored as ASCII files with embedded binary data by each processor participating in the transfer. An example of a binary file would be SPRQ results with both text and image data.

#### 2. Authorization/Limitation:

Only direct-connect computers may establish file transfer sessions with the NCIC 2000 System. These include FBI work-stations internal to the FBI and CTOs/FSCs computer systems. Only systems using the TCP/IP or SNA protocols can establish file transfer sessions. Each direct-connect computer will have an account with NCIC 2000 that will include a user name and password.

#### 3. File Retention Time:

After a file transfer ready notification has been issued, files will be kept by NCIC 2000 for 72 hours. After this period of time, the NCIC 2000 computer will automatically delete the file including the validation files if the user has not retrieved it.

## 2. Testing

NCIC 2000 has a test database which is maintained independently of the active NCIC 2000 data files. The user is required to indicate the transaction is a test transaction, by using the proper header which starts with a T. NCIC 2000 directs such transactions to the test database. During transition (3 years from NCIC 2000 implementation) NCIC 2000 will accept transactions in both NCIC and NCIC 2000 formats. For testing purposes, therefore, the transactions can come in either format, as long as a header starts with a T (TL01 for NCIC transactions, TN01 for NCIC 2000 transactions). The following transactions will not be available for testing:

1. File Transfer
2. Request for Benefits and Effectiveness
3. Request for Error Profile
4. Request for Usage Analysis
5. Batch Inquiry
6. SPRQ (Global Inquiry)
7. III transactions
8. NICS transactions

Test transactions will not trigger any notifications nor will any delayed query processing occur following a test transaction. The test header which directs the transaction to the test database should be used; the operational database should not.

### **3. Delayed Inquiry**

User inquiries are stored in NCIC for 5 days. Entry or modification transactions received by NCIC are checked against the log of inquiries. If any match occurs, both the user entering or modifying a record and the user who made the initial inquiry are respectively advised by way of a delayed inquiry notification and a delayed inquiry hit response (both \$.H. messages). The following inquiries are not subject to delayed query processing:

1. SPRQ (Global Inquiry)
2. Batch Inquiry
3. Request for Benefits and Effectiveness
4. Request for Error Profile
5. Request for Usage Analysis

The Custom and Border Protection's ORI VAUSC6099 is exempt from a hit response on all NCIC files except the Gang File and Known and Appropriately Suspected Terrorist File or the Immigration Violator File.

For Protection Order File records, the \$.H. message will be returned only to the entering/modifying agency. The \$.H. message will be returned only if the entering/modifying and inquiring agencies are different.

### **4. Benefits and Effectiveness Data (NCIC 2000 Format Only)**

1. Benefits and effectiveness data are collected by the NCIC 2000 System to provide users with a means of collecting data associated with solving cases. Monthly summaries of benefits and effectiveness data may be obtained by performing an RBED transaction. Additional information can be found in the Other Transactions chapter.
2. Entry of benefits and effectiveness data is not mandatory. However, users are encouraged to include it in locate, clear, and cancel transactions as it provides valuable information.
3. When the NCIC 2000 System goes into statistics mode, the user will receive a \$.S. STATISTICS MODE NOTIFICATION. While NCIC 2000 is in statistics mode, the user will be reminded to enter benefits data by receiving a \$.R., TRANSMIT BENEFITS DATA NOTIFICATION, if benefits data were not included in the locate or clear transaction.
4. If a user obtains benefits data after a record has been cleared or located, there are two transactions available to add the benefits data to the previously cleared or

located records. Those are respectively an Enter Benefits Data after a Clear transaction (CRBD) and an Enter Benefits Data after a Locate transaction (LRBD). Additional details can be found in the Other Transactions chapter of this manual.

5. Entry instructions and valid codes for the benefits and effectiveness data fields can be found in Other Transactions, *NCIC 2000 Code Manual*.

## **5. Related Search (RSH)**

1. The Related Search (RSH) Field has a default value of N (No). When the field contains Y (Yes), NCIC 2000 conducts a secondary search for hits based on the ORI and OCA of the hit response obtained through a primary search. Because of this feature, it is recommended that agencies use caution in the assignment of the OCA to any record entered in the NCIC 2000 System. Unique OCA Numbers should be assigned to records associated with one ORI. This would prevent an agency from receiving a meaningless number of hit responses on any inquiry.

2. Agencies which have in the past reused the same OCA on multiple records may elect NOT to set the RSH Y in an inquiry. The NCIC 2000 System assigns a default value of N to this field. This will prevent a secondary search based on the ORI and OCA of the primary hit response and the retrieval of related cases based on the LKI and LKA Fields. This does not prevent other agencies, perhaps out of state, from inquiring using RSH value of Y and consequently retrieving inappropriately linked records.

3. Typical methods of generating a unique number include appending the date, or a portion thereof, onto the case number which is expanded to 20 characters in NCIC 2000.

## **SECTION 4--USER AGREEMENT**

### **SYSTEM RESPONSIBILITIES OF CONTROL TERMINAL AGENCY**

#### **4.1 INTRODUCTION**

The NCIC 2000 operates under a shared management concept between the FBI and state and federal users. The CJIS Advisory Policy Board established a goal of having a single state agency in each state assume responsibility as the Control Terminal Agency (CTA) for the state, through and by which NCIC 2000 System users in that state would access the various systems managed by the FBI CJIS Division. The CTA is responsible for planning necessary hardware, software, funding, and training for complete access to all FBI CJIS Division data services by all authorized agencies within the state.

#### **4.2 CRIMINAL JUSTICE INFORMATION SERVICES (CJIS) USER AGREEMENT**

The responsibility of the FBI CJIS Division is to provide state-of-the-art identification and information services to the local, state, federal, and international criminal justice community. The data provided by the information services administered and maintained by the FBI CJIS Division are routed to and managed in cooperation with the state Control Terminal Agency (CTA)/Control Terminal Officer (CTO) and Federal Service Coordinator (FSC) management structure. This information includes, but is not limited to, the Interstate Identification Index (III), National Crime Information Center (NCIC), Uniform Crime Reporting (UCR)/National Incident-Based Reporting System (NIBRS), and the Integrated Automated Fingerprint Identification System (IAFIS) programs.

In order to fulfill this responsibility, the FBI CJIS Division provides the following services to its users:

- operational, technical, and investigative assistance;
- telecommunications lines to state and federal interfaces;
- legal and legislative review of matters pertaining to III, NCIC, UCR/NIBRS, IAFIS, and other related services;
- timely information on all aspects of III, NCIC, UCR/NIBRS, IAFIS, and other related programs by means of operating manuals, code manuals, technical and operational updates, various newsletters, and other relative documents;
- training assistance and up-to-date materials provided to each designated CTO/FSC;
- ongoing assistance to System users through meetings and briefings with CTOs and FSCs to discuss operational and policy issues that affect the System;
- an advisory process through which users have input as to the policy and procedures governing the operation of CJIS programs;
- audit; and,
- staff research assistance.

The responsibilities of each designated CTO/FSC are detailed in the *Bylaws for the CJIS Advisory Policy Board and CJIS Working Groups* and several NCIC-related documents. This agreement outlines the responsibilities of each CTO/FSC as they relate to III, NCIC, UCR/NIBRS, IAFIS, and other related programs.

The concept behind a designated CTO/FSC is to unify responsibility for System user discipline and ensure adherence to System procedures and policies within each state or by each federal user. These individuals are ultimately responsible for planning necessary hardware, software, funding, and training for complete access to III, NCIC, UCR/NIBRS, IAFIS, and other related data services by authorized agencies.

The following documents are incorporated by reference and made part of this agreement:

- *Interstate Identification Index Operational and Technical Manual, NCIC 2000 Operating Manual, UCR Handbook*, and National Incident-Based Reporting System Volumes 1-4;
- Minutes of the CJIS Advisory Policy Board meetings;
- *Bylaws for the CJIS Advisory Policy Board and Working Groups*;
- *Title 28, Code of Federal Regulations, Part 20*;
- *CJIS Security Policy* to include all elements of the *NCIC Computerized Criminal History Program Background, Concept and Policy*;
- *A Policy and Reference Manual*;
- Recommended Voluntary Standards for Improving the Quality of Criminal History Record Information, NCIC Standards, and UCR Standards, as recommended by the CJIS Advisory Policy Board;
- Other relevant documents to include *NCIC Technical and Operational Update, CJIS Information Letter*, etc.; and,
- Applicable federal and state laws and regulations.

To ensure continued access as set forth above, the CTA/FSC agrees to adhere to all CJIS policies, including, but not limited to, the following:

1. The signatory state will provide fingerprints for all qualifying arrests either via electronic submission or fingerprint card that meet submission criteria. In addition, states will make their records available for interstate exchange for criminal justice and other authorized purposes and, when applicable, continue to move towards participation in III and the National Fingerprint File.
2. Appropriate and reasonable quality assurance procedures, e.g., hit confirmation, record timeliness, validation, etc., must be in place to ensure that only complete, accurate, and valid information is maintained in the System.
3. Biannual file synchronization of all information entered into the III by participating states.
4. Security - Each agency is responsible for appropriate security measures as applicable to physical security of terminals and telecommunications lines; personnel security to include background screening requirements; technical security to protect against unauthorized use; data security to include III use, dissemination, and logging; and actual security of criminal history records.

Additionally, each CTO/FSC must ensure that all agencies establish an information security structure that provides for an Information Security Officer (ISO).

5. Audit - Each agency shall be responsible for complying with all audit requirements. Each CTO/FSC is responsible for completing a triennial audit of all terminal agencies that access the System through the CTO's/FSC's lines.

6. Training - Each agency shall be responsible for training requirements including compliance with terminal operator training mandates.

7. Integrity of the System - In accordance with FBI CJIS Division/state policies.

### **ACKNOWLEDGMENT AND CERTIFICATION**

As a CTO/FSC serving in the CJIS System, I hereby acknowledge the duties and responsibilities as set out in this agreement. I acknowledge that these duties and responsibilities have been developed and approved by CJIS System users in order to ensure the reliability, confidentiality, completeness, and accuracy of all information contained in or obtained by means of the CJIS System. I further acknowledge that a failure to comply with these duties and responsibilities may subject our state/agency and those other state and local criminal justice users with System access to various sanctions as adopted by the CJIS Advisory Policy Board and approved by the Director of the FBI. These sanctions may include the termination of CJIS service.

As CTO/FSC serving in the CJIS System, I hereby certify that I am familiar with the contents of *Interstate Identification Index Operational and Technical Manual; NCIC 2000 Operating Manual; UCR Handbook*; National Incident-Based Reporting System Volumes 1-4; relevant Minutes of the CJIS Advisory Policy Board; *Bylaws for the CJIS Advisory Board and CJIS Working Groups; Title 28, Code of Federal Regulations, Part 20; CJIS Security Policy*; Recommended Voluntary Standards For Improving the Quality of Criminal History Record Information; NCIC Standards; UCR Standards; as well as applicable federal or state laws and regulations applied to III, NCIC, UCR/NIBRS, and IAFIS Programs for the dissemination of criminal history records for criminal and noncriminal justice purposes.

\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

### **CONCURRENCE OF AGENCY HEAD:**

\*

\_\_\_\_\_  
Signature

\*

Title \_\_\_\_\_ Date \_\_\_\_\_

**FBI CJIS DIVISION:**

\_\_\_\_\_  
Signature

Title \_\_\_\_\_ Date \_\_\_\_\_

\* If there is a change in CTO/FSC and/or agency head, the FBI Designated Federal Employee must be notified in writing 30 days prior to the change.

**SECTION 5--NCIC 2000 STANDARDS AND SANCTIONS**

**5.1 STANDARDS**

The use of "effective communications" to help the criminal justice community perform its duties not only means providing access to and obtaining detailed information from pertinent computerized databases, but also includes the amount of time required to access the databases. While an entry, inquiry, or update message may contain specific and detailed information, the message (communication) could be very ineffective if it cannot be transmitted to the data center and a response cannot be received from the data center within a reasonable amount of time. It is not uncommon to hear of a hit occurring minutes after the record was entered. Restrictions have also been placed on the amount of time that a person may be detained while an inquiry is being made to determine whether a record is on file in a database. The rapid transmission of messages is extremely important, and standards were prepared to ensure that messages are transmitted and processed within a reasonable amount of time.

To ensure the integrity of the System, certain policies and standards must be completed, adopted, and followed. Through these policies and standards, a tool of measurement is provided against which the CJIS APB can measure the performance of the component parts of the System as a whole. These policies and standards also must address the specific areas of complaint of the "special" case situations.

**5.2 STANDARDS FOR INQUIRY RESPONSE TIME - HOT FILES (NON-III) FOR SINGLE HIT/NO IMAGE RESPONSES**

**High-Speed Line - Computer Interface**

1. Average message response time for an inquiry from the CTA to NCIC 2000 and back to the CTA should not exceed 2 seconds.
2. Average message response time from a CTA to an agency interfaced with the CTA should not exceed 12 seconds after transmission of the inquiry, with 2 of the 12 seconds allocated to the

transmission to, processing by, and return of the response from NCIC 2000 as described in standard 1 above.

3. Average message response time for an end-user terminal interfaced with a local/regional system which is interfaced with a CTA should not exceed 22 seconds after the transmission of the inquiry, with 12 of the 22 seconds allocated to the transmission to, processing by, and return of the response from the CTA and NCIC 2000 as described in standards 1 and 2 above.
4. Average response time from any local/regional system or terminal interfaced directly with the NCIC 2000 computer (i.e., NCIC 2000 lines which terminate at an agency that is not a CTA) to an end-user terminal interfaced with the local/regional system shall not exceed 12 seconds, with 2 of the 12 seconds allocated to the transmission to, processing by, and return of the response from NCIC 2000 as described in standard 1.
5. An additional 10-second allowance can be made for additional network interfaces. These interfaces will include servers to local area or wide area networks, intranets, and wireless communication systems (commercial and private). For example, mobile units connected to a wireless communications system and then connected to a metropolitan server which is interfaced with the CTA and then connected to NCIC will be allowed a 32-second total response time from the initial inquiry.

**Note:** Average time should be based upon a compilation over a 28-day period. Abnormal operating times, such as during the installation of a new computer, should be excluded from the 1-month compilation.

### **5.3 STANDARDS FOR RESPONSE TIME - III**

1. Average message response time for an inquiry from the CTA to NCIC 2000 and back to the CTA should not exceed 5 seconds.
2. Average message response time from a CTA to an agency interfaced with the CTA should not exceed 15 seconds after transmission of the inquiry, with 5 of the 15 seconds allocated to the transmission to, processing by, and return of the response from NCIC 2000 as described in standard 1 above.
3. Average message response time for an end-user terminal interfaced with a local/regional system which is interfaced with a CTA should not exceed 25 seconds after the transmission of the inquiry, with 15 of the 25 seconds allocated to the transmission to, processing by, and return of the response from the CTA and NCIC 2000 as described in standards 1 and 2 above.
4. Average response time from any local regional system or terminal interfaced directly with the NCIC 2000 computer (i.e., NCIC 2000 lines which terminate at an agency that is not a CTA) to an end-user terminal interfaced with the local/regional system shall not exceed 15 seconds, with 5 of the 15 seconds allocated to the transmission to, processing by, and return of the response from NCIC 2000 as described in standard 1 above.

5. An additional 10 second allowance can be made for additional network interfaces. These interfaces will include servers to local area or wide area networks, intranets, and wireless communication systems (commercial and private). For example, mobile units connected to a wireless communications system and then connected to a metropolitan server which is interfaced with the CTA and then connected to NCIC will be allowed a 32 second total response time from the initial inquiry.

**Note:** Average time should be based upon a compilation over a 28-day period. Abnormal operating times, such as during the installation of a new computer, should be excluded from the one-month compilation.

#### **5.4 STANDARDS FOR RECORD ENTRY BY USER AGENCY**

1. Any agency having investigative authority and jurisdiction and having an FBI CJIS-assigned ORI must enter records into NCIC 2000 which meet NCIC 2000 criteria as soon as reasonably possible after the minimum data for entry is available.
2. The CTA shall be responsible for assuring that every agency which has a terminal or access to a terminal by some interagency agreement and has an FBI CJIS-assigned ORI and investigative authority and jurisdiction may enter records into NCIC 2000.
3. Every agency that enters records destined for NCIC 2000 must assure that hit confirmation is available for all records, except III records, 24 hours a day either at that agency or through a written agreement with another agency at its location.
4. Every agency is responsible for the removal of an NCIC 2000 record as soon as it is aware that the record is no longer valid.
5. Average message response time for an entry from the CTA to NCIC 2000 and back to the CTA should not exceed 5 seconds.
6. Average message response time from a CTA to an agency interfaced with the CTA should not exceed 20 seconds after transmission of the entry, with 5 of the 20 seconds allocated to the transmission to, processing by, and return of the response from NCIC 2000 as described in standard 5 above.
7. Average message response time for an end-user terminal interfaced with a local/regional system which is interfaced with a CTA should not exceed 35 seconds after the transmission of the entry, with 20 of the 35 seconds allocated to the transmission to, processing by, and return of the response from the CTA and NCIC 2000 as described in standards 5 and 6 above.
8. Average response time from any local/regional system or terminal interfaced directly with the NCIC 2000 computer (i.e., NCIC 2000 lines which terminate at an agency that is not a CTA) to an end-user terminal interfaced with the local/regional system shall not exceed 20 seconds, with 5 of the 20 seconds allocated to the transmission to, processing by, and return of the response from NCIC 2000 as described in standard 5 above.

## **5.5 STANDARDS FOR SYSTEM AVAILABILITY**

1. The NCIC 2000 System availability goals shall be 100 percent with 99 percent as minimum acceptable performance.
2. The CTA computer availability goals shall be 100 percent with 98 percent, as minimum availability time.
3. The local/regional computer availability goals shall be 100 percent with 96 percent as minimum.

## **5.6 STANDARD REGARDING EQUIPMENT AND TECHNOLOGY COMPATIBILITY**

Equipment and/or technological incompatibility shall not be sufficient justification for any agency to operate outside of the normal CTA configuration.

## **5.7 STANDARDS FOR SERVICES AVAILABILITY**

Those services provided by NCIC 2000 to the CTAs shall be provided by the CTAs to their users with the exception of:

1. Services specifically limited to CTAs by FBI CJIS policy.
2. Services which are restricted to certain users by nature of their governmental and/or criminal justice status, federal laws, and regulations governing access to certain types of NCIC 2000 services.
3. Services which may be contrary to a state law or executive order.

"Users" include those agencies having a direct telecommunications link with a CTA and any regional dispatch center, electronic switcher, satellite computer, or other computer interface, providing a telecommunications link to user agencies, as well as those agencies who have no telecommunications link but access a CTA via another user which has a tele-communications link. Any regional dispatch/communication center shall be required by the CTA to provide the same services to their users as those provided to them by the CTA.

Services include providing users with:

1. The capability of communicating with and receiving responses from all current and future NCIC 2000 files.
2. The capability to enter an NCIC 2000 record into all current and future NCIC 2000 files which:
  1. Meet the NCIC 2000 entry criteria for the file involved;
  2. Contain at least the minimum data required by NCIC 2000 for entry and up to

the maximum number of identifiers permitted in the record by NCIC 2000; and

3. Contain any of the codes or data permitted by NCIC 2000 in each of the fields.

3. Permission to enter a valid record regardless of the existence of any other record(s) already entered in NCIC 2000 by any other agency(s) for the person or property in question.

4. The capability to add information to, delete information from, and/or change information in a field(s) of an existing NCIC 2000 record.

5. The capability to remove a record from file when a record is determined to be invalid, e.g., the warrant which was the basis for an entry is dismissed or when the missing person or property which is the subject of the record is found.

6. The capability to place a locate against another agency's NCIC 2000 record, including records entered by agencies serviced by the same CTA as well as records entered by agencies serviced by another CTA.

The use of the above services by any user agency shall be in accordance with the instructions and procedures contained in the *NCIC 2000 Operating Manual*, the codes contained in the *NCIC 2000 Code Manual*, and new enhancements contained in NCIC 2000 Technical and Operational Updates, CJIS *Information Letter*, or any other official notification from the FBI CJIS Division.

## **5.8 INTRODUCTION TO NCIC 2000 SANCTIONS**

1. The sanctions process is an incremental procedure that progressively increases the repercussions for noncompliance with NCIC 2000 policy. A methodology has been established as outlined in Section 5.9 to address the NCIC 2000 sanctions process. Ultimately, purging of an agency's NCIC 2000 records and discontinuance of System access for an agency are the two ultimate sanctions available to FBI Criminal Justice Information Services (CJIS) Division management for enforcement of System policy and procedure.

2. The sanctions process will under normal circumstances begin after sanctionable findings are identified during the FBI CJIS Division's NCIC audit. Additionally, to ensure continued access to the NCIC, the Control Terminal Agency (CTA) agrees to adhere to all CJIS policies outlined in the CJIS User Agreement. By signing said agreement, the Control Terminal Officer (CTO)/Federal Service Coordinator (FSC) acknowledges responsibility for establishing procedures related to NCIC data quality, security, audit, training, and system integrity. Furthermore, by signing the CJIS User Agreement, the CTO/FSC acknowledges that failure to comply with the CJIS User Agreement subjects the agency to sanctions by the CJIS Advisory Policy Board (APB) which may include the termination of CJIS services.

## **5.9 SANCTIONS**

The FBI CJIS Division's staff performs quality control checks of NCIC 2000 data. CTAs with serious errors as outlined in the *NCIC 2000 Operating Manual* (December 1999), Section 3.3, Introduction will receive an NCIC-generated message (\$.E.--cancel record) via the National Law Enforcement Telecommunication System, Inc., which may require subsequent redirection to the offending agency. The CTA is required to maintain a copy of these messages for follow-up for a minimum of three years. Failure by the CTA to follow up with the offending agency may be addressed during the CTA's next triennial FBI CJIS audit.

FBI CJIS Division staff will send correspondence to CTAs outlining nonserious errors (e.g., improperly placed locates) with a request for the CTA to address the problems noted. The CJIS Audit Unit (CAU) will follow up on the correspondence during triennial audits.

Subsequent to each triennial CTA audit conducted by the CAU, a report of identifiable deficiencies shall be presented to the APB's Ad Hoc Sanctions Subcommittee. If the Subcommittee deems that the deficiencies are severe enough to merit redress, a sanction letter shall be sent to that CTA. The criteria used by the Subcommittee to determine whether or not to implement the sanction process is as follows:

1. Deficiencies that shall be referred to the Sanctions Subcommittee for consideration of implementing the sanction process are as follows:

a. Extremely high Wanted Person/Vehicle File composite error rate. Extremely high will be measured against the national composite error rate to determine how many standard deviations the CTA is from the mean national composite error rate. (Refer to Section 5.9a for an explanation on computing the mean error rate and standard deviations.)

b. Extremely high Missing Person File or Protection Order File error rate. Extremely high will be measured against the national error rate for the particular File determining how many standard deviations the CTA is from the mean for the national error rate for the particular File.

c. Interstate Identification Index (III) misuse.

2. Additional deficiencies, while not as severe as those mentioned above, that shall also be referred to the Sanctions Subcommittee for consideration of implementing the sanction process are as follows:

a. Marginally high Wanted Person/Vehicle File composite error rate. Marginally high will be measured against the national composite error rate to determine how many standard deviations the CTA is from the mean national composite error rate.

b. Marginally high Missing Person File or Protection Order File error rate. Marginally high will be measured against the national error rate for the particular File determining how many standard deviations the CTA is from the mean for the national error rate for the particular File.

c. Lack of compliance with training requirements.

d. Lack of compliance with CTA audit requirements.

e. Lack of compliance with validation requirements.

f. III mandatory Attention Field misuse.

g. Failure to submit fingerprint cards to FBI for system operators.

h. Improper disposal of III data.

i. Lack of compliance with dial-up access requirements.

j. Lack of compliance with Internet access requirements.

k. Lack of compliance with security requirements as outlined in the *CJIS Security Policy*.

l. Other aggravating circumstances affecting proper use of FBI CJIS Division policy not specifically delineated here.

Should the Subcommittee decide that audit deficiencies fall into criteria 1 and/or 2 and require a sanction, the Subcommittee shall recommend to the APB that a progressive series of steps be invoked against the CTA, including the termination of CJIS System access. Under these circumstances, the following progressive actions shall be initiated by the Subcommittee with the concurrence of the APB, or at a minimum, the APB Chair and the FBI Director:

1. An initial sanction letter shall be sent from the Subcommittee to the CTA identifying deficiencies found during the audit process. The letter shall direct the CTA to submit a response in writing to the Subcommittee outlining a course of action to correct the deficiencies. The CTA will be provided 30 days from the date of the letter to respond to all sanction items unless the Subcommittee and/or FBI CJIS Division management require a more expeditious response.

2. If the initial response to the sanction letter is deemed insufficient or no response is received within the allotted time, a letter shall be sent to the agency head of the CTA, with a copy to the CTO/FSC, requesting the agency head's assistance in correcting the deficiencies with no threat to terminate service but placing the agency on probationary status. A response to the Subcommittee letter

is required from the agency head within 10 days from the date of the letter unless the Subcommittee and/or FBI CJIS Division management require a more expeditious response.

3. If the response to the letter to the agency head is deemed insufficient or no response is received within the allotted time, a letter shall be sent to the governor or federal agency department head overseeing the CTA, requiring a response to stated deficiencies within 20 days of the date of the letter, and stating that if the response is insufficient, service will be terminated. If the response to the letter to the governor or federal agency department head is deemed insufficient or no response is received within the allotted time, service to NCIC will be terminated, and all of the CTA's records will be purged from NCIC.

4. Reinstatement of NCIC service will occur after the CTA provides satisfactory documentation that its deficiencies have been corrected. Upon satisfactory proof that the offending CTA has corrected its deficiencies, the APB in concurrence with FBI CJIS Division management or the FBI independently may reinstate the CTA.

It should also be noted that dependent upon the severity of identifiable deficiencies, the Sanctions Subcommittee, with concurrence of the APB Chair, may recommend that the FBI take action against a CTA and/or an individual agency to immediately discontinue NCIC service. This could include eliminating any of the above-listed steps to expedite a resolution of the deficiency. FBI CJIS Division executive-level management could also take such action in concert with the Subcommittee and the APB Chair or, if needed, the FBI could independently take appropriate action to ensure System integrity.

## **SECTION 5.9a -- COMPUTATION OF A MEAN ERROR RATE AND STANDARD DEVIATION**

Prior to reaching a decision to recommend sanctions, the CAU considers many factors that affect the quality of data received by the FBI. The auditors make every effort to evaluate the data based on objective criteria. For example, one procedure is to compare a CTA's error rate with the national average error rate. This analytical comparison creates a measure of reasonable limits for error rates based on the combined rates for all of the Nation's agencies.

The first step in the analysis is to compute the national mean error rate, or average, which is the sum of all CTA's error rates divided by the number of CTAs in the audit cycle. This is a one-number summary of the Nation's error rates. For example, three CTAs have error rates of 2.0, 4.0, and 6.0, or a mean discrepancy rate of 4.0:

$$2.0 + 4.0 + 6.0 = 12.0; \\ 12.0 / 3 \text{ (the number of CTAs)} = 4.0$$

Once the national mean error rate is computed, the CAU computes the national standard deviation. This number represents the average diversion of CTA error rates from the national

mean. It is derived by subtracting the mean from each CTA's rate, squaring the results, and summing the results of all CTAs. The result is called the sum of squares. The sum of squares is then divided by the number of CTAs in the cycle minus one, which creates the variance. The standard deviation is finally computed by taking the square root of the variance. For example, the following computation yields a standard deviation of 2.0 for the numbers 2.0, 4.0, and 6.0.

CTA	Error Rate	Error Rate - National Average	The Difference Squared
1	2.0	$2.0 - 4.0 = -2.0$	$(-2.0)^2 = 4.0$
2	4.0	$4.0 - 4.0 = 0.0$	$(0.0)^2 = 0.0$
3	6.0	$6.0 - 4.0 = 2.0$	$(2.0)^2 = 4.0$
National Average = 4.0			Sum of Squares = 8.0

$$8 / 2 (\text{number of CTAs} - 1) = 4$$

After the audit process, CTA error rates can be compared to the national mean error rate by applying the Central Limit Theorem to the audit results. The Central Limit Theorem assumes that the distribution of the CTA and agency error rates fall under a bell-shaped curve and that the majority of rates will be close to the national mean error rate. The theory predicts 68 percent of the CTA's error rates will fall within one standard deviation of the mean. This theory also estimates that 95 percent of the agencies fall between two standard deviations of the mean.

For example, if the mean error rate is 5.0 percent and the standard deviation is 1.5, then it is expected that 68 percent of the CTAs would have error rates between 3.5 and 6.5 percent. Likewise, the CAU would expect that 95 percent of agencies will have discrepancy rates between 2.0 and 8.0 percent. Numbers that are greater than or less than two standard deviations from the mean are typically referred to as statistical "outliers" or anomalies as they do not represent the typical occurrence in the sample or population.

When comparing CTAs' error rates to the national average, those whose error rates are greater than one standard deviation from the national error rate are rated as marginally high. Those whose error rates are greater than two standard deviations from the national error rate are judged to be extremely high.

## SECTION 6--CONTACT INFORMATION

The FBI CJIS Division sends International Justice and Public Safety Network (NLETS) Administrative Messages to notify states of the NCIC System issues and activity on criminal history records linked to NCIC records.

### 6.1 CJIS SYSTEMS AGENCIES (CSAs)

<b>State/Territory</b>	<b>ORI</b>	<b>State/Territory</b>	<b>ORI</b>
Alabama	AL003065Y	Nevada	NV0189900
Alaska	AKAST0102	New Hampshire	NHNSP0010
Arizona	AZACSPX00	New Jersey	NJNSP01T6
Arkansas	AR060015Y	New Mexico	NMNSP0000
California	CA0349400	New York	NY1010000
Colorado	COBBI0000	North Carolina	NCDCI0000
Connecticut	CTCSP0000	North Dakota	NDRCD0000
Delaware	DEDSP0000	Ohio	OHOHP0030
District of Columbia	DCMPD0000	Oklahoma	OKOLETS00
Florida	FL03701F3	Oregon	OR024015Y
Georgia	GAGBI0051	Pennsylvania	PAPSP0000
Guam	GM001055J	Puerto Rico	PRPPR0000
Hawaii	HI002015Y	Rhode Island	RIRSP0052
Idaho	ID001015Y	South Carolina	SCLED00A2
Illinois	IL0849600	South Dakota	SD032105Y
Indiana	INISP0007	Tennessee	TNTBI0000
Iowa	IADPS0000	Texas	TX00000000
Kansas	KSKHPQ000	U.S. Virgin Islands	VI0010000
Kentucky	KYKSP0000	Utah	UTBCI0000
Louisiana	LALSP0000	Vermont	VTVSP0000
Maine	MEMSP0000	Virginia	VAVSP0000
Maryland	MDMSP0006	Washington	WAWSP0000
Massachusetts	MAMSP0030	West Virginia	WVWSP0000
Michigan	MI3300203	Wisconsin	WI013245Y
Minnesota	MNBKA0000	Wyoming	WY0110400
Mississippi	MSMHP0000	Royal Canadian Mounted Police	ON1000000
Missouri	MOMHP0040		
Montana	MT025015Y		
Nebraska	NBNSP0D00		

<b>Federal Agency</b>	<b>ORI</b>
Administrative Office of the US Courts	DC001057J

Custom and Border Protection	VAUSC6000
El Paso Intelligence Center	TXEPI0000
Immigration and Customs Enforcement	VTICE0900
Naval Criminal Investigative Service	DCNIS1000
Transportation Security Administration	DCTSA0000
U.S. Air Force	MDOSI0100
U.S. Department of the Interior	DCDI01200
U.S. Army	VAUSA1800
U.S. Capitol Police	DCCAP0000
U.S. Coast Guard	DCCG001J0
U.S. Department of Justice	DCDOJ0000
U.S. Department of State	DCDOS0000
U. S. Postal Inspection Service	DCPO00020
U.S. Secret Service	DCSS17700

## Section 6.2 -- STATE IDENTIFICATION BUREAUS (SIBs)

State/Territory	ORI	State/Territory	ORI
Alabama	ALAST0000	Montana	MT025025Y
Alaska	AK020055Y	Nebraska	NBNSP0000
Arizona	AZCCHPX00	Nevada	NV0131700
Arkansas	ARASP1300	New Hampshire	NHNSP0000
California	CA0349400	New Jersey	NJNSP0200
Colorado	COBBI0000	New Mexico	NMNSP0000
Connecticut	CTCSP0100	New York	NY001015Y
Delaware	DEDSP0000	North Carolina	NCBCI0000
District of Columbia	DCMPD0000	North Dakota	NDBCA0000
Florida	FL0370100	Ohio	OHBCI0000
Georgia	GAGBI0000	Oklahoma	OKOBI0000
Guam	GM001055J	Oregon	OROSBI000
Hawaii	HI002015Y	Pennsylvania	PAPSP0000
Idaho	ID001015Y	Puerto Rico	PRPPR0000
Illinois	IL0998900	Rhode Island	RI004015Y
Indiana	INISP0000	South Carolina	SCLED0000
Iowa	IADCI0000	South Dakota	SDDCI0000
Kansas	KSKBI0000	Tennessee	TNTBI0000
Kentucky	KYKSP0000	Texas	TX00000000
Louisiana	LALSP0000	U.S. Virgin Islands	VI0010000
Maine	MESPSBI00	Utah	UTBCI0000
Maryland	MD004445Y	Vermont	VTVSP0000
Massachusetts	MA0131100	Virginia	VAVSP0000
Michigan	MI3300600	Washington	WAWSP0000
Minnesota	MNBCA0000	West Virginia	WVWSP0000
Mississippi	MSMHP0000	Wisconsin	WI013015Y
Missouri	MOMHP0000	Wyoming	WY0110400

### Section 6.3 -- STATE/TERRITORY SEX OFFENDER REGISTRIES (SORs)

State/Territory	ORI	State/Territory	ORI
Alabama	ALAST0047	Montana	MT025035Y
Alaska	AKAST1500	Nebraska	NBNSP0003
Arizona	AZDPS1900	Nevada	NV0131700
Arkansas	AR060015Y	New Hampshire	NHNSP1400
California	CA0349428	New Jersey	NJNSP0230
Colorado	COBBI0000	New Mexico	NMNSP0000
Connecticut	CTCSP3900	New York	NY001015Y
Delaware	DEDSP0000	North Carolina	NCDCI0000
District of Columbia	DCMPD0000	North Dakota	NDBCA0000
Florida	FL0370100	Ohio	OHBCI0000
Georgia	GAGBI0027	Oklahoma	OK055075C
Guam	GM001085J	Oregon	OROSP5900
Hawaii	HI002015Y	Pennsylvania	PAPSPBC00
Idaho	ID001105Y	Puerto Rico	PRPPR0000
Illinois	IL0842503	Rhode Island	RIRSP0000
Indiana	IN049065C	South Carolina	SCLED0000
Iowa	IADCI0006	South Dakota	SDDCI0062
Kansas	KSKBI0000	Tennessee	TNTBI0000
Kentucky	KYKSP3600	Texas	TX00000000
Louisiana	LALSP0001	U.S. Virgin Islands	VI001057A
Maine	MESPSBI00	Utah	UT018215C
Maryland	MD003105Y	Vermont	VTVSP0000
Massachusetts	MACJIS100	Virginia	VAVSP0000
Michigan	MI3300636	Washington	WAWSP0000
Minnesota	MNBCA0000	West Virginia	WVWSP0089
Mississippi	MSMHP0000	Wisconsin	WI013135C
Missouri	MOMHP0001	Wyoming	WY0110411

Listings of the CJIS Systems Officers, SIB Chiefs, and SOR points of contacts, their addresses, telephone and facsimile numbers, and e-mail addresses are available on the CJIS home page via Law Enforcement Online (LEO). The CJIS home page is accessible as a Public Special Interest Group. LEO provides secure communications for the law enforcement, criminal justice, and public safety communities. To request an application for LEO membership, contact the FBI by telephone at (304) 625-5555 or by e-mail at [leoprogramoffice@leo.gov](mailto:leoprogramoffice@leo.gov).

### 6.4 FBI TELEPHONE AND ORI LIST

Office	Telephone	ORI	E-mail Address
CJIS Division Main Switchboard	304-625-2000		
CJIS Audit	304-625-3020	DCFBIWA03	<a href="mailto:acjis@leo.gov">acjis@leo.gov</a>
Interstate Identification Index	304-625-3652	DCFBIWA10	

NCIC Administrative Offices	304-625-2753	DCFBIAV3	citupds@leo.gov
<b>NCIC OPERATIONS</b>			
Code Assignments	304-625-3000	DCFBIAQ9	ioau@leo.gov
Network Operations Center	304-625-3030		
Off-line Search	304-625-3000	DCFBIAQ9	ioau@leo.gov
ORI Assignments/ Modifications	304-625-3598/4543	DCFBIA37	ori@leo.gov
Quality Control/Data Integrity	304-625-3020	DCFBIA03	acjis@leo.gov
Publications	304-625-4995		cjis_comm@leo.gov
Research and Development	304-625-2753	DCFBIAV3	citupds@leo.gov
Systems Security	304-625-2000		
Telecommunications and Network Planning	304-625-2753	DCFBIAV3	citupds@leo.gov
Training	304-625-4801 877-FBI-NCIC (toll free) (324-6242)	DCFBIWAN1	tseu@leo.gov

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## **SECTION 1--INTRODUCTION**

### **1.1 GENERAL INFORMATION**

The Article File is supplemented by Article Data Codes found in the Article Name Dictionary contained in the *NCIC 2000 Code Manual*,

### **1.2 CRITERIA FOR ENTRY**

1. Records for stolen articles can be entered into the Article File if a theft report has been made and the following circumstances are met:

1. A record for any item in the theft report which is valued at \$500 or more and has a unique manufacturer-assigned serial number and/or an owner-applied number may be entered. Office equipment, television sets, and bicycles may be entered regardless of value.

2. If the aggregate value of property taken in one theft exceeds \$5,000, a record for any item in the theft report, regardless of value, having a unique manufacturer-assigned serial number and/or an owner-applied number may be entered.

3. A record for any item in the theft report, regardless of value, having a unique manufacturer-assigned serial number and/or an owner-applied number may be entered if:

1. The circumstances of the theft indicate that there is a probability of interstate movement. Or

2. The seriousness of the crime dictates that an entry should be made for investigative purposes

2. Stolen or lost credit cards, bank drafts, Automated Teller Machine (ATM) cards, and checks, including cashier, certified, company, government (local, state, and federal), bank officer, personal, and U. S. Treasury, are **not to be entered** in the NCIC 2000 Article File or any other NCIC 2000 file.

For information about the status of three major credit cards, law enforcement personnel can call the following telephone numbers:

American Express    800 528-4800  
Master Card         800 231-1750

Visa        800 367-8472

3. Agencies must have documentation (electronic or hard copy) on file to support an article entry. Only the agency holding the theft report and having primary jurisdiction over the place of actual theft can make an NCIC entry. An exception is that any criminal justice agency or regional dispatch center may act as holder of the record for another agency which has no telecommunications equipment. When such an entry is made, the agency holding the record

should place its own ORI in the ORI Field only when there is written agreement between the two agencies which delineates the legal responsibility for the record. Additional information concerning these responsibilities can be found in the Introduction of this manual.

4. The U.S. Customs Service (USCS) can make entries for property stolen abroad that has a high likelihood of being transported into the United States. Once making the entry, the USCS will be holder of the record and will be responsible for maintaining, canceling, and confirming it.

5. A record for a lost Public Safety, Homeland Security, or Critical Infrastructure item of identification (category Q) or equipment (category Z) may be entered in NCIC if the entering agency has supporting documentation.

### **1.3 MESSAGE KEY (MKE) CODES**

<b>Message</b>	<b>MKE</b>	<b>Translation</b>
Entry	EA	STOLEN ARTICLE
	ELA <sup>1</sup>	LOST ARTICLE
	EAA	STOLEN ARTICLES
	ELAA <sup>1</sup>	LOST ARTICLES
Modify	MA	
	MLA <sup>1</sup>	
	MAA	
	MLAA <sup>1</sup>	
Cancel	XA	
	XLA <sup>1</sup>	
	XAA	
	XLAA <sup>1</sup>	
Inquiry	QA	
	ZA	
	QAB	
Locate	LA	LOCATED STOLEN ARTICLE
	LLA <sup>1</sup>	LOCATED LOST ARTICLE
	LAA	LOCATED STOLEN ARTICLES
	LLAA <sup>1</sup>	LOCATED LOST ARTICLES
Clear	CA	
	CLA <sup>1</sup>	
	CAA	
	CLAA <sup>1</sup>	

<sup>1</sup>Only valid for category Q and Z records.

If the article entered in a single stolen article record should be held for latent fingerprint examination, -P should be entered as part of the MKE. For example, EA-P translates to STOLEN ARTICLE - HOLD FOR LATENTS.

### **1.4 RECORD RETENTION PERIOD**

1. An article record containing a TYP Field code beginning with "Q", "T", or Z will be retained in the NCIC Article File until it is cleared or canceled by the originating agency. All other article records are retained for the balance of the year entered plus an additional year. Following expiration of this retention period, the record is automatically retired.
2. An exception to record retention periods will occur in the event a serious error is detected in the record on file. Additional details concerning serious errors can be found in the Introduction chapter of this manual.
3. Ten days after the article(s) in a record is reported located, it is retired.

## **1.5 VALIDATION**

Article File records containing a TYP Field code beginning with "Q", "T", or "Z" must be validated. There is no validation requirement for other Article File records. For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

## **1.6 MESSAGE FIELD CODES AND EDITS**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
BRA	Brand Name	Hyphens are permitted. Cannot be all X, Y, Z, L, UNK, UNKN, UNKNOWN, or NONE. NO BRA must be entered when brand name is unknown or unavailable.
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one
DOR	.Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
MIS	Miscellaneous	Free text.
MKE	Message Key	Must be a valid message key.

MOD	Model	Must be only alphabetic or numeric characters with intervening blanks.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (A in the Article File) followed by nine numeric characters automatically assigned by NCIC 2000 to each accepted record. Must have valid check digits when used to identify a record in a subsequent transaction.
OAN	Owner-applied Number	Single zero only, run of zeros only, single alphabetic only, or a run of repeated alphabetics cannot be used. Cannot be identical to SER. Cannot be used in an entry or modification of a consecutively serialized group of article records.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
ORI	Originating Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
RCA	Recovering Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen
RRI	Recovering Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
SER	Serial Number	Single zero only, run of zeros only, single alphabetic only, or a run of repeated alphabetics cannot be used. Cannot be identical to OAN. Sequential entries must have a single hyphen separating the serial numbers.
TYP	Type	Consists of one alphabetic character which is used to categorize the item of property and four to six alphabetic characters (the article name code) that describe the item. If the first character is other than Y, then the code used must be one listed in the Article Name Dictionary found in the <i>NCIC 2000 Code Manual</i> , Article Data Codes. Spaces are not allowed.

#### **NCIC 2000-formatted Messages May Also Contain the Following Fields:**

HMC Hazardous Free text.

	Material Container	
IMN	Image NCIC Number	A self-checking number consisting of an alphabetic character (I in the Image file) followed by nine numeric characters automatically assigned by NCIC 2000 to each accepted record. Must have valid check digits when used to identify a record in a subsequent message.
IMT	Image Type	Must be an I when deleting an association to an image.
IND	Image Indicator	Must be Y or N.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System).
LKI	Linkage Agency Identifier	Must be a valid NCIC-assigned ORI.
LOT	Lot Number	Free text.
NOA	Notify Originating Agency	Must be Y or N. Field will default to N if left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating stolen article. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
NPF	Number of Missing Persons	First three characters must be numeric. Fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in NCIC 2000. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
OPT	Opt Type	Must be either IN, OUT, or a valid Gregorian date (YYYYMMDD) greater than current date.
PLI	Partial Lot Indicator	Must be T, Z, C or P.
RPP	Reason for Property Record Removal	Must be a valid NCIC 2000-assigned code as listed in the Introduction chapter of this manual.
RSH	Related Search Hit	Must be Y or N.
UNN	United Nations Number	Can be entered only if the first character of TYP is T or Z. Must be numeric code as maintained in the NLETS Hazardous Material File.
VLN	Name of Validator	Any valid characters representing validator.
VNP	Value of Recovered Property	Fair market value (in whole dollars) of the recovered stolen article identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating the stolen article identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is

		OTHER MEANS or PREVIOUSLY RECOVERED.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating stolen article which is identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

## **1.7 CRITERIA FOR REJECTING DUPLICATE RECORDS**

1. If data in the SER and/or OAN and the TYP, BRA, ORI, and OCA Fields of a stolen or lost article message are the same as those field codes of a record already on file in NCIC, the second entry will be rejected with message REJECT ON FILE. Whenever the message REJECT ON FILE is sent, the record on file will also be transmitted.
2. A duplicate record will be accepted if the ORI or the OCA in the second entry is different. If accepted, the first entry (record on file) will be furnished.
3. When there are three or more article records on file with matching data in the SER Field, the TYP Field, and the BRA Field, the FBI CJIS staff cancels the nonunique serial number records and enters an ATTENTION message containing the same SER, TYP, and BRA. Any subsequent entry with the same SER, TYP, and BRA will be rejected as follows:

**REJECT SERIAL NUMBER IS NOT UNIQUE, SEE FOLLOWING:**

**\*\*ATTENTION\*\***

IF SER/XXXXXXX-20-XXXXXXX IS FOR TYP/XX-7-XX,  
AND BRA/XX-6-X, IT IS NOT UNIQUE ACCORDING TO NCIC  
QUALITY CONTROL. ASCERTAIN CORRECT SERIAL NUMBER.  
1N01HEADER.EA.MD1012600.CPROJEC.XXXXXXX-20-XXXXXXX.B HOWE.32S.MD

The same reject message and caveat will be furnished to any modify transaction resulting in duplicate SER, TYP, and BRA.

## **1.8 IMAGE CAPABILITY**

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC 2000.

## **SECTION 1.9 -- INVESTIGATIVE INTEREST**

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC 2000.

## **SECTION 2--ENTRY**

### **2.1 EXAMPLE OF A SINGLE ARTICLE ENTRY**

1N01HEADER.EA.MD1012600.CPROJEC.123456789.B HOWE.32S.  
MD6810122.19990922.OCA123456...SLIDE PROJECTOR.Y

**Acknowledgment:**

1L01HEADER  
MD1012600  
NIC/A000039206 SER/123456789  
OCA/OCA123456

**2.2 MESSAGE FIELD CODES FOR SINGLE ARTICLE ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
TYPE	MANDATORY	TYP	4-7	ALPHABETIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
BRAND NAME	MANDATORY	BRA	2-6	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MODEL	OPTIONAL	MOD	1-9	ALPHABETIC, NUMERIC
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKAGE AGENCY IDENTIFIER	OPTIONAL	LKI*	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	OPTIONAL	LKA*	1-20	ALPHABETIC, NUMERIC, SPECIAL

				CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-50 1-200*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA*	1-1	ALPHABETIC
LOT NUMBER	OPTIONAL	LOT*	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
HAZARDOUS MATERIALS CONTAINER	OPTIONAL	HMC*	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PARTIAL LOT INDICATOR	OPTIONAL	PLI*	1-1	ALPHABETIC
UNITED NATIONS NUMBER	OPTIONAL	UNN*	4-4	NUMERIC
OPT TYPE	MANDATORY	OPT*	2-3 8-8	ALPHABETIC NUMERIC (DEFALT=OUT)

\*NCIC 2000 format only

### **2.3 MANDATORY FIELDS FOR SINGLE ARTICLE ENTRY**

1. The following fields are mandatory for acceptance of a single stolen article entry in NCIC: HDR, MKE, ORI, TYP, BRA, DOT, OCA, OPT, and either a unique manufacturer-assigned SER or an OAN.

The same fields are mandatory for a lost article record to be accepted. The date of loss should be used in the DOT Field.

2. An entry can include both the SER and OAN Fields; however, these two numbers cannot be the same.
3. The entry will be rejected if one of the mandatory fields is left blank or the transaction is not completed.

### **2.4 ADDITIONAL GUIDELINES FOR SINGLE ARTICLE ENTRY**

1. The originating agency must account for all fields in the article record. All available data called for by the record format must be entered when the original entry is made. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MA or MLA).

2. A separate entry is to be made for each item taken in a multiple theft, such as a television and stereo stolen from one apartment. The MIS Field should be used to cross-reference the related entries; for example, the MIS Field of the television entry might read SEE NIC/A000012696, and the MIS Field of the stereo entry might read SEE NIC/A000012698.
3. For training and administrative purposes, agencies may enter test records into NCIC 2000 by using the header TL01 (NCIC) or TN01 (NCIC 2000). The test records will not generate any notifications nor will batch processing be performed in the test system.

## **2.5 MESSAGE FIELD EDITS FOR SINGLE ARTICLE ENTRY**

### **1. TYPE (TYP) FIELD**

The code used in the TYP Field must be at least four characters with no punctuation or spaces between characters.

The TYP Field is divided into two parts:

#### **1. Category Code**

A unique alphabetic character assigned to each of the major classifications of articles listed in Article Data Codes, *NCIC 2000 Code Manual*.

#### **2. Article Name Code**

1. The Article Name Dictionary, included in the *NCIC 2000 Code Manual*, Article Data Codes, should be used for Article File entries and inquiries.
2. The article name code follows immediately after the category code best classifying the article with no space between the category code and the article name code.
3. If an article is not published in the Article Name Dictionary, it must be entered with category code Y and the following procedures apply:
  1. The complete name of the article must be used if possible. If the article name is one word of more than six letters, the **first six letters** in the article name must be used.
  2. An article name which is **two words** must be treated as one word.
  3. If an article name is **three words**, the initials of the first two words and the first four letters of the last word must be used.
  4. The entry will be rejected if the TYP code begins with an alphabetic character other than Y and is not a code listed in the Article Name Dictionary.

### **2. SERIAL NUMBER (SER) FIELD**

1. A serial number must be entered omitting spaces, hyphens, and symbols. If the serial number exceeds 20 characters, the rightmost 20 characters should be entered in the SER Field, and the complete serial number should be entered in the MIS Field.

2. Alphabetic characters which are part of the serial number should be included. The true (manufacturer) serial number of the article, not a component or part number, must be entered.
3. If the number applied by the manufacturer of an article is not unique, but rather a model number, stock control number, etc., the article should not be entered.
4. An owner-applied identification number which has been assigned in connection with a theft prevention program must not be entered as a serial number but should be entered in the OAN Field.

### 3. BRAND NAME (BRA) FIELD

1. The BRA Field must contain a minimum of two alphanumeric characters and cannot contain more than six alphanumeric characters. A hyphen is the only special character allowed in this field. The words AND, COMPANY, CORPORATION, INCORPORATED, LIMITED, and the ampersand are not considered part of the actual brand name.
2. BRA Field codes are listed in Article Data Codes, *NCIC 2000 Code Manual*.
3. If the brand name is not listed in the *NCIC 2000 Code Manual*, the following instructions apply:

If the brand name consists of :

1. A single word, the first six letters of the name must be used.
  2. Two words, the first letter of the first word, followed by a space, and then the first four letters of the second word should be entered.
  3. Three words, the first letter of the first word must be used, followed by a space, then the first letter of the second word followed by a space, and then the first two letters of the last word.
  4. An initial and one word, the initial, followed by a space, and the first four letters of the word must be used.
  5. Two initials and one word, the first initial, followed by a space, then the second initial followed by a space, and then the brand name must be used.
  6. Initials, the initials are to be entered omitting spaces and periods.
- 
4. The BRA Field in an entry for stolen livestock must contain the breed of the animal. The above coding instructions apply
  5. The BRA Field in an entry for a state auto inspection sticker or a license plate renewal tab should contain the appropriate Two-character code for the state issuing the sticker or tab.
  6. When stolen property does not have a brand name or if the brand name is unknown, the code NO BRA must be entered in the BRA Field. A complete description of the stolen article should be placed in the MIS Field when this code is used.
  7. If the stolen or lost property is issued by a government or military agency, the BRA Field should identify that agency, e.g., U.S. Army, FBI, etc. This applies to items such as badges

or credentials.

#### 4. MODEL (MOD) FIELD

The model number or model name should be entered in the MOD Field, which has a maximum of nine characters.

The following guidelines apply.

##### 1. If the model number:

1. Exceeds nine characters, only the last nine characters must be used, with the complete model number shown in the MIS Field. For example, model number 12345678987 would be entered in the MOD Field as 345678987. The complete model number (12345678987) should be entered in the MIS Field.
2. Is a single word, only the first nine letters should be used.
3. Consists of two words, the first letter of the first word, followed by a space, and the first seven letters of the second word should be entered.
4. Consists of three words, the first letter of the first word, space, the first letter of the second word, space, and the first five letters of the third word should be entered.
5. Consists of an initial and one word, the first initial, space, and the first seven letters of the word should be entered.
6. Consists of two initials and one word, the first initial, space, second initial, space, and the first five letters of the word should be entered.

##### 2. Model names consisting of alphabetic characters only should be entered omitting spaces and periods.

##### 3. If none of the preceding instructions apply because there is no model name or number, the composition, design, size, style, type, or use should be entered. For example:

lady's wristwatch	MOD/L WRIST
19-inch TV	MOD/19 INCH
paper shredder	TYP/ESHREDD with MOD/PAPER
carpet shredder	TYP/ESHREDD with MOD/CARPET

##### 4. The MOD Field in an entry for stolen livestock should contain the sex and age indicated by words such as bull, calf, steer, boar, sow, hog, mare, gelding, or stallion, etc.

##### 5. The MOD Field in an entry for stolen state auto inspection sticker or a license plate renewal tab should contain the month and last two digits of the year of expiration; for example, SEPT 99.

#### 5. OWNER-APPLIED NUMBER (OAN) FIELD

1. An OAN which has been assigned in connection with a theft prevention program may be

entered in the OAN Field.

2. An OAN must be entered omitting spaces, hyphens, and symbols.
3. Alphabetic characters which are part of the OAN should be included in the field.

## 6. MISCELLANEOUS (MIS) FIELD

The MIS Field consists of a maximum of 200 characters (NCIC 2000) or 50 characters (NCIC) which should be used in the following instances:

1. To further describe the stolen or lost article.
2. To describe the location of the serial number and/or owner-applied number on an item of property.
3. To provide a complete description of the stolen article when the code NO BRA is used in the BRA Field.
4. If the serial number exceeds 20 characters in which case the rightmost 20 characters should be entered in the SER Field, and the complete serial number should be entered in the MIS Field.
5. To contain the complete model number if it contains more than nine characters and the last nine have been entered in the MOD Field.

This information should be entered in easily readable, abbreviated language. For example:

OAN ENGRAVED ON BACK RADIO  
OAN IS OP ID NO  
SER TAG ON LEFT EAR

6. When an agency believes that notification each time its record is hit will provide investigative leads, the entering agency should place the code NOAH (Notify ORI of All Hits) in the MIS Field (NCIC) or set the NOA Field to Y (NCIC 2000).

## 7. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

### **2.6 NCIC 2000 MESSAGE FIELD EDITS FOR SINGLE ARTICLE ENTRY**

#### 1. TYPE (TYP)

##### **Category Code**

Category code of T is available for the entry of stolen toxic, hazardous article records. Category code Z is used for the entry of stolen or lost Public Safety, Homeland Security, or Critical Infrastructure equipment or toxic or hazardous article records.

To obtain additional information on Toxic and Hazardous Chemicals, agencies should contact the Chemical Transportation Emergency Center (CHEMTREC) or the U.S. Department of Transportation (DOT).

CHEMTREC was established by the chemical industry as a public service hotline for firefighters, law enforcement, and other emergency responders to obtain information and assistance in emergency incidents involving chemicals and hazardous materials. The CHEMTREC Emergency Call Center (800) 262-8200 can provide information and technical assistance for emergencies involving their products. CHEMTREC maintains an extensive library of information on hazardous material, including an electronic database of Material Safety Data Sheets. The CHEMTREC Web site ([www.chemtrec.com](http://www.chemtrec.com)) contains links to the DOT Emergency Guide (ERG) and the CHEMTREC Guidebook for First Responders.

The DOT ERG was developed jointly by the U.S. DOT, Transport Canada, and the Secretariat of Communications and Transportation Mexico for use by firefighters, police, and other emergency services personnel who may be the first to arrive at the scene of a transportation incident involving a hazardous material. It is primarily a guide to aid first responders (1) to quickly identify the specific or generic classification of the material(s) involved in the incident and (2) to protect themselves and the general public during this initial response phase of the incident.

Nlets maintains this information in its Hazardous Material File. The Nlets Hazardous Materials File may be inquired using an Nlets (MQ) query. The Nlets Hazardous Material File provides information on potential hazards, health effects, public safety, protective clothing, evacuation procedures, emergency response procedures, spills and leak procedures, and first aid.

### **Article Name Code**

When entering a stolen toxic chemical, the category code T or Z must be followed by one of the following codes in the article TYP Field:

<b>Code</b>	<b>For the Entry of:</b>
EXPLOS	Explosives
FLALIQ	Flammable Liquids
FLASOL	Flammable Solids
CORROS	Corrosive
GGASES	Gas
POISON	Poisonous Substances
EPAHAZ	Environmental Protection Agency Hazardous Wastes

BIOLOG	Biological
TORM	Other Regulated Materials (Miscellaneous Dangerous Substances)

Entry of these codes will cause the issuance of the appropriate warning caveat in the hit response.

## 2. BRAND NAME (BRA)

If the entry is for a **toxic, hazardous chemical**, then the BRA Field must contain the name of the chemical's manufacturer.

## 3. MODEL (MOD) FIELD

If the entry is for a toxic, hazardous chemical, the MOD Field should convey the chemical's physical properties by words such as LIQUID, GAS, POWDER, CRYSTAL, SOLID, etc.

## 4. LINKAGE ORI AND OCA (LKI/LKA)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The NCIC System will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry. In the entry message the LKI and LKA Fields immediately follow the OCA Field entry. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.

## 5. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the article is known, Y should be entered into the NOA Field. Previously this was indicated by placing NOAH in the MIS Field. Currently, if the NOA is blank, the field will default to N.

The NOA Field will be returned in record responses when the inquiring agency ORI matches the entering agency ORI and in unsolicited notifications (\$. messages) to the ORI of record.

## 6. LOT NUMBER (LOT)

This field is to be used to help identify a stolen chemical.

## 7. PARTIAL LOT INDICATOR (PLI)

The PLI indicates whether a stolen chemical represents a partial (P) or a complete (C) shipment.

## **8. UNITED NATIONS NUMBER (UNN)**

This code is used as a reference number to request additional information on a specific chemical via Nlets. The UNN is a unique four-digit number preceded most often by UN and sometimes by NA and ID. The purpose of the UNN is universal emergency response identification.

## **9. OPT TYPE (OPT)**

The OPT Field is used to indicate whether a record should be made available for public dissemination. Entering an IN will indicate that the record should be made available for public dissemination. Entering an OUT will indicate that the record should not be made available for public dissemination. If an agency enters a date in the OPT Field, the record will not be made available for public dissemination until that date. All article record entries that do not contain an OPT value will automatically be defaulted to OUT.

# **SECTION 3--MODIFICATION**

## **3.1 WHEN TO USE A MODIFICATION MESSAGE**

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in a stolen or lost article record. An article record cannot be modified if the record is in a located status (MKE/LOCATED STOLEN ARTICLE).

## **3.2 EXAMPLE OF A SINGLE ARTICLE MODIFICATION MESSAGE**

1N01HEADER.MA.MD1012600.NIC/A000039206.OCA/12345678.BRA/E KODA.NOA/Y

### **Acknowledgment:**

1L01HEADER  
MD1012600  
MODIFY NIC/A000039206

The above modification example contains: header (1N01HEADER), message key (MA), Originating Agency Identifier (MD1012600), two record identifiers (NIC/A000039206 and OCA/12345678), the fields being modified, and the data being changed (BRA/E KODA, NOA/Y).

## **3.3 MESSAGE FIELD CODES FOR SINGLE ARTICLE MODIFICATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL

				CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
ANY FIELD(S) FROM ENTRY TRANSACTION				

\*NCIC 2000 format only

### **3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED**

The record to be modified must be identified by NIC and OCA, in that order; NIC and SER, in that order; or NIC and OAN, in that order, with each data element preceded by the proper MFC.

### **3.5 ADDITIONAL GUIDELINE FOR NCIC 2000 MODIFICATION**

#### **IMAGE DATA (IMN/IMT)**

The Image NCIC Number (IMN) and Image Type (IMT) Fields may be deleted as a pair only. The IMN/IMT may not be modified to another set of values. The only way to link an article to a new image is to delete the existing linkage through the modify transaction and then enter a new image including the NIC of the article record to which the image needs to be associated. Additional information can be found in the Image File chapter of this manual.

## **SECTION 4--CANCELLATION**

### **4.1 WHEN TO USE A CANCELLATION MESSAGE**

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined that the record is invalid, for example, a record that is the result of a theft report which subsequently proves to be fictitious or false. If the record contains an image, cancellation of the record results in the cancellation of the image associated with the article as well.

## 4.2 EXAMPLE OF A SINGLE ARTICLE CANCELLATION MESSAGE

1N01HEADER.XA.MD1012600.NIC/A000039206.OCA/12345678.19990923.  
CASE DROPPED.

### Acknowledgment:

1L01HEADER  
MD1012600  
CANCEL NIC/A000039206

The above cancellation example contains: header (1N01HEADER), message key (XA), Originating Agency Identifier (MD1012600), two record identifiers (NIC/A000039206 and OCA/12345678), date of cancellation (19990923), and reason for property record removal (CASE DROPPED).

## 4.3 MESSAGE FIELD CODES FOR SINGLE ARTICLE CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
DATE OF CANCEL	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	8-21	ALPHABETIC, NUMERIC

\*NCIC 2000 format only

#### **4.4 IDENTIFICATION OF A RECORD TO BE CANCELED**

The record to be canceled must be identified by NIC and OCA, in that order; NIC and SER, in that order; or NIC and OAN, in that order, with each data element preceded by the proper MFC. Date of Cancellation (DOC) must follow the two record identifiers. DOC must be the current date or the current date minus one.

#### **4.5 ADDITIONAL GUIDELINE FOR NCIC 2000 CANCELLATION**

When canceling a record in an NCIC 2000 format, the user is expected to enter the Reason for Property Record Removal (RPP). The RPP Field is entered directly after the DOC Field. For a cancel transaction, the RPP value will be either CASE DROPPED, NOT LOST, ADMIN CLOSING, or NOT STOLEN.

### **SECTION 5--INQUIRY OF A SINGLE ARTICLE RECORD**

#### **5.1 EXAMPLE OF A SINGLE ARTICLE INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES**

An inquiry on an article gives access to single as well as group records in the Article File.

1N01HEADER.QA.WA1230000.TYP/CProjEC.SER/123456789,MD6810122.IND/Y

##### **Negative Response:**

1L01HEADER  
WA1230000

NO RECORD SER-OAN/123456789 OR MD6810122

##### **Positive Response:**

1L01HEADER  
WA1230000

MKE/STOLEN ARTICLE  
ORI/MD1012600 TYP/CProjEC SER/123456789 BRA/E KODA  
MOD/32S OAN/MD6810122 DOT/19990422  
OCA/A222  
MIS/SLIDE PROJECTOR  
OPT/IN AS OF 20120806  
NIC/A000039206 DTE/19990424 0000 EDT DLU/20120806 0115 EST  
ORI IS ANY CITY PD MD 301 555-1212  
IMMED CONFIRM RECORD WITH ORI

##### **Example of an Inquiry on a Stolen Chemical:**

1N01HEADER.QA.WA1230000.TYP/TCORROS.SER/123456789

**Positive Response:**

1L01HEADER  
WA1230000

WARNING HAZARDOUS MATERIAL  
MKE/STOLEN ARTICLE  
ORI/MD1012600 TYP/TCORROS SER/123456789 BRA/US IM  
MOD/LIQUID DOT/19990922  
OCA/A2222  
MIS/NAPHTHA DISTILLATE  
LOT/L0P83H005001 HMC/PLASTIC DRUM  
PLI/PARTIAL UNN/1268  
OPT/IN AS OF 20120806  
NIC/A000039206 DTE/19990924 1230 EDT DLU/20120806 0151 EST  
ORI IS ANY CITY PD MD 301 555 1212  
IMMED CONFIRM RECORD WITH ORI

DANGER - CORROSIVE SUBSTANCE - AVOID SKIN CONTACT - CAN BURN OR DISFIGURE  
WARNING - LOT NUMBERS ARE NONUNIQUE - CARE NECESSARY TO  
VERIFY SUBJECT CHEMICAL IS STOLEN - IMMEDIATELY CONTACT ORI  
FOR MORE INFORMATION CONTACT NLETS HAZMAT, CHEMTREC OR THE DOT

**5.2 MESSAGE FIELD CODES FOR SINGLE ARTICLE INQUIRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
TYPE	CONDITIONAL	TYP	4-7	ALPHABETIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR	OPTIONAL	IMN	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH*	1-1	ALPHABETIC

\*NCIC 2000 format only

### **5.3 REQUIREMENTS FOR SINGLE ARTICLE INQUIRY**

1. An inquiry of the Article File must include type of article (selected from the Article Name Dictionary) following the MFC, TYP, and SER and/or OAN following the MFC SER.
2. When making an inquiry using one number, the number must be preceded by the MFC SER even if the inquiry is based upon an OAN.
3. When making an inquiry using two numbers (SER and OAN), the numbers must be separated by a comma. The number(s) inquired upon will be searched as both a SER and an OAN.
4. An inquiry can be made using the NIC only.

### **5.4 ADDITIONAL GUIDELINES FOR INQUIRY**

1. An inquiry cannot contain a brand name.
2. An inquiry containing TYP/RTELEVI and SER/1234 could retrieve a record which contains TYP/RRADIO and OAN/1234, TYP/RRADIO and SER/1234, or TYP/YOTHER and SER/1234. When an inquiry is made with Type Field category codes of I or Q, both categories will be searched. When an inquiry is made with Type Field category code Y or Z, any record on file with an identical SER or OAN will be returned regardless of the Type Field category code in the record.
3. The response to an inquiry on two numbers may contain a record identifiable with one of the numbers and NO RECORD identifiable with the other number.
4. If the positive response (hit) includes information in the MIS Field indicating other items were stolen or lost along with the article inquired upon, the file containing the items should be queried using the identifier(s) cross-referenced to ascertain if the associated item(s) is still stolen or lost. If the inquiry is in the NCIC 2000 format with the RSH Field set to Y, secondary hit responses will be returned for all linked records. The NCIC System links records when 1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other and 2) the LKI/LKA are the same as the ORI/OCA contained in the primary hit response.
5. If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be included after the first 20 hit responses to indicate a file is being created with up to an additional 100 hit responses.

**ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW**

A \$.B. administrative message will then be sent to the ORI to identify the file name to be requested to retrieve the additional hit responses. Additional information on file retrieval via the File Transfer (FT) transaction can be found in the Other Transactions chapter of this manual.

6. Each Article File inquiry generates a search of all SER Fields and OAN Fields of records on file with a matching TYP Field category code or TYP Field category code Y and Z. (TYP Field category codes I and Q are cross-searched.) However, the QC ATTENTION caveat message only applies to the number stored in the SER Field.

## 7. PERSON INQUIRY CROSS SEARCH OF ARTICLE FILE

A person inquiry containing MNU, SOC, or OLN will cross search the SER Field of TYP I and Q Article File records. Matches will be returned as primary hits.

## 5.5 ADDITIONAL GUIDELINES FOR NCIC 2000 INQUIRY

### 1. IMAGE INDICATOR (IND)

Inquiries may also contain an Image Indicator (IND). If the image indicator is Y, image data related to each primary hit response will be returned. The following would be returned after the immediate confirm caveat:

IMR/ISER:123456789  
TYP/CPROJEC OAN/MD6810122  
NIC:A000039206 IMN:I123456789  
MIS: LEFT SIDE PHOTO

00256

<image>.

The Image Response (IMR) is composed of the following data: the Image Type (I for identifying image) and standard article MFCs (SER, TYP and OAN). The NIC of the base record is next, followed by the Image NCIC Number (IMN). Following the IMN is the IMAGE MIS Field, then image size in bytes (00256), and, last, <image> would be replaced with the actual image.

### 2. RELATED SEARCH HIT (RSH)

Inquiries may also contain a Related Search Hit (RSH) Field. If RSH is Y, secondary hit responses will be returned for all linked records. The NCIC System links records when: 1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other and 2) the LKI/LKA are the same as ORI/OCA contained in the primary hit response.

3. If the hit response contains more than ten secondary hit responses, the following will be included in the hit response to indicate a file is being created with up to an additional 100 hit responses.

## ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

4. A \$.B. administrative message will then be sent to the ORI to identify the file name to be requested to retrieve the additional hit responses.

### 5.6 BATCH INQUIRY (QAB)

1. The batch inquiry allows users to create a file of individual QA/ZA inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific inquiry from which they were generated. Prior to each response, SEQUENCE NUMBER: <SEQ> will be returned to identify those responses that follow as coming from the inquiry with that sequence number.
2. The sequence numbers do not have to be sequential but they should be unique. The HDR, ORI, MKE, and SEQ are entered without the MFC. The identifiers available in the QA/ZA inquiry are available for use in the QAB message, including the IND and the RSH indicators, and are preceded by the proper MFC.
3. There is a limit of 1800 characters for a batch inquiry including the header and all control characters.

```
1N01HEADER.QAB. DC1014300.001.TYP/CPROJEC.SER/123456789,  
MD6810122&002.TYP/RRADIO.SER/21344,VA7779238&005.TYP/CPROJEC.  
SER/MD6810122&010.NIC/A123456789
```

#### Acknowledgment:

```
1L01HEADER  
DC1014300  
BATCH INQUIRY RECEIVED
```

4. The results of the batch inquiry are transmitted via a file to be retrieved by the user. The maximum number of batched inquiry hit responses is 2,000. If the maximum number is exceeded, the Introduction chapter of this manual provides the necessary message translation. The user is notified of the file by the \$.B. administrative message. The following is an example of the file:

```
1L01HEADER  
DC1014300  
  
SEQUENCE NUMBER: 001  
NO RECORD TYP/CPROJEC SER-OAN/123456789 OR MD6810122  
  
SEQUENCE NUMBER: 002  
MKE/STOLEN ARTICLE  
ORI/WV1014300 TYP/RRADIO SER/21344 BRA/PANASO  
MOD/27TRC OAN/VA7779238 DOT/19981010 OCA/123456789
```

OPT/IN AS OF 20120806  
NIC/A287654123 DTE/19981011 0000 EDT DLU/20120806 0848 EST  
ORI IS ANY CITY PD WV 304 555-1212  
IMMED CONFIRM RECORD WITH ORI

SEQUENCE NUMBER: 005  
NO RECORD TYP/CPROJEC SER-OAN/MD6810122  
SEQUENCE NUMBER: 010  
NO RECORD NIC/A123456789

## **5.7 PROCEDURES FOR HANDLING A HIT**

1. An NCIC 2000 hit is not probable cause to arrest. A hit confirmed with the originating agency may be adequate grounds to seize an article.
2. When an agency receives a record(s) in response to an NCIC 2000 inquiry and the whereabouts of the article inquired upon is known and the article inquired upon appears to be identical with the article described in record, the hit must be confirmed with the ORI of each record.
3. "To confirm the hit" means to verify that the theft report is still outstanding; to verify that the article inquired upon is identical to the article described in the record; and to obtain information concerning return of the article to the rightful owner.
4. When an agency receives a record(s) in response to an NCIC 2000 inquiry and the whereabouts of the article inquired upon is not known, the hit(s) should not be confirmed. However, if the code NOAH (Notify ORI of all hits) is in the MIS Field of a record, details concerning the inquiry must be furnished to the ORI of the record.
5. This system is based upon two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.
6. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.
7. To obtain additional information on Toxic and Hazardous Chemicals, contact the Chemical Transportation Emergency Center (CHEMTREC) or the U.S. Department of Transportation (DOT). Nlets maintains this information in its Hazardous Material File. The Nlets Hazardous Materials File may be inquired using an Nlets (MQ) query.

## **SECTION 6--LOCATE**

### **6.1 WHEN TO USE A LOCATE MESSAGE**

Any agency, except the agency that entered the record, that recovers a stolen or lost article indexed in NCIC must place a locate message on the active article record. When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the article(s) must contact the ORI of each record possibly identical with the article in question to confirm the hit.

Following confirmation with the originating agency(s), a locate message must be transmitted for each record that was hit and confirmed with the ORI of the record. Ten days after a record is located, it is retired.

## 6.2 EXAMPLE OF A SINGLE ARTICLE LOCATE MESSAGE

1N01HEADER.LA.WA1230000.NIC/A000039206.OCA/1234333.19990930.9999.  
HIT NCIC 19990929.4..1500.400.1000

### Acknowledgment:

1L01HEADER  
WA1230000  
LOCATE NIC/A000039206

The above locate example contains: header (1N01HEADER), message key (LA), recovering agency identifier (WA1230000), two record identifiers (NIC/A000039206 and OCA/1234333), date of recovery (19990930), recovering agency case number (9999), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19990929), number of persons apprehended (4), value of recovered property (1500), value of other recovered property (400), and value of recovered contraband (1000).

## 6.3 MESSAGE FIELD CODES FOR SINGLE ARTICLE LOCATE

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC,

				NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA*	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF*	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP*	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR*	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC*	1-8	NUMERIC

\*NCIC 2000 format only

#### 6.4 IDENTIFICATION OF A RECORD TO RECEIVE LOCATE

The record to be located must be identified by NIC and OCA, in that order; NIC and SER, in that order; or NIC and OAN in that order, with each data element preceded by the proper MFC. The OCA used as an identifier is the OCA of the agency that entered the record. This OCA is contained in the response to the recovering agency inquiry.

#### 6.5 LOCATE PROCEDURES

Following the two record identifiers, date of recovery and recovering agency case number are next entered in that order and without field codes. The date of recovery (which cannot be prior to the date of theft) must be entered or the locate message will be rejected.

## **6.6 ADDITIONAL GUIDELINE FOR NCIC 2000 LOCATE**

Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits and effectiveness data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

## **6.7 AUTOMATIC NOTIFICATION OF LOCATE**

When an agency places a locate against another agency's record, NCIC 2000 will automatically notify the entering agency of the placement of the locate with a \$.L. administrative message. Additional information on the \$.L. message can be found in the Introduction chapter of this manual.

# **SECTION 7--CLEAR**

## **7.1 WHEN TO USE A CLEAR MESSAGE**

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

1. When the agency recovering the article is the agency that entered the record.
2. When the agency that entered the record is officially advised that the article has been recovered by another agency.

## **7.2 EXAMPLE OF A SINGLE ARTICLE CLEAR MESSAGE**

1N01HEADER.CA.MD1012600.NIC/A000039206.OCA/123456789.  
19990930.WA1230000.9999.HIT NCIC 19990929.4..1500.400.1000

### **Acknowledgment:**

1L01HEADER  
MD1012600  
CLEAR NIC/A000039206

The above clear example contains: header (1N01HEADER), message key (CA), Originating Agency Identifier (MD1012600), two record identifiers (NIC/A000039206 and OCA/123456789), date of recovery (19990930), the recovering agency identifier (WA1230000), recovering agency case number (9999), and benefits and effectiveness data: reason for property

record removal (HIT NCIC 19990929), number of persons apprehended (4), value of recovered property (1500), value of other recovered property (400), and value of recovered contraband (1000).

### 7.3 MESSAGE FIELD CODES FOR SINGLE ARTICLE CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY IDENTIFIER	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 or 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA*	1-3	NUMERIC
NUMBER OF	OPTIONAL	NPF*	1-20	ALPHABETIC,

MISSING PERSONS FOUND				NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP*	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR*	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC*	1-8	NUMERIC

\*NCIC 2000 format only

#### **7.4 IDENTIFICATION OF A RECORD TO BE CLEARED**

The record to be cleared must be identified by NIC and OCA, in that order; NIC and SER, in that order; or NIC and OAN, in that order, with each data element preceded by the proper MFC. The OCA used as an identifier is the OCA of the agency originally entering the record.

#### **7.5 CLEAR PROCEDURES IF AN ARTICLE IS RECOVERED BY THE AGENCY THAT ENTERED THE RECORD**

If the agency that entered the record recovers the article, the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Additionally, benefits and effectiveness data should be included.

#### **7.6 CLEAR PROCEDURES IF AN ARTICLE IS RECOVERED BY AN AGENCY OTHER THAN THE ORI OF THE RECORD**

If an agency other than ORI of the record recovers the article, the following procedures should be used.

1. If the record being cleared is in a **located status** (MKE/LOCATED STOLEN ARTICLE), only the date of recovery must be entered following the two record identifiers.
2. If the record being cleared is in an **active status** (MKE/STOLEN ARTICLE), the date of recovery followed by the recovering agency identifier and the recovering agency case number, in that order and without field codes, must be entered after the two record identifiers. Additionally, benefits and effectiveness data should be included.

#### **7.7 ADDITIONAL GUIDELINE FOR NCIC 2000 CLEAR**

Following the date of clear and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits and effectiveness data is not MFC-

dependent. Therefore, any field not entered should be accounted for with a period. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

## **SECTION 8--ENTRY OF A CONSECUTIVELY SERIALIZED GROUP OF ARTICLES**

### **8.1 EXAMPLE OF A CONSECUTIVELY SERIALIZED GROUP ENTRY**

1N01HEADER.EAA.MD1012600.CPROJECT.B123456700-B123456710.B HOWE.  
32S..19990922.12344321...SLIDE PROJECTORS.Y

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
NIC/A000049206 SER/B123456700-B123456710  
OCA/12344321

### **8.2 MESSAGE FIELD CODES FOR GROUP ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
TYPE	MANDATORY	TYP	4-7	ALPHABETIC
SERIAL NUMBER	MANDATORY	SER	3-41	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
BRAND NAME	MANDATORY	BRA	2-6	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MODEL	OPTIONAL	MOD	1-9	ALPHABETIC, NUMERIC
OWNER-APPLIED NUMBER	MANDATORY	OAN	1-20	
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING	MANDATORY	OCA	1-9	ALPHABETIC,

AGENCY CASE NUMBER			1-20*	NUMERIC, SPECIAL CHARACTERS
LINKAGE AGENCY IDENTIFIER	OPTIONAL	LKI*	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	OPTIONAL	LKA*	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-50 1-200*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA*	1-1	ALPHABETIC
LOT NUMBER	OPTIONAL	LOT*	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
HAZARDOUS MATERIALS CONTAINER	OPTIONAL	HMC*	1-25	ALPHANUMERIC
PARTIAL LOT INDICATOR	OPTIONAL	PLI*	1-1	ALPHABETIC
UNITED NATIONS NUMBER	OPTIONAL	UNN*	4-4	NUMERIC
OPT TYPE	MANDATORY	OPT*	2-3 8-8	ALPHABETIC NUMERIC (DEFAULT=OUT)

\*NCIC 2000 format only

### 8.3 MANDATORY FIELDS FOR GROUP ENTRY

The following fields are mandatory for acceptance of a consecutively serialized group of stolen articles in NCIC: HDR, MKE, ORI, TYP, SER-SER, BRA, OAN (must be blank), DOT, OPT, and OCA.

The same fields are mandatory for a record of consecutively serialized group of lost articles to be accepted. The date of loss should be used in the DOT Field.

### 8.4 ADDITIONAL GUIDELINES FOR GROUP ENTRY

1. The **beginning and ending serial numbers** of the sequence are entered with a **hyphen separating the two numbers**. NCIC will accept two serial numbers containing an equal number of characters, not exceeding 20 characters in each number, when the numbers are separated by a

hyphen and message key code EAA or ELAA is used. For numbers longer than 20 characters, the rightmost 20 should be entered.

2. Serial numbers used in a **group entry must be consecutive**. Alphabetic characters may be present as a prefix, suffix, or intermixed with the numeric characters; however, they must remain constant throughout the sequence.

NCIC 2000 will accept group entries only when the rightmost numeric characters establish the consecutive sequence. For example:

5387621-5387692	ABC6782-ABC680
5382961-5382968	AB67C53-AB67C68
1235BD-1274BD	AB6782C-AB6808C

3. A consecutively serialized group of articles which have serial numbers with a **common suffix containing the letter O** cannot be entered as a group entry because the NCIC System automatically changes the letter O to a numeric zero causing the letter O suffix to be treated as the rightmost numeric character. **Therefore, separate entries (MKE/EA or ELA) must be made for each number contained in such a serialized group.**

4. When a group of consecutively serialized stolen or lost articles is entered, NCIC automatically generates **one NIC for the group record**.

5. **No more than 100 consecutively serialized articles** can be entered as one group. If more than 100 articles are to be entered, additional group entries must be made. Thus, to enter a group of articles bearing serial numbers A526800- A526952, two separate entries would have to be made and should be cross-referenced using the MIS Field. For example:

1N01HEADER.EAA.MD1012600.CLENS.A526800-A526899.BUSHNE.  
187A..19990915.12345678...SEE SER/A526900

1N01HEADER.EAA.MD1012600.CLENS.A526900-A526952.BUSHNE.  
187A..19990915.12345678...SEE SER/A562800

6. Additional information concerning the entry of the BRA, MOD, LKA, LKI, MIS, NOA, LOT, HMC, PLI, OPT, and UNN Fields can be found in Section 2 of this chapter.

## **SECTION 9--MODIFICATION OF A CONSECUTIVELY SERIALIZED GROUP OF ARTICLES**

### **9.1 WHEN TO USE A MODIFICATION MESSAGE**

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in a consecutively serialized group of articles record. A consecutively serialized group of articles record cannot be modified if the record is in a

located status (MKE/LOCATED STOLEN ARTICLES or MKE/LOCATED LOST ARTICLES).

## **9.2 EXAMPLE OF A CONSECUTIVELY SERIALIZED GROUP MODIFICATION MESSAGE**

1N01HEADER.MAA.MD1012600.NIC/A000049206.OCA/123456789.BRA/E KODA

### **Acknowledgment:**

1L01HEADER  
MD1012600  
MODIFY NIC/A000049206

The above modification example contains: header (1N01HEADER), message key (MAA), Originating Agency Identifier (MD1012600), two record identifiers (NIC/A000049206 and OCA/123456789), the field being modified, and the data being changed (BRA/E KODA).

## **9.3 MESSAGE FIELD CODES FOR GROUP MODIFICATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	3-41	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

(except SER)					
--------------	--	--	--	--	--

\*NCIC 2000 format only

#### **9.4 IDENTIFICATION OF A GROUP RECORD TO BE MODIFIED**

The record to be modified must be identified by either NIC and OCA, in that order, or NIC and SER, in that order, with each data element preceded by the proper MFC.

#### **9.5 ADDITIONAL GUIDELINES FOR GROUP MODIFICATION**

1. When serial numbers are used as an identifier for a consecutively serialized group record modification, the lowest and highest of all serial numbers appearing in the existing group record, **including any numbers shown in a located status**, must be used.
2. Except for the HDR, MKE, SER, and the blank OAN, all fields in a group article record may be changed by a modification message (MKE/MAA or MLAA). However, if the entire group record is in a located status, it cannot be modified.
3. Serial numbers of a consecutively serialized group record cannot be changed through use of a modification message. Any error which relates to the serial numbers in the record must be corrected by canceling the existing group and making a new entry.
4. Errors discovered subsequent to a group record entry which concern one or more, but not all, of the articles in a group record, (for example, one half of a group of cameras having a different model number than the other half), cannot be corrected with a modification message. In such a case, it is necessary to cancel the original group entry and make correct entries, singular or group, depending on the situation.
5. If any number in the range specified is not present in an active or located status, the transaction will be rejected as an invalid serial number range.

### **SECTION 10--CANCELLATION OF A CONSECUTIVELY SERIALIZED GROUP OF ARTICLES**

#### **10.1 WHEN TO USE A CANCELLATION MESSAGE**

A cancellation message is used when the record is invalid; for example, a record is the result of a theft report which subsequently proves to be fictitious or false. A cancellation message must be used in place of modification message when making certain types of corrections to a group record. Additional information can be found in Section 9 of this chapter.

Cancellation of a record is restricted to the agency that entered the record.

#### **10.2 EXAMPLES OF CONSECUTIVELY SERIALIZED GROUP CANCELLATION MESSAGES**

**Canceling All Articles in a Range:**

1N01HEADER.XAA.MD1012600.NIC/A000049206.OCA/123456789.19990925

**Acknowledgment:**

1L01HEADER  
MD1012600  
CANCEL NIC/A000049206

The above cancellation example contains: header (1N01HEADER), message key (XAA), Originating Agency Identifier (MD1012600), two record identifiers (NIC/A000049206 and OCA/123456789), and date of cancellation (19990925).

**Canceling Multiple Articles in a Range:**

1N01HEADER.XAA.MD1012600.NIC/A000049206.SER/B123456700-B123456705.  
19990922

**Acknowledgment:**

1L01HEADER  
MD1012600  
CANCEL NIC/A000049206 SER/B123456700-B123456705

The above cancellation example contains: header (1N01HEADER), message key (XAA), Originating Agency Identifier (MD1012600), two record identifiers (NIC/A000049206 and SER/B123456700- B123456705), and date of cancellation (19990922). **The SER/ represents the articles to be canceled from the group record.**

**Canceling One Article in a Range:**

1N01HEADER.XAA.MD1012600.NIC/A000049206.SER/B123456705-B123456705.  
19990922

**Acknowledgment:**

1L01HEADER  
MD1012600  
CANCEL NIC/A000049206 SER/B123456705-B123456705

The preceding cancellation example contains: header (1N01HEADER), message key (XAA), Originating Agency Identifier (MD1012600), two record identifiers (NIC/A000049206 and SER/B123456705-B123456705), and date of cancellation (19990922). **The SER/ represents a single article to be canceled from the group record.**

### 10.3 MESSAGE FIELD CODES FOR GROUP CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	3-41	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCEL	MANDATORY	DOC	8-8	NUMERIC

\*NCIC 2000 format only

### 10.4 IDENTIFICATION OF A GROUP RECORD TO BE CANCELED

There are three options for canceling consecutively serialized group records:

1. Canceling all articles in a group record:

1. The group record to be canceled must have two identifiers: NIC and SER, in that order, or NIC and OCA, in that order, preceded by the proper MFC.
2. When the SER is used, it must represent the lowest and highest serial numbers of the consecutively numbered group of items that are in an active or located status. When breaks in the consecutive order of the serial numbers exist, separate cancel messages must be sent. DOC must follow the two record identifiers. DOC must be the current date or the current date minus one.
3. **It is recommended that NIC and OCA be used when the entire group record is to be canceled.** This procedure can be used even if there are breaks in the consecutive order of the serial numbers. It cannot be used if the entire range is not to be canceled as it will cause all records in the range to be canceled.

2. Canceling more than one, but not all, articles in a group record:

1. The group record containing articles to be canceled must be identified by the NIC and the SER in that order, with each data element preceded by the proper MFC. The lowest and highest serial number of the consecutively numbered items being canceled must be used.
  2. When breaks in the consecutive order of the serial numbers exist, separate cancel messages must be sent. DOC must follow the two record identifiers. DOC must be the current date or the current date minus one.
- 3. NIC and OCA should not be used to identify the record as this will result in cancellation of the entire group record.**
3. Canceling a single article in a group:
    1. The group record containing a single article to be canceled must be identified by the NIC and SER in that order, with each data element preceded by the proper MFC.
    2. The serial number of the consecutively numbered item being canceled must be used as the lowest and highest value. DOC must follow the two record identifiers. DOC must be the current date or the current date minus one
- 3. NIC and OCA should not be used to identify the record as this will result in cancellation of the entire group record.**

## **10.5 ADDITIONAL GUIDELINE FOR GROUP CANCELLATION**

If any number in the range specified is not present in an active or located status, the transaction will be rejected as an invalid serial number range.

## **10.6 ADDITIONAL GUIDELINES FOR NCIC 2000 GROUP CANCELLATION**

No benefits and effectiveness data are collected for consecutively serialized group articles or records.

If the serialized article record is associated with an image, then the image is canceled along with the record.

## **SECTION 11--INQUIRY OF A CONSECUTIVELY SERIALIZED GROUP OF ARTICLES RECORD**

### **11.1 EXAMPLE OF AN INQUIRY WITH A GROUP RECORD RESPONSE**

1. An inquiry on an article may result in a single record positive response or a group record positive response.
2. Only one serial number may be included in the SER of any inquiry of the Article File. For example:

1N01HEADER.QA.WA1230000.TYP/CPROJEC.SER/B123456703

The following is a positive response for a group record in which some of the articles in the group entered have been located, cleared, or canceled prior to the inquiry.

1L01HEADER  
WA1230000

MKE/STOLEN ARTICLES  
ORI/MD1012600 TYP/CPROJEC BRA/E KODA MOD/32S  
DOT/19990422 OCA/123455432 MIS/SLIDE PROJECTOR  
OPT/IN AS OF 20120806  
NIC/A000049206 DTE/19990425 0000 EDT DLU/20120806 0259 EST  
ORI IS ANY CITY PD MD 301 555-1212  
SER/B123456700-B123456704  
B123456706-B123456710  
MKE/LOCATED STOLEN ARTICLES 19990522 NB1977700 8462  
SER/B123456701  
MKE/LOCATED STOLEN ARTICLES 19990522 MI0999900 4232 SER/B123456703-B123456704  
IMMED CONFIRM RECORD WITH ORI

The lowest and highest serial numbers of the articles originally entered in the example record above were SER/B123456700-B123456710. Since the entry of this record, some of the articles of the group originally entered have been located (SER/B123456701 and SER/B123456703-B123456704) and cleared or canceled (B123456705) prior to the time of the inquiry.

## **11.2 ADDITIONAL GUIDELINES FOR INTERPRETING GROUP RECORD RESPONSE**

1. Requirements for article inquiry can be found in Section 5 of this chapter.
2. An inquiry on a serial number contained in a group record (whether it is the first, last, or a number in between) will reveal the complete group record on file.
3. The serial number follows the ORI translation line.
4. The NIC is printed after the main body of the record just above the ORI translation line.
5. Located articles of the group originally entered are identified by message key translation LOCATED STOLEN ARTICLES, or LOCATED LOST ARTICLES, date of location, locating agency identifier, locating agency case number, and serial number(s).
6. Cleared and canceled articles are not listed.
7. Upon receipt of a locate message which indicates all or the remaining unrecovered items in the active group record have been located, the message key translation will be changed automatically. For example, STOLEN ARTICLES will change to LOCATED STOLEN ARTICLES.

## **SECTION 12--LOCATE MESSAGE FOR A CONSECUTIVELY SERIALIZED GROUP OF ARTICLES RECORD**

## **12.1 WHEN TO USE A LOCATE**

Any agency, except the agency that entered the record, that recovers any article indexed in NCIC 2000 must place a locate message on the active article record. When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the article must contact the ORI of each record possibly identical with the article in question to confirm the hit.

Following confirmation with the originating agency, a locate message must be transmitted for each record on file for the articles. Once the entire group record has been located, it cannot be modified.

## **12.2 EXAMPLES OF CONSECUTIVELY SERIALIZED GROUP LOCATE MESSAGES**

### **Locating All Articles in a Range:**

1N01HEADER.LAA.WA1230000.NIC/A000049206.OCA/123456.  
19990922.4346

#### **Acknowledgment:**

1L01HEADER  
WA1230000  
LOCATE NIC/A000049206

The above locate example contains: header (1N01HEADER), message key (LAA), recovering agency identifier (WA1230000), two record identifiers (NIC/A000049206 and OCA/123456), date of recovery (19990922), and recovering agency case number (4346).

### **Locating Multiple Articles in a Range:**

1N01HEADER.LAA.WA1230000.NIC/A000049206.SER/B123456707-B123456710.  
19990922.4346

#### **Acknowledgment:**

1L01HEADER  
WA1230000  
LOCATED NIC/A000049206 SER/B123456707-B123456710

The above locate example contains: header (1N01HEADER), message key (LAA), recovering agency identifier (WA1230000), two record identifiers (NIC/A000049206 and SER/B123456707-B123456710), date of recovery (19990922), and recovering agency case number (4346). **The SER/ represents only articles to be located from the group record.**

### **Locating One Article in a Range:**

1N01HEADER.LAA.WA1230000.NIC/A000049206.SER/B123456706-B123456706.  
19990922.4346

**Acknowledgment:**

1L01HEADER  
WA1230000  
LOCATED NIC/A000049206 SER/B123456706-B123456706

The above locate example contains: header (1N01HEADER), message key (LAA), recovering agency identifier (WA1230000), two record identifiers (NIC/A000049206 and SER/B123456706- B123456706), date of recovery (19990922), and recovering agency case number (4346). **The SER/ represents a single article to be located from the group record.**

### **12.3 MESSAGE FIELD CODES FOR GROUP LOCATE**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	3-41	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

\*NCIC 2000 format only

### **12.4 IDENTIFICATION OF A GROUP RECORD FOR LOCATE**

There are three options for locating consecutively serialized group records:

1. Locating all articles in a group record:

1. The group record to be located requires two identifiers, NIC and SER, in that order, or NIC and OCA, in that order, preceded by the proper MFC.
2. When SER is used, it must represent the lowest and highest serial numbers of the consecutively numbered group of recovered items. When breaks in the consecutive order of the serial numbers exist, separate messages must be sent.
3. **It is recommended that NIC and OCA be used when the entire group record is to be located.** This procedure can be used even if there are breaks in the consecutive order of the serial numbers. **The OCA used as an identifier is the OCA of the agency that entered the record.** This OCA is contained in the NCIC 2000 response to the recovering agency inquiry.

2. Locating more than one, but not all articles in a group record:

1. The group record containing articles to be located must be identified by the NIC and SER of the items being located, in that order, with each data element preceded by the proper MFC.
2. The lowest and highest serial numbers of the recovered consecutively numbered items must be used. When breaks in the consecutive order of the serial numbers exist, separate locate messages must be sent.
3. **NIC and OCA should not be used to identify the record as this will result in the locate message applying to all articles in the group record.**

3. Locating a single article in a group record:

The group record containing the article to be located must be identified by the NIC and SER (serial number repeated as if it represented a range of numbers), in that order, with each data element preceded by the proper MFC.

**NIC and OCA should not be used to identify the record as this will result in the locate message applying to all articles in the group record.**

## **12.5 ADDITIONAL GUIDELINES FOR GROUP LOCATE**

Following the two record identifiers, date of recovery and recovering agency case number are entered next in that order and without field codes. The date of recovery (which cannot be prior to the date of theft) must be entered or the locate message will be rejected.

If any number in the range specified is not present in an active or located status, the transaction will be rejected as an invalid serial number range.

## **12.6 ADDITIONAL GUIDELINE FOR NCIC 2000 GROUP LOCATE**

Benefits and effectiveness data are not collected for located serialized articles.

## **SECTION 13--CLEAR MESSAGE FOR A CONSECUTIVELY SERIALIZED GROUP OF ARTICLE RECORDS**

### **13.1 WHEN TO USE A CLEAR MESSAGE**

1. Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:
  1. When the agency recovering the article(s) is the agency that entered the record.
  2. When the agency that entered the record is officially advised that the article(s) has been recovered by another agency.
2. More than one clear message must be sent if the same recovery information is not applicable to all articles being cleared in a group record. This ensures that recovery information for each article will be accurate. If one of three stolen articles was recovered by an agency other than the originating agency on December 4, 1999, for example, and the other two articles were recovered by the originating agency on December 5, 1999, two clear messages must be sent.
3. Upon receipt of a clear or cancel message which indicates all or the remaining unrecovered items in the active group record have been accounted for, the group record will be retired.

### **13.2 EXAMPLES OF CONSECUTIVELY SERIALIZED GROUP CLEAR MESSAGES**

#### **Clearing All Articles in a Group Record:**

1N01HEADER.CAA.MD1012600.NIC/A000049206.OCA/123456.19990922.  
WA1230000.4346

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
CLEAR NIC/A000049206

The above clear example contains: header (1N01HEADER), message key (CAA), Originating Agency Identifier (MD1012600), two record identifiers (NIC/A000049206 and OCA/123456), date of clear (19990922), recovering agency identifier (WA1230000), and recovering agency case number (4346).

#### **Clearing Multiple Articles in a Range:**

1N01HEADER.CAA.MD1012600.NIC/A000049206.SER/B123456700-  
B123456705.19990922.WA1230000.4346

**Acknowledgment:**

1L01HEADER  
MD1012600  
CLEAR NIC/A000049206 SER/B123456700-B123456705

The above clear example contains: header (1N01HEADER), message key (CAA), Originating Agency Identifier (MD1012600), two record identifiers (NIC/A000049206 and SER/B123456700-B123456705), date of clear (19990922), recovering agency identifier (WA1230000), and recovering agency case number (4346). **The SER/ represents the article to be cleared from the group record.**

**Clearing One Article in a Range:**

1N01HEADER.CAA.MD1012600.NIC/A000049206.SER/B123456706-B123456706.  
19990922.WA1230000.4346

**Acknowledgment:**

1L01HEADER  
MD1012600  
CLEAR NIC/A000049206 SER/B123456706-B123456706

The above clear example contains: header (1N01HEADER), message key (CAA), Originating Agency Identifier (MD1012600), two record identifiers (NIC/A000049206 and SER/B123456706-B123456706), date of clear (19990922), recovering agency identifier (WA1230000), and recovering agency case number (4346). **The SER/ represents a single article to be cleared from the group record.**

### **13.3 MESSAGE FIELD CODES FOR GROUP CLEAR**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, 1-19 CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, 1-9 CHARACTERS
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, 1-10 CHARACTERS
SERIAL NUMBER	CONDITIONAL	SER	3-41	ALPHABETIC, 1-41 CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, 1-20 CHARACTERS

DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY IDENTIFIER	OPTIONAL	RRI	9-9	ALPHABETIC, 1-20*
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 1-20*	ALPHABETIC, 1-20* CHARACTERS

\*NCIC 2000 format only

### **13.4 IDENTIFICATION OF A GROUP RECORD TO BE CLEARED**

There are three options for clearing consecutively serialized group records:

1. Clearing all articles in a group record:

1. The group record to be cleared must have two identifiers: the NIC and SER in that order, or the NIC and OCA, in that order, preceded by the proper MFC.
2. When the SER is used, it must represent the lowest and highest serial numbers of the consecutively numbered group of items that are in an active or located status. When breaks in the consecutive order of the serial numbers exist, separate clear messages must be sent.
3. **It is recommended that NIC and OCA be used when the entire group is to be cleared.** This procedure can be used even if there are breaks in the consecutive order of the serial numbers.

2. Clearing more than one, but not all, articles in a group record:

1. The group record containing articles to be cleared must be identified by NIC and SER in that order, with each data element preceded by the proper MFC. The lowest and highest serial numbers of the consecutively numbered items being cleared must be used.
2. When breaks in the consecutive order of the serial numbers exist, separate clear messages must be sent.
3. **NIC and OCA should not be used to identify the record as this will result in the clear message applying to all articles in the group record.**

3. Clearing a single article in a group record:

The group record containing the article to be cleared must be identified by NIC and SER(serial number repeated as if it represented a range of numbers), in that order, with each data element preceded by the proper MFC.

**NIC and OCA should not be used to identify the record as this will result in the clear message applying to all articles in the group.**

### **13.5 CLEAR PROCEDURES IF ARTICLES ARE RECOVERED BY THE AGENCY THAT ENTERED THE RECORD**

If the agency that entered the record recovers the articles, only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers.

### **13.6 CLEAR PROCEDURES IF ARTICLES ARE RECOVERED BY AN AGENCY OTHER THAN THE ORI OF THE RECORD**

If an agency other than the ORI of the record recovers the articles, the following procedures must be used:

1. If the record being cleared is in a located status (MKE/LOCATED STOLEN ARTICLES), only the date of clear must be entered following the two record identifiers.
2. If the record being cleared is in an active status (MKE/STOLEN ARTICLES), the date of clear followed by the locating agency identifier and the locating agency case number, in that order and without field codes, must be entered after the two record identifiers.

### **13.7 ADDITIONAL GUIDELINE FOR GROUP CLEAR**

If any number in the range specified is not present in an active or located status, the transaction will be rejected as an invalid serial number range.

### **13.8 ADDITIONAL GUIDELINE FOR NCIC 2000 GROUP CLEAR**

Benefits and effectiveness data are not collected for cleared serialized groups.

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### **SECTION 1--INTRODUCTION**

#### **1.1 DEFINITION**

For NCIC 2000 purposes, a boat is defined as a vessel for transport by water, constructed to provide buoyancy by excluding water and shaped to give stability and permit propulsion.

#### **1.2 CRITERIA FOR ENTRY**

1. Any stolen boat which has a registration number (REG), document number (CGB), permanently attached hull serial number (BHN), or owner-applied number (OAN) may be entered in the file if a theft report has been made.
2. Loaned, rented, or leased boats not returned may be entered by an authorized agency if an official police theft report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc.
3. Agencies must have a theft report (electronic or hard copy) on file to support a boat entry. Only the agency holding the theft report and having primary jurisdiction over the place of actual theft may make an NCIC entry. The only exception is that any criminal justice agency or regional dispatch center may act as holder of the record for another agency which has no telecommunications equipment. When such an entry is made, the agency holding the record may place its own ORI in the ORI Field only when there is a written agreement between the two agencies which delineates the legal responsibility of the record. Additional information concerning these responsibilities can be found in the Introduction of this manual.

#### **1.3 MESSAGE KEY (MKE) CODES**

<b>Message</b>	<b>MKE</b>	<b>Translation</b>
Entry	EB	STOLEN BOAT
Entry of supplemental data record	EBS	
Entry of supplemental trailer record	EBT	
Entry of add-on parts to a base stolen boat record	EBP1 thru EBP7	
Modify	MB	
Cancel	XB	
Cancel supplemental trailer record	XBT	

Cancel boat part add-on record	XBP1 thru XBP7
Inquiry	QB ZB QBB
Locate	LB
Locate supplemental trailer record	LBT
Locate boat part add-on	LBP1 thru LBP7
Clear	CB
Clear supplemental trailer record	XBT
Clear boat part add-on	XBP1 thru XBP7

1. If the boat should be held for latent fingerprint examination, -P should be entered as part of the EB message key code; for example, EB-P translates as STOLEN BOAT - HOLD FOR LATENTS.
2. If occupants are known to be armed, -A should be entered; for example, EB-A translates as STOLEN BOAT - OCCUPANT(S) ARMED.
3. If a combination of the above two conditions exists, -F should be entered; for example, EB-F translates as STOLEN BOAT - OCCUPANTS(S) ARMED/HOLD FOR LATENTS.

#### **1.4 RECORD RETENTION PERIOD**

1. If a record remains on file 90 days and it does not contain a BHN, CGD, or OAN, the record is retired.
2. Stolen boat records which contain a BHN, CGD, or an OAN are retained in file for the balance of the year entered plus 4 years. Following this retention period, the records in the Boat File are retired.
3. Supplemental data and add-on boat part records appended to a base boat record will remain in file until the end of the retention period for the base boat record.
4. Supplemental trailer (EBT) records without a VIN or OAN will remain in file for 90 days and will then be retired.
5. Supplemental trailer records which contain a VIN or OAN will remain in file for the remainder of the year entered plus 4 years. Following this retention period, the records in the Supplemental Trailer File are retired. For example, a supplemental trailer entered in 1992 would have been retired January 1, 1997. If the base boat record is retired, the supplemental trailer record will also be retired.

## **1.5 AUTOMATIC RETIREMENT**

Ten days after a record is located, it is retired.

## **1.6 VALIDATION**

For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

The Name of Validator (VLN) Field will be returned only when the requester of the record is the entering agency. For all other inquiries, the VLN Field will be suppressed.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

## **1.7 MESSAGE FIELD CODES AND EDITS**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
BCO	Color	Must be a valid color code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> . If two color codes are used, they must be separated with a slash (/).
BHN	Hull Serial Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetics indicating that the hull serial is not known cannot be used. Cannot be identical to the OAN. If the BYR is 1985 or later and MISC is not entered in the BMA, the BHN must be at least 12 characters. If it is a nonconforming BHN, the BMA should be MISC.
BLE	Overall Length	Must be two numerics characters representing feet, not inches.
BMA	Make	The first four characters must be a valid NCIC 2000-assigned BMA code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> , or the generic code MISC. If the generic code is used in an NCIC-formatted message, the MIS Field must include the manufacturer's full name. If the generic code is used in a NCIC 2000-formatted message, positions 5 through 24 must include the manufacturer's full name. The generic code MISC should be used if the BHN is nonconforming.
BMO	Model Name	Free text.

BNM	Boat Name	Free text.
BRA	Brand Name	Must be a valid NCIC 2000-assigned code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> , or the generic code PART.
BTY	Type	Must be a valid NCIC 2000-assigned code as listed in the Boat Data Codes, <i>NCIC 2000 Code Manual</i> .
BYR	Boat Model Year	Represents the production (model) year during which the boat was manufactured. Year cannot be more than 1 year beyond the current model year. When the entry has a model year between 1972 and 1984 and positions 9-12 of the BHN contain numeric characters, the last two characters of the BYR field will match the characters in positions 11-12 of the BHN; or if the BHN has the alphabetic character "M" in position 9, the last two characters of the BYR must match the same characters in positions 10-11 of the BHN. For entries of model year 1985 or later and the BHN entry of 12 or more characters, the last two characters of the BYR must be the same as positions 11-12 of the BHN.
CAT	Category	Must be a valid NCIC 2000-assigned code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> .
CDE	Canadian Date of Entry	Must be valid Gregorian date (YYYYMMDD) Canadian Vehicle Index records only.
CGD	Coast Guard Document Number	Single zero only or run of zeros only indicating that the document number is not known, cannot be used. Cannot be identical to REG.
DCL	Date of Clear	Must be valid Gregorian date (YYYYMMDD). Must be equal to or less than current date.
DOC	Date of Cancellation	Must be valid Gregorian date (YYYYMMDD). Must be equal to current date or current date minus one.
DOR	Date of Recovery	Must be valid Gregorian date (YYYYMMDD). Must be equal to or less than current date.
DOT	Date of Theft	Must be valid Gregorian date (YYYYMMDD). The date of theft cannot be greater than the current date.
EPD	Engine Power	Must be a valid NCIC 2000-assigned code as or Displacement listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . May be one to four numerics followed by one alphabetic. The alphabetic must be C, H, I, L, or P. This field can only be filled if the CAT is EN or OB.
HPT	Home Port	Free text.

HSP	Hull Shape	Must be a valid NCIC 2000-assigned code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> .
HUL	Outer Hull	Must be a valid NCIC 2000-assigned code as listed in Material Boat Data Codes, <i>NCIC 2000 Code Manual</i> .
LIC	License Plate Number	Must not be the characters UNK, UNKN, or UNKNOWN. If the license plate number exceeds eight characters, only the last eight characters should be entered in the LIC Field.
LIS	License Plate State	Must be a valid NCIC 2000-assigned code as listed in State and Country Data Codes, <i>NCIC 2000 Code Manual</i> .
LIT	License Plate Type	Must be TL.
LIY	License Plate Year of Expiration	Must be a valid four-character year (YYYY) or the alphabetics NX to represent a nonexpiring registration.
MIS	Miscellaneous	If the BMA is MISC, the MIS Field must be used for entering an NCIC 2000-formatted message.
MKE	Message Key	Must be a valid message key.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (B in the Boat File) followed by nine numeric characters automatically assigned by NCIC 2000 to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
OAN	Owner-Applied Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetics only cannot be used. Cannot be identical to the BHN.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, the word NONE, or the first seven characters of the ORI Field. The only valid special character is the hyphen.
ORI	Originating Agency Identifier	Must be a valid NCIC 2000-assigned ORI. In a supplemental or boat add-on record entry, must be same as the ORI in the base record.
PRO	Propulsion	Must be a valid NCIC 2000-assigned code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> .
RCA	Recovering Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen.

REG	Registration Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetics only, indicating that the registration number is not known, cannot be used. Cannot be identical to CGD. For entries coded with "US" in RES Field, REG must be "DO" with six numeric characters or "D" with seven numeric characters.
RES	Registration State	Must be a valid NCIC 2000-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
REY	Registration Year	Must be a valid four-character year (YYYY) or the alphabetics NX to represent a nonexpiring registration.
RRI	Recovering Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
SER	Serial Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetics only cannot be used.
VCO	Vehicle Color	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If two color codes are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used. If state-assigned or nonconforming 17-character VIN, SVIN must be entered as the first four characters in the MIS Field. If the vehicle identification number exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field. Cannot be identical to OAN.
VMA	Vehicle Make	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
VMO	Vehicle Model	Must be TL.
VST	Vehicle Style	Must be BT.
VYR	Vehicle Year	Must represent the production (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than one year beyond the current year.

**NCIC 2000-formatted Messages May Also Contain the Following Fields:**

IMN	Image NCIC Number	A self-checking number consisting of an alphabetic character (I in the Image file) followed by nine numeric characters automatically assigned by NCIC 2000 to each accepted record. Must have valid check-digits when
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		used to identify a record in a subsequent message.
IMT	Image Type	Must be a B representing a generic boat when associating a boat record to an image. May be B or I when deleting an association to an image.
IND	Image Indicator	Must be Y or N.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System).
LKI	Linkage Agency	Must be a valid NCIC-assigned ORI.
NOA	Notify Originating Agency	Must be Y or N. NCIC 2000 will default to N if field is left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating stolen boat. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
NPF	Number of Missing Persons Found	First three characters must be numeric. Fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in NCIC 2000. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
RPP	Reason for Property Record Removal	Must be a valid NCIC 2000-assigned code as listed in the Introduction chapter of this manual.
RSH	Related Search	Hit Must be Y or N.
VLN	Name of Validator	Any valid characters representing validator.
VNP	Value of Recovered Property	Fair market value (in whole dollars) of the recovered stolen boat identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating the stolen boat identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VRC	Value of Recovered	Fair market value (in whole dollars) of any contraband

	Contraband	recovered as a result of locating stolen boat which is identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
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## **1.8 CRITERIA FOR REJECTING DUPLICATE RECORDS**

The following criteria have been established for rejecting duplicate records:

1. If the BHN, BMA, and ORI Fields; the REG, RES, REY, and ORI Fields; or the OAN, BMA, OCA, and ORI Fields of a stolen boat entry message are the same as those field codes of a record already on file, the second entry will be rejected with the message REJECT ON FILE.
2. If the CGD and ORI Fields of a boat record message are identical to the REG and ORI Fields or CGD and ORI Fields of a stolen boat record already on file, the second entry will be rejected with the message REJECT ON FILE.
3. If the REG and ORI Fields of a boat record message are identical to the CGD and ORI Fields or REG and ORI Fields of a stolen boat record already on file, the second entry will be rejected with the message REJECT ON FILE.
4. If the LIC, LIS, LIY, LIT, and ORI Fields; the VIN, VMA, and ORI Fields; or the OAN, VMA, OCA, and ORI Fields of a supplemental boat trailer record message are the same as those field codes of a vehicle record already on file, the second entry will be rejected with the message REJECT ON FILE.
5. If the SER, BRA, CAT, and ORI Fields; or the OAN, BRA, CAT, OCA, and ORI Fields of an add-on boat part record message are the same as those field codes of a part record already on file, the second entry will be rejected with the message REJECT ON FILE.
6. Whenever the message REJECT ON FILE is received, the record on file will also be transmitted.
7. A duplicate record will be accepted if the ORI in the second entry is different. In this case, the first entry will be furnished as a response to the second entry.

## **1.9 IMAGE CAPABILITY**

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC 2000.

## **SECTION 1.10 -- INVESTIGATIVE INTEREST**

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC 2000.

## SECTION 2--ENTRY

### 2.1 EXAMPLE OF A STOLEN BOAT ENTRY

1N01HEADER.EB.MD1012600.MD1234ZZ.MD.2005.WD.LBC035380880.OB.1980  
LBC. RUN.17.RED.19990901.234443333...BOAT HAS PICTURE OF MERMAID  
ON BOTH SIDES.Y.123456789...ANNEAPOLIS MD.SV.CRUISER V.LADY  
LUCK.B123456789.B

#### Acknowledgment:

1L01HEADER  
MD1012600  
NIC/B000032685 REG/MD1234ZZ  
OCA/234443333

### 2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9- 9	ALPHABETIC, NUMERIC
REGISTRATION NUMBER	CONDITIONAL SET	REG	1- 8	ALPHABETIC, NUMERIC
REGISTRATION STATE	SET	RES	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
REGISTRATION YEAR OF EXPIRATION	SET	REY	2-2 4-4	ALPHABETIC, NUMERIC
OUTER HULL MATERIAL	OPTIONAL	HUL	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE</i>

				<i>MANUAL</i>
BOAT HULL SERIAL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
PROPULSION	OPTIONAL	PRO	2-2	CODE AS DEFINED IN NCIC 2000 CODE <i>MANUAL</i>
BOAT MODEL YEAR	MANDATORY	BYR	4-4	NUMERIC
BOAT MAKE	MANDATORY	BMA	3-4 3-24*	CODE AS DEFINED IN NCIC 2000 CODE <i>MANUAL</i>
BOAT TYPE	OPTIONAL	BTY	3-3	CODE AS DEFINED IN NCIC 2000 CODE <i>MANUAL</i>
OVERALL BOAT LENGTH	OPTIONAL	BLE	2-2	NUMERIC
BOAT COLOR	OPTIONAL	BCO	3-3 7- 7	CODE AS DEFINED IN NCIC 2000 CODE <i>MANUAL</i>
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1- 9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKAGE AGENCY IDENTIFIER	OPTIONAL	LKI*	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	OPTIONAL	LKA*	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-42 1-200*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA*	1-1	ALPHABETIC
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1- 20	ALPHABETIC, NUMERIC
**			0	
COAST GUARD DOCUMENT	CONDITIONAL	CGD*	1-8	ALPHABETIC, NUMERIC

NUMBER				
HOME PORT	OPTIONAL	HPT*	1-20	ALPHABETIC, NUMERIC
HULL SHAPE	OPTIONAL	HSP*	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
MODEL NAME	OPTIONAL	BMO*	1-20	ALPHABETIC, NUMERIC
BOAT NAME	OPTIONAL	BNM*	1-20	ALPHABETIC, NUMERIC
IMAGE NCIC NUMBER	OPTIONAL SET	IMN*	10-10	ALPHABETIC, NUMERIC
IMAGE TYPE	SET	IMT*	1-1	ALPHABETIC

\*NCIC 2000 format only

\*\*Field must not contain data but must be included in record format.

### **2.3 MANDATORY FIELDS FOR ENTRY**

The following fields are mandatory to enable a stolen boat entry to be accepted into NCIC 2000: HDR, MKE, ORI, REG with RES and REY or BHN, or OAN, BYR, BMA, DOT, and OCA. The entry will be rejected if one of the mandatory fields is left unfilled.

### **2.4 ADDITIONAL GUIDELINES FOR ENTRY**

1. The agency entering the record must account for all fields in the Boat File record. All available data must be entered when the original entry is made. Of particular importance is the registration number which should be available for all boats except some new boats stolen from a dealer's/manufacturer's lot. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MB).
2. For training and administrative purposes, agencies may enter test records into NCIC 2000 by using the header TL01 or TN01. The test records will not generate any notifications nor will batch processing be performed in the test system.
3. An agency entering a record for a boat registered in another state should advise the CTA in the state of registry about such an entry by separate communication.
4. In instances in which a boat, trailer, and any accessories have been stolen, a record(s) should be entered by one of the following methods:
  1. Those states using the NCIC format and having the capability to enter supplemental trailer and add-on records should follow the instructions set forth in this chapter.

2. Those states that do not have add-on capability or are using the NCIC 2000 format should make separate entries in the appropriate files for the stolen boat and any accessories taken with it; that is, the boat must be entered in the Vehicle/Boat Part File, its outboard motor must be entered in the Vehicle File (MKE/EP), and the boat trailer must be entered in the Vehicle File (MKE/EV).

1. If an item(s) associated with the stolen boat is entered in another NCIC 2000 file(s), each separate entry should be cross-referenced to the other(s) by entering the NIC of the other related record(s) in the MIS Field of each entry.
2. CGD, HPT, HSP, BMO, and BNM are entered via the ENTRY message (EB) in NCIC 2000 format (HDR\1N01). The Enter Boat Supplemental (EBS) is only valid in the NCIC format (HDR\1L01).

## **2.5 MESSAGE FIELD CODE EDITS FOR ENTRY**

### **1. BOAT COLOR (BCO)**

Where a boat is one color, the appropriate three-character alphabetic code listed in the *NCIC 2000 Code Manual*, Boat Data Codes, must be entered. For example:

BCO/BRO .

When a boat of two colors is described , the code for the dominant color of the boat's hull above the waterline should be entered first followed by the code for the next most prevalent color, and the fourth character must be a slash(/). For example:

BCO/WHI/BLK.

### **2. BOAT HULL SERIAL NUMBER (BHN)**

The *Code of Federal Regulations*, Title 33, Section 181, requires that hull identification numbers affixed to boats manufactured as of August 1973 must consist of 12 characters. A manufacturer may display additional characters after the required 12; however, they must be separated by a hyphen.

The complete hull number, including any alphabetic character(s), must be entered in the BHN Field. Any spaces, hyphens, or special characters which may appear as part of the hull number should be omitted from the BHN Field. If the hull number exceeds 20 characters, the first 20 characters must be entered in the BHN Field. The complete BHN must be entered in the MIS Field. For example:

BHN: STM8528EM79B-34576YF

1. The first three characters are the identification assigned to the manufacturer: positions one and two are alphabetic, position three is alphabetic or the numerics 1 or 2.

2. Characters four through eight are assigned by the manufacturer and are either alphabetic or numeric except for the alphabetic characters I, O, and Q.
3. Characters nine through twelve indicate the date of certification or date of manufacture. The characters are either:
  1. All numerics with positions nine and ten indicating the month and positions eleven and twelve indicating the year; or
  2. The ninth character is the alphabetic M, the tenth and eleventh characters are numerics indicating the model year, and the twelfth character is an alphabetic indicating the month of the model year. August is designated by the alphabetic A, September by B, October by C, etc.; or
  3. Characters nine and ten indicate month and year of the date of certification or date of manufacture. Character nine is an alphabetic: the first month of the year, January, is A and the last month of the year, December, is L. Character ten is the last digit of the year of certification or manufacture, such as 2 for 1992 or 4 for 1994. Characters eleven and twelve are the model year, such as 94 for 1994 or 95 for 1995.

The NCIC System will accept records with nonconforming BHNs; the following caveat will be included in the entry acknowledgement:

\*\*VERIFY BHN/12M8528EM79B;  
IT DOES NOT CONFORM TO BHN STANDARDS FOR 1973 AND LATER BOATS AS  
OUTLINED IN THE NCIC OPERATING MANUAL.

### 3. BOAT MAKE (BMA)

Boat make codes are listed in Boat Data Codes, *NCIC 2000 Code Manual*. If a code is not listed in the *NCIC 2000 Code Manual*, or the BHN contains a non-conforming hull identification number, the alphabetic characters MISC should be entered in the BMA and the actual manufacturer's name must appear in the MIS Field for NCIC-formatted messages or in positions 5 through 24 of the BMA for NCIC 2000-formatted messages. If the manufacturer's name is not known, the MIS Field should be used to describe the boat and any information which can lead to the determination of the manufacturer's name.

### 4. BOAT MODEL YEAR (BYR)

The BYR Field must contain the model year during which the boat was manufactured. The BYR may be obtained from the BHN. The BHN will be 12 or more characters when the model year is 1985 or later unless MISC is entered in the BMA Field.

### 5. BOAT NAME (BNM)

The complete boat name, if available, including any numeric characters should be entered in the BNM Field.

## **6. BOAT TYPE (BTY)**

The appropriate code as listed in Boat Data Codes, *NCIC 2000 Code Manual*, must be entered.

## **7. COAST GUARD DOCUMENT NUMBER (CGD)**

1. Commercial vessels and certain motor yachts over five tons are documented as vessels of U.S. registration under navigation laws administered by the U.S. Coast Guard. An official identifying number is assigned to the vessel, and a valid marine document reflecting the assigned number is issued. This unique number (commonly referred to as a document number) is permanently marked on the main beam of the documented vessel in addition to appearing on the official marine document issued to the owner of the vessel.
2. If the document number is the only numeric identifier, it must be entered in the REG Field of the base boat record.
3. The CGD Field has been expanded to eight characters to provide extended capability to provide for future Coast Guard needs. A document number can be eight numbers or less; however, all characters of a document number will be numeric.

## **8. HOME PORT (HPT)**

The home port of the boat should be entered in free form text. The name of the home port will be located at the back end of the boat.

## **9. HULL SHAPE (HSP)**

The appropriate two-character code as listed in Boat Data Codes, *NCIC 2000 Code Manual*, should be entered.

## **10. MISCELLANEOUS (MIS)**

1. For an NCIC 2000-formatted message, if the BMA is MISC, the MIS Field must contain the complete identity of the boat manufacturer.
2. Serialized home-built boats (except those built from boat kits) should be identified by entering the words HOME BUILT. The words KIT BUILT should be entered to identify boats constructed from a kit where the manufacturer's identity is not displayed on the boat. For example:

HOME BUILT-NAME VALERIE ON TRANSOM  
KIT BUILT-NAME BLACK RAT ON STERN

3. Additional descriptive information may be entered in the MIS Field. This data should be entered in easily, readable abbreviated language. The field length has been expanded to 200 characters for NCIC 2000 messages.

1. Number of hulls. For example:

SINGLE HULL  
CATAMARAN  
TRIMARAN

2. Number of persons boat sleeps. For Example:

SLEEPS 3; BERTHS

3. Color of trim, cabin, deck, interior, cockpit cover, etc. For example:

BRO DECK RED CANVAS COCKPIT COVER

4. Number of sails, color of mainsail with lettering or design appearing thereon. For example:

2/SAILS, MAINSAIL YEL  
CRAB AND US 491 ON MAINSAIL

4. In a case in which the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the boat is known, the entering agency should place the code NOAH (Notify ORI of All Hits) in the MIS Field for NCIC-formatted messages.

#### 11. MODEL NAME (BMO)

The boat model may appear anywhere on the boat but generally appears on either of the sides. The model name including any numeric characters should be entered.

#### 12. OUTER HULL MATERIAL (HUL)

The code best describing the material of which the boat's outer hull is made must be placed in the HUL Field. Codes are listed in Boat Data Codes, *NCIC 2000 Code Manual*.

#### 13. OVERALL BOAT LENGTH (BLE)

Generally, overall length is measured in a straight line from the foremost part of the bow (front) to the aftermost part of the stern (back). The overall length must be expressed in feet and then entered. (Fractions of a foot should be rounded off to the nearest foot.) For example:

12 for 144 inches 16 for 16 ft. 3 in.

19 for 18 ft. 9 in. 08 for 8 ft.

#### 14. OWNER-APPLIED NUMBER (OAN)

The OAN Field should contain one of the following:

1. An identification number assigned by the owner of the property in connection with a theft prevention program.
2. A state-assigned BHN. The OAN cannot be the same as the BHN.

## 15. PROPULSION (PRO)

The appropriate code as listed in Boat Data Codes, *NCIC 2000 Code Manual*, must be entered.

## 16. REGISTRATION NUMBER (REG)

A REG should be available for all boats except those stolen prior to their registration. The REG is to be entered omitting spaces, hyphens, and symbols. All letters and numerals which are part of the REG must be included. Partial numbers are not to be entered. If the REG is entered, the RES and the REY must be filled. The message will be rejected if the REG field and CGD field are the same.

### 1. Registration Number for Domestic Boats

1. After an application for registration of a boat with a state or the United States Coast Guard has been approved, the applicant is issued a Certificate of Number (a registration certificate authorizing the boat's use primarily for pleasure) setting forth the identification number assigned to the boat. The applicant is required to display this number (commonly called the boat registration number) on each side of the bow of the vessel. REG will be no more than eight characters; however, it may be less.
2. The *Code of Federal Regulations*, Title 33, Section 174.23 sets out the requirements for boat registration numbers. Each REG must consist of two capital letters denoting the state of the issuing authority. These two alphabetics should be followed by not more than four numerics and two alphabetics or not more than three numerics and three alphabetics. For example:

REG: NH 1234 BD or NH 356 EFG

1. The two-character alphabetic code denoting the issuing state conforms to those alphabetics set out by the aforementioned regulations.
2. The message will be rejected if the REG and CGD Fields are the same.

### 2. Document Number for Commercial Vessels

For NCIC-formatted messages, the CGD is entered in the enter boat supplemental (EBS) message. When "US" is entered in the RES Field, the registration number must be a "DO" followed by six numeric characters or "D" followed by seven numeric characters. Note that the

actual field length is eight characters to accommodate the U. S. Coast Guard's future need to expand the document number.

#### 17. REGISTRATION STATE (RES)

The appropriate code for the state, province, etc., which issued the registration/ documentation certificate must be entered. If the REG is a document number, the country of issue, e.g., US for the United States, must be identified. The appropriate codes can be found in State and Country Codes, *NCIC 2000 Code Manual*.

#### 18. REGISTRATION YEAR (REY) OF EXPIRATION

The highest year in which the boat's registration or documentation certificate is valid must be entered in the REY Field. If the REG is a document number, the REY must contain NX for nonexpiring.

#### 19. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

### **2.6 NCIC 2000 MESSAGE FIELD CODE EDITS FOR ENTRY**

#### 1. IMAGE DATA (IMN and IMT)

A boat can be entered with an Image NCIC Number (IMN) and Image Type(IMT) corresponding to a generic image on file. The user can query the image file to determine if a generic image with the same BMA, BTY, BLE, and BYR is stored in the system. The IMN and IMT returned in the response are then entered with the message.

The IMN must begin with an I and the IMT must be B. If the IMT is not B, a REJECT - FIELD ERROR message will be transmitted. NCIC 2000 will verify the generic image is an active record on the system by inquiring with the IMN. If the image is not found or the image is not stored as a generic type, the message will be rejected.

#### 2. LINKAGE DATA (LKA and LKI)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The NCIC System will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry. In the entry message the LKI and

LKA Fields immediately follow the OCA Field entry. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.

### **3. NOTIFY ORIGINATING AGENCY (NOA)**

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the boat is known, Y should be entered into the NOA Field. Previously, this was indicated by placing NOAH in the MIS Field. Currently, if the NOA is left blank, the field will default to N.

The NOA Field will be returned in record responses when the inquiring agency ORI matches the entering agency ORI and in unsolicited notifications (\$. messages) to the ORI of record.

## **2.7 AUTOMATIC NOTIFICATION OF A RECORD ENTRY**

When an agency enters, clears, cancels, modifies, or locates, or the System purges a stolen boat record, NCIC will automatically notify the NICB and the U.S. Coast Guard through separate \$.8. administrative messages. If a boat record has registration data, a \$.8. Out-of-State notification will be sent automatically as necessary. Additional information on \$.8. administrative messages can be found in the Introduction chapter of this manual.

## **SECTION 3--MODIFICATION**

### **3.1 WHEN TO USE A MODIFICATION MESSAGE**

1. Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active boat record. A boat record cannot be modified if the record is in a located status (MKE/LOCATED BOAT).
2. A modification message may also be used to enter or delete data in the supplemental data record. This is true of both NCIC and NCIC 2000-formatted messages. NCIC 2000 allows the supplemental data to be entered via the EB message, whereas NCIC allows the data to be entered in the supplemental record via an EBS or by modification of the Boat File record.
3. Supplemental trailer records and add-on boat part records cannot be modified.

### **3.2 EXAMPLE OF A MODIFICATION MESSAGE**

1N01HEADER.MB.MD1012600.NIC/B000032685.OCA/A222.REG/MD1235ZZ

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
MODIFY NIC/B000032685

The above modification example contains: header, (1N01HEADER), message key (MB), Originating Agency Identifier (MD1012600), two record identifiers (NIC/B000032685 and OCA/A222), the field being modified, and the modification (REG/MD1235ZZ).

### **3.3 MESSAGE FIELD CODES FOR MODIFICATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
BOAT HULL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
REGISTRATION NUMBER	CONDITIONAL	REG	1-8	ALPHABETIC, N
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, N CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN*	3-30	ALPHABETIC, N CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

\*NCIC 2000 format only

### **3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED**

The modify transaction must contain two record identifiers. The first identifier must be one of the following: NIC, BHN, or REG. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

### **3.5 ADDITIONAL GUIDELINES FOR MODIFICATION**

1. The stolen boat modification message can be used to enter, change, or delete data in the boat supplemental record. For NCIC 2000-formatted messages, the supplemental data can be added at the same time the base boat record is entered; thus, in a modification message the data can be

altered or deleted. For NCIC-formatted messages, the supplemental data can only be added through the use of the enter boat supplemental message or through the use of the modify boat message.

2. If a modify transaction includes a BHN that does not conform to the BHN standards, the following caveat is included in the modify acknowledgement:

\*\*VERIFY BHN/12M8528EM79B;

IT DOES NOT CONFORM TO BHN STANDARDS FOR 1973 AND LATER BOATS AS OUTLINED IN THE NCIC OPERATING MANUAL.

### **3.6 VALIDATION GUIDELINES FOR NCIC MODIFICATION**

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a boat record to indicate that the record has been validated. When data are entered into the VLN Field, the NCIC stores the current date in the Date of Last Validation Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

```
1N01HEADER.MB.MD1012600.NIC/B000032685.OCA/2501.VLN/JONES, DAVID  
E
```

#### **Acknowledgment:**

```
1L01HEADER  
MD1012600  
VALIDATE NIC/B000032685
```

## **SECTION 4--CANCELLATION**

### **4.1 WHEN TO USE A CANCELLATION MESSAGE**

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined that the record is invalid; for example, a record is found to be the result of a fictitious or false theft report.

A cancellation message for a base Boat File record will also remove any supplemental data record, supplemental trailer record, and/or add-on boat part record(s). Any trailer or boat part not recovered with the boat must be entered into the Vehicle or Vehicle/Boat Part File.

### **4.2 EXAMPLE OF A CANCELLATION MESSAGE**

```
1N01HEADER.XB.MD1012600.NIC/B000032685.OCA/A222.19991205.NOT  
STOLEN
```

**Acknowledgment:**

1L01HEADER  
 MD1012600  
 CANCEL NIC/B000032685

The above cancellation example contains: header (1N01HEADER), message key (XB), Originating Agency Identifier (MD1012600), two record identifiers (NIC/B000032685 and OCA/A222), date of cancellation (19991205), and reason for property record removal (NOT STOLEN).

#### **4.3 MESSAGE FIELD CODES FOR CANCELLATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
BOAT HULL SERIAL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
REGISTRATION NUMBER	CONDITIONAL	REG	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	10-21	ALPHABETIC, NUMERIC

\*NCIC 2000 format only

#### **4.4 IDENTIFICATION OF A RECORD TO BE CANCELED**

The cancel transaction must contain two record identifiers. The first identifier must be one of the following: NIC, BHN, or REG. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. Date of Cancellation (DOC) must follow the two record identifiers. DOC must be the current date or the current date minus one.

#### **4.5 ADDITIONAL GUIDELINE FOR CANCELLATION**

When canceling a record, the user is expected to enter the Reason for Property Record Removal (RPP). The RPP Field is entered directly after the DOC Field. For a cancel, the RPP value will be either CASE DROPPED or NOT STOLEN.

### **SECTION 5--INQUIRY**

#### **5.1 EXAMPLE OF AN INQUIRY WITH NEGATIVE AND POSITIVE RECORD RESPONSES**

1N01HEADER.QB.WA1230000.REG/MD1235ZZ.BHN/LBC123450874

##### **Negative Response:**

1L01HEADER  
WA1230000  
NO RECORD REG/MD1235ZZ BHN/LBC123450874

##### **Positive Response:**

1L01HEADER  
WA1230000  
  
MKE/STOLEN BOAT  
ORI/MD1012600 REG/MD1235ZZ RES/MD REY/1999 HUL/WD  
BHN/LBC123450874 BYR/1974 PRO/OB BMA/WEL BTY/RUN BLE/17  
BCO/RED DOT/19981105  
OCA/A222  
MIS/BLUE STRIPING  
NIC/B000032685 DTE/19981110 0000 EST DLU/19981215 0000 EST  
ORI IS ANY CITY PD MD 301 555-1234  
IMMED CONFIRM RECORD WITH ORI

The above inquiry example contains: header (1N01HEADER), message key (QB), inquiring agency identifier (WA1230000), registration number (REG/MD1235ZZ), and the hull serial number (BHN/ LBC123450874).

If an inquiry transaction includes a BHN that does not conform to the BHN standards, the following caveat is included in the response:

\*\* VERIFY BHN/12M8528EM79B;  
IT DOES NOT CONFORM TO BHN STANDARDS FOR 1973 AND LATER BOATS AS OUTLINED IN THE NCIC OPERATING MANUAL.

## 5.2 MESSAGE FIELD CODES FOR INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC,  SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
REGISTRATION NUMBER	CONDITIONAL	REG	1-8	ALPHABETIC, NUMERIC
BOAT HULL SERIAL NUMBER	CONDITIONAL	BHN	1 -20	ALPHABETIC, NUMERIC
VEHICLE MAKE	SET	VMA	2-4  2-24*	CODE AS DEFINED IN  <i>NCIC 2000 CODE MANUAL</i>
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR	OPTIONAL	IND*	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH*	1-1	ALPHABETIC

\*NCIC 2000 format only

## 5.3 REQUIREMENTS FOR INQUIRY

- Inquiries can be made by using the REG and/or BHN. Complete registration number should be used although it may exceed eight characters. NCIC 2000 will search the first eight characters. The complete hull serial number should be used if it does not exceed 20 characters. If the hull serial number exceeds 20 characters, the first 20 should be used. NCIC 2000 will search the first eight characters. The state of registration cannot be used in an inquiry.

2. Inquiries of the Boat File and any add-on records may also be made using the OAN, LIC, VIN, CGD, and/or SER. An inquiry containing a REG, LIC, or CGD should be identified by the MFC/REG. An inquiry containing a BHN, OAN, VIN, and/or SER should be identified by the MFC/BHN.
3. Up to three numbers may be included in an inquiry after the MFC/BHN; however, the numbers must be separated by a comma and may not contain any spaces.

For example:

1N01HEADER.QB.MD1012600.REG/MD1234ZZ.BHN/LBC035380874,  
MD9347625,8967341

4. Inquiries may be made using the NIC only, if available.

#### **5.4 ADDITIONAL GUIDELINES FOR INQUIRY**

1. When a record(s) is received in response to an inquiry, it is essential to match all identifying data in the System with the boat in question before taking further action.
2. A QB or ZB inquiry using REG as an identifier will search the following: REG of base Boat File (EB) records, LIC of boat supplemental trailer (EBT) records, CGD of Boat File (EB) records, LIC of base Vehicle File (EV) records with VMO/TL and VST/BT, LIC of add-on vehicle (EVS) records with VMO/TL and VST/BT, and REG of National Sex Offender Registry records.
3. A QB or ZB inquiry using BHN as an identifier will search the following: BHN and OAN of base Boat File (EB) records, SER and OAN of add-on boat part (EBP) records and Vehicle/Boat File (EP) records, VIN and OAN of boat supplemental trailer (EBT) records, VIN and OAN of base Vehicle File (EV) records with VMO/TL and VST/BT, VIN and OAN of add-on Vehicle File (EVS) records with VMO/TL and VST/BT, and BHN of National Sex Offender Registry records.
4. A QW, QWA, QWE, QWF, QWS, ZW, QWI, QV, or ZV inquiry containing a LIC will retrieve a Boat File record with a matching LIC in the boat supplemental trailer records. Additionally, a VIN contained in one of these inquiries will retrieve a matching VIN or OAN in the boat supplemental trailer records. Inquiries with a VIN will also retrieve any part (EP, EBP, EPS) record, regardless of category, with a matching SER or OAN.
5. If the positive response (hit) includes information in the MIS Field indicating boat trailer and/or boat motor was stolen along with the boat, the Vehicle and Vehicle/Boat Part Files should be queried using the identifiers cross-referenced in the stolen boat record to ascertain if the trailer and/or motor in question is still in an active stolen status.
6. An inquiry using only registration data can provide a secondary hit response from other NCIC files when the primary hit contains a BHN. When this happens, another computer search is

automatically generated on the BHN contained in the record response. The automatic second search may retrieve a record from the Boat, Vehicle, Vehicle/Boat Part Files, or the National Sex Offender Registry if there is a match, regardless of the REG data used in the original inquiry.

7. If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be included after the first 20 hit responses to indicate a file is being created with up to an additional 100 hit responses.

#### **ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW**

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

8. If a hit response contains expired registration information, the following caveat will be included:

WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

9. A QXS inquiry containing BHN or REG will retrieve a Boat File record with matching boat data.

### **5.5 ADDITIONAL GUIDELINES FOR NCIC 2000 INQUIRY**

#### **1. IMAGE INDICATOR (IND)**

Inquiries may also contain an Image Indicator (IND). If the image indicator is Y, image data related to each primary hit response will be returned.

1N01HEADER.QB.WA1230000.REG/MD1235ZZ.IND/Y

The following would be returned after the immediate confirm caveat for a generic boat image:

IMR/BBTY:RUN BLE:17  
BYR:1997 BMA:WEL  
IMN:I000001233 GENERIC BOAT  
MIS:PHOTO PROVIDED BY MANUFACTURER

00256  
<image>.

The Image Response (IMR) is composed of the following data: the Image Type (B for generic image) and standard boat MFCs (BTY, BLE, BYR, and BMA). The Image NCIC Number (IMN) is next followed by the image description (GENERIC BOAT). Following is the Image MIS Field, then image size in bytes (00256), and, last, the <image> would be replaced with the actual image.

The following would be returned after the immediate confirm caveat for an identifying boat image:

IMR / IBHN:LBC035380874 REG:MD1235ZZ  
BYR:1997 BMA:WEL  
NIC:B000032685 IMN:I000431222  
MIS:PHOTO OF STERN SHOWING NAME

00512

<image>.

The Image Response (IMR) is composed of the following data: IMT (I for identifying image) and standard boat MFCs (BHN, REG, BYR, and BMA). The NIC of the base record is next followed by the IMN. Following the IMN is the Image MIS Field, then image size in bytes (00512), and, last, the <image> would be replaced with the actual image.

## 2. RELATED SEARCH HIT (RSH)

Inquiries may also contain a Related Search Hit (RSH) Field. If the RSH is Y, secondary hit responses will be returned for all linked records. The NCIC System links records when: 1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other and 2) the LKI/LKA are the same as ORI/OCA contained in the primary hit response.

If the hit response contains more than ten secondary hit responses, the following will be included in the hit response to indicate a file is being created with up to an additional 100 hit responses.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

A \$.B. will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

## 5.6 PROCEDURES FOR HANDLING A HIT

1. An NCIC 2000 hit may not be probable cause to arrest. A hit confirmed with the originating agency may be adequate grounds to recover a boat.
2. When an agency receives a record(s) in response to an NCIC 2000 inquiry and the whereabouts of the boat inquired upon is known and the boat inquired upon appears to be identical with one or more of the records, the agency that can seize the boat must contact the ORI of each record possibly identical with the boat in question to confirm the hit(s) prior to seizing the boat.
3. When an agency receives a record(s) in response to an NCIC 2000 inquiry and the whereabouts of the boat inquired upon is not known, the hit(s) should not be confirmed. However, if the code NOAH (Notify ORI of All Hits) is in the MIS Field of a record, the ORI of the record should be contacted and furnished details concerning the inquiry.

4. "To confirm the hit" means to verify that the theft report is still outstanding and the boat inquired upon is identical with the boat described in the record and to obtain information concerning return of the stolen boat to its rightful owner.
5. The hit confirmation system is based on two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.
6. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

## **5.7 CANADIAN VEHICLE INDEX INFORMATION**

1. NCIC 2000 maintains an interface with the Canadian Police Information Centre (CPIC) that allows searchable identifiers in CPIC records to be transmitted to NCIC for storage and access, creating the Canadian Vehicle Index (CVI). The CVI contains stolen boat, part, vehicle, and license plate records, including U.S. registered vehicles and boats stolen in Canada. Based on the CVI response, the inquiring agency should perform an NLETS transaction to obtain current record information in CPIC, then perform any required hit confirmation. Canadian agency names, addresses, and telephone numbers may be obtained through a QO inquiry.
2. When a U.S. user queries NCIC and the query hits on a CPIC record, the user will receive the following message as a hit response:

### **Positive Response:**

YOUR TRANSACTION IS A POSSIBLE MATCH WITH AN INDEX RECORD FOR A STOLEN BOAT IN CANADA WITH THE FOLLOWING IDENTIFIERS: ORI/AB1012600 BHN/LBC0353808874.

ADDITIONAL INFORMATION MAY BE OBTAINED VIA NLETS USING A CBQ TRANSACTION.

INTERNATIONAL USERS CONTACT INTERPOL OTTAWA.

## **SECTION 5.8 -- BATCH INQUIRY (QBB)**

1. The NCIC 2000 batch inquiry allows users to create a file of individual QB/ZB inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific inquiry from which they were generated. Prior to each response, SEQUENCE NUMBER: <SEQ> will be returned to identify those responses that follow as coming from the inquiry with that sequence number. For example:

1N01HEADER.QBB.MD1014300.001.BHN/LBC123450874&002.REG/MD1235ZZ.&005.  
BHN/SUN32104500012561.&010.NIC/B123456789

**Acknowledgment:**

1L01HEADER  
MD1014300  
BATCH INQUIRY RECEIVED

2. The sequence numbers, as shown in the example, do not have to be sequential (001, 002, 005, 010), but they have to be unique. The HDR, ORI, MKE, and SEQ are entered without the MFC. The identifiers available in the QB/ZB inquiry are available for use in the QBB message, including the IND and the RSH indicators, and are preceded by the proper MFC.
3. There is a limit of 1,800 characters for a batch inquiry, including the header and all control characters.
4. The results of the batch inquiry are transmitted via a file to be retrieved by the user. The maximum number of inquiry batched records is 2,000. If the maximum number is exceeded, the Introduction chapter of this manual provides the necessary message translation. The user is notified of the file by the \$.B. administrative message. The following is an example of the contents of the file.

1L01HEADER  
MD1014300

SEQUENCE NUMBER: 001  
NO RECORD BHN/LBC123450874

SEQUENCE NUMBER: 002

MKE/STOLEN BOAT  
ORI/MD1012600 REG/MD1235ZZ RES/MD REY/1999 HUL/WD  
BHN/CAT370431234 BYR/1996 PRO/OB BMA/CAT BTY/RUN BLE/17  
BCO/RED DOT/20000110  
OCA/A222  
MIS/BLUE STRIPING  
NIC/B723005317 DTE/20000112 1400 EST DLU/20010115 1100 EST  
ORI IS ANY CITY PD MD 301 555-1212  
IMMED CONFIRM RECORD WITH ORI

SEQUENCE NUMBER: 005  
NO RECORD BHN/SUN32104500012561

\*\*VERIFY BHN/12M8528EM79B;  
IT DOES NOT CONFORM TO BHN STANDARDS FOR 1973 AND LATER BOATS AS  
OUTLINED IN THE NCIC OPERATING MANUAL.

SEQUENCE NUMBER: 010  
NO RECORD NIC/B123456789

**SECTION 6--LOCATE**

## **6.1 WHEN TO USE A LOCATE MESSAGE**

Any agency, except the agency that entered the record, that recovers a boat which is indexed in NCIC 2000, must place a locate message on the active boat record. When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen boat must contact the ORI of each record possibly identical with the boat in question to confirm the hit. Following confirmation with the originating agency, a locate message must be transmitted for each record on file for the boat.

A locate appended to a base Boat File record will also place a locate on any supplemental trailer and/or add-on boat part record(s). Any add-on trailer or boat part not recovered with the boat must be reentered into the Vehicle or Vehicle/Boat Part File.

## **6.2 EXAMPLE OF A LOCATE MESSAGE**

1N01HEADER.LB.WA1230000.NIC/B000032685.OCA/A222.19991205.1426.  
HIT NCIC 19991205...20000.4000.9000

### **Acknowledgment:**

1L01HEADER  
WA1230000  
LOCATE NIC/B000032685

The above locate example contains: header (1N01HEADER), message key (LB), recovering agency identifier (WA1230000), two record identifiers (NIC/B000032685 and OCA/A222), date of recovery (19991205), the recovering agency case number (1426), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991205), value of recovered property (20000), value of other recovered property (4000), and value of recovered contraband (9000).

When a locate is transmitted for a Boat File record, the message key translation changes from STOLEN BOAT to LOCATED BOAT and the date of recovery, recovering agency ORI, and recovering agency case number are added to the record.

## **6.3 MESSAGE FIELD CODES FOR LOCATE**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL

				CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
REGISTRATION	CONDITIONAL	REG	1-8	ALPHABETIC, NUMERIC
BOAT HULL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC,  SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 1-20*	ALPHABETIC, NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA*	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF*	1-20	ALPHABETIC. NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP*	1-8	NUMERIC
VALUE OF OTHER	OPTIONAL	VOR*	1-8	NUMERIC

RECOVERED PROPERTY				
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC*	1-8	NUMERIC

\*NCIC 2000 format only

#### **6.4 IDENTIFICATION OF RECORD TO RECEIVE LOCATE**

The locate transaction must contain two record identifiers. The first identifier must be one of the following: NIC, BHN, or REG. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

#### **6.5 LOCATE PROCEDURE**

Following the two record identifiers, date of recovery and recovering agency case number are next entered, in that order, and without field codes. The date of recovery (which cannot be prior to the date of theft) must be entered or the locate message will be rejected. The recovering agency case number should also be entered.

There are no locate procedures for CVI records.

#### **6.6 ADDITIONAL GUIDELINE FOR LOCATE**

Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period. Additional information concerning benefits and effectiveness data can be found in the Introduction chapter of this manual.

#### **6.7 AUTOMATIC NOTIFICATION OF LOCATE**

When an agency places a locate against another agency's record, NCIC 2000 will automatically notify the entering agency through a \$.L. administrative message. The \$.L. message will include any associated add-on vehicle and/or add-on parts.

### **SECTION 7--CLEAR**

#### **7.1 WHEN TO USE A CLEAR MESSAGE**

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

1. When the agency recovering the boat is the agency that entered the record.
2. When the agency that entered the record is officially advised that the boat has been recovered by another agency.

A clear message for a base Boat File record will also remove any supplemental data record, supplemental trailer record, and/or add-on boat part record. Any trailer or boat part not recovered with the boat must be entered into the Vehicle or Vehicle/Boat Part Files.

## **7.2 EXAMPLE OF A CLEAR MESSAGE**

```
1N01HEADER.CB.MD1012600.NIC/B000032685.OCA/A222.19991205.
WA1230000.1426.HIT NCIC 19991205.4..5000..1000
```

### **Acknowledgment:**

```
1L01HEADER
MD1012600
CLEAR NIC/B000032685
```

The above clear example contains: header, (1N01HEADER), message key (CB), Originating Agency Identifier (MD1012600), two record identifiers (NIC/B000032685 and OCA/A222), date of recovery (19991205), the recovering agency identifier (WA1230000), the recovering agency case number (1426), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991205), number of persons apprehended (4), value of recovered property (5000), and value of recovered contraband (1000).

## **7.3 MESSAGE FIELD CODES FOR CLEAR**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
REGISTRATION	CONDITIONAL	REG	1-8	ALPHABETIC, NUMERIC

BOAT HULL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC,  SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 1-20*	ALPHABETIC, NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA*	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF*	1-20	ALPHABETIC. NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP*	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR*	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC*	1-8	NUMERIC

\*NCIC 2000 format only

#### **7.4 IDENTIFICATION OF A RECORD TO BE CLEARED**

The clear transaction must contain two record identifiers. The first identifier must be one of the following: NIC, BHN, or REG. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

#### **7.5 CLEAR PROCEDURES**

There are two circumstances that require unique record formats to clear a stolen boat record.

1. If the agency that entered the record recovers the boat, only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Additionally benefits and effectiveness data should be included.
  
2. If the stolen boat record is located by an agency other than the entering agency and:
  1. The record being cleared is in a located status (MKE/LOCATED BOAT), only the date of clear would be entered following the two record identifiers.
  2. The record being cleared is in an active status (MKE/STOLEN BOAT), the date of clear followed by the recovering agency's identifier and the recovering agency's case number, in that order, without field codes would be entered after the two record identifiers.  
Additionally benefits and effective-ness data should be included.

## **7.6 ADDITIONAL GUIDELINE FOR NCIC 2000 CLEAR**

Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period.

## **SECTION 8--SUPPLEMENTAL DATA (NCIC FORMAT ONLY)**

### **8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3- 3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9- 9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
REGISTRATION NUMBER	CONDITIONAL	REG	1-8	ALPHABETIC, NUMERIC
BOAT HULL NUMBER	CONDITIONAL	BHN	1- 20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1- 9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
COAST GUARD DOCUMENT NUMBER	OPTIONAL	CGD	1-8	NUMERIC
HOME PORT	OPTIONAL	HPT	1-20	ALPHABETIC, NUMERIC
HULL SHAPE	OPTIONAL	HSP	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
MODEL NAME	OPTIONAL	BMO	1- 20	ALPHABETIC, NUMERIC
BOAT NAME	OPTIONAL	BNM	1-20	ALPHABETIC, NUMERIC

## 8.2 ENTRY OF A SUPPLEMENTAL RECORD

The entry of additional boat identifiers, i.e., Coast Guard document number, home port, hull shape, model name, and boat name, as a supplemental record to a base Boat File record may be made only by the agency that entered the base Boat File record. The supplemental data are entered using message key MKE/EBS and done as a separate entry from the Boat File entry.

Since the boat supplemental record is essentially an extension of the base boat record, the supplemental record may also be entered by use of the modify message (MKE/MB).

## 8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY

```
1L01HEADER.EBS.MD1012600.NIC/B000032685.OCA/A222..
CAMBRIDGE MD.SV.FISHERMAN.MARCY
```

### Acknowledgment:

```
1L01HEADER
MD1012600
ENTER EBS NIC/B000032685
```

The NIC will be returned in the acknowledgment if it is used to identify the base boat record. If the REG or BHN is used, the REG or BHN will be furnished in place of the NIC.

The above supplemental record entry example contains: header (1L01HEADER), message key (EBS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/ B000032685 and OCA/A222), and the supplemental data added to the record (HPT, HSP, BMO, and BNM).

## **8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY**

The supplemental transaction must contain two record identifiers of the base record. The first identifier must be one of the following: NIC, BHN, or REG. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. In the above example, the two identifiers are the NIC and the OCA.

## **8.5 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY**

The entering agency must account for all fields in the boat supplemental record.

The CGD Field will be indexed with the REG numbers and will be verified for duplicates accordingly. When a supplemental record entry contains a CGD that matches REG or CGD already on file, the message will be rejected, and the agency making the supplemental record entry will be furnished the record already on file.

## **8.6 MODIFICATION OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD**

A boat supplemental record is essentially an extension of the base boat record; therefore, the fields of a supplemental record can be modified individually by use of the MKE/MB. The instructions set forth in the Section 3 of this chapter should be followed, substituting the appropriate MFCs to be modified.

The modify message may also be used to add a supplemental data field to a base boat record, regardless of whether a supplemental record entry (EBS) has been previously entered.

## **8.7 CANCELLATION OF SUPPLEMENTAL RECORD**

A supplemental record is removed from file upon receipt of a cancellation message (XB) or clear message (CB) for removal of the base boat record. Individual data fields in a supplemental record may be canceled by using a modify message.

## **8.8 INQUIRY OF SUPPLEMENTAL RECORD**

The CGD Field is the only searchable field of a supplemental record. The inquiry MKEs are QB and ZB. Additional information concerning inquiry can be found in Section 5 of this chapter.

## **SECTION 9--SUPPLEMENTAL TRAILER RECORD (NCIC FORMAT ONLY)**

### **9.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL TRAILER RECORD**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
------------	--------------	--------------------	--------------	-----------

HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC,  SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3- 3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
REGISTRATION NUMBER	CONDITIONAL	REG	1-8	ALPHABETIC, NUMERIC
BOAT HULL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1- 9	ALPHABETIC, NUMERIC,  SPECIAL CHARACTERS
LICENSE PLATE NUMBER	CONDITIONAL  SET	LIC	1- 8	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	4-4	ALPHABETIC, NUMERIC
LICENSE PLATE TYPE	SET	LIT	2- 2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1- 20	ALPHABETIC, NUMERIC
VEHICLE YEAR	MANDATORY	VYR	4-4	NUMERIC
VEHICLE MAKE	MANDATORY	VMA	2- 4	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE STYLE	MANDATORY	VST	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
MISCELLANEOUS	OPTIONAL	MIS	1-42	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1- 20	ALPHABETIC, NUMERIC

## **9.2 WHEN TO USE A SUPPLEMENTAL TRAILER RECORD MESSAGE**

Using the add-on, there are three ways to enter a stolen boat trailer record into NCIC 2000 depending upon the circumstances surrounding the theft:

1. In a case where an automobile with an empty boat trailer attached is stolen, both vehicles should be entered in the Vehicle File: the automobile as a base vehicle record (EV) and the trailer as an add-on vehicle (EVS).
2. If only the boat trailer is stolen, enter the record as a base vehicle (EV).
3. If an automobile, trailer, and a boat are stolen, enter the automobile record as a base vehicle (EV). The boat should be entered as a base boat record (EB), and the trailer should be entered as a supplemental trailer (EBT) record as demonstrated in example 9.3 below.
4. Additional information can be found in the Vehicle File chapter of this manual.

## **9.3 EXAMPLE OF A SUPPLEMENTAL TRAILER RECORD ENTRY**

1L01HEADER.EBT.MD1012600.NIC/B000032685.OCA/A222.CBA321.MD.1998.TL.  
1J2345K6789L87654.1996.FISC.TL.BT.WHI

**Acknowledgment:**

1L01HEADER  
MD1012600  
EBT NIC/V000012344  
LINKED TO NIC/B000032685

The acknowledgment returns the NIC assigned to the supplemental boat trailer record followed by the NIC which identifies the base boat record. The NIC of the supplemental boat trailer will always be returned with the supplemental trailer record; however, the supplemental trailer record cannot be retrieved independently of the base record.

#### **9.4 IDENTIFICATION OF A BASE RECORD FOR SUPPLEMENTAL TRAILER RECORD ENTRY**

The supplemental trailer transaction must contain two record identifiers from the base record. The first identifier must be one of the following: NIC, BHN, or REG. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

#### **9.5 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL TRAILER RECORD ENTRY**

1. At least one numeric identifier must be present in a supplemental trailer record entry. Searchable numeric identifiers are LIC, VIN, and OAN. If LIC is present, all other license data, i.e., LIS, LIY, and LIT, must be included. In addition, for all supplemental trailer records, VMA, VST, and VYR must be included.
2. The ORI contained in the EBT must be identical to the ORI in the base boat record to which the EBT is being added.
3. The agency entering the record must account for all fields in the supplemental trailer record. All available data called for by the record format must be entered when the original entry is made. The supplemental trailer record cannot be modified; it must be canceled and reentered. The Vehicle File chapter contains details regarding LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, VCO, and OAN.

#### **9.6 MODIFICATION OF SUPPLEMENTAL TRAILER RECORD**

The supplemental trailer record cannot be modified; therefore, the supplemental trailer record must be canceled and reentered.

#### **9.7 CANCELLATION OF SUPPLEMENTAL TRAILER RECORD**

Cancellation of the record is restricted to the agency that entered the record. A cancellation message is used in the following circumstances:

1. The record should be removed due to invalid information contained in the record.
2. The stolen trailer has been recovered.

A cancellation message (XBT) will only remove the supplemental trailer record.

It should be noted that the supplemental trailer record will be removed from file if the base Boat File record has been removed by use of message keys CB or XB. If only the boat has been recovered and not the trailer, a record for the trailer must be entered as a base Vehicle File record (EV).

## **9.8 EXAMPLE OF A SUPPLEMENTAL TRAILER RECORD CANCELLATION MESSAGE**

1L01HEADER.XBT.MD1012600.NIC/B000032685.OCA/A222.19991205

The above cancellation example contains: header (1L01HEADER), message key (XBT), Originating Agency Identifier (MD1012600), two record identifiers (NIC/B000032685 and OCA/A222), and the date of cancellation (19991205).

## **9.9 IDENTIFICATION OF A SUPPLEMENTAL TRAILER RECORD TO BE CANCELED**

The supplemental trailer record to be canceled must be identified by NIC and OCA, in that order; REG and OCA, in that order; or BHN and OCA, in that order. DOC must follow the two record identifiers. DOC must be the current date or the current date minus one.

## **9.10 LOCATE OF A SUPPLEMENTAL TRAILER RECORD**

Following confirmation of the hit, the agency that recovers the trailer (except the agency that entered the record) must place a locate message on the active supplemental trailer record.

A locate message (LBT) will place a locate on the supplemental trailer record only. If an LB (locate boat) message is placed on the base Boat File record, the entire record (including the supplemental trailer record) will also be located. If the trailer has not been recovered, a record must then be entered for the trailer as a base Vehicle File record (EV).

## **9.11 EXAMPLE OF A SUPPLEMENTAL TRAILER RECORD LOCATE MESSAGE**

1L01HEADER.LBT.WA1230000.NIC/B000032685.OCA/A222.19991201.1426

The above example contains: header (1L01HEADER), message key (LBT), Originating Agency Identifier (WA1230000), two record identifiers (NIC/B000032685 and OCA/A222), date of recovery (19991201), and the recovering agency case number (1426).

When a locate is transmitted for a supplemental trailer record, the MKE changes from EBT to LBT.

## **9.12 IDENTIFICATION OF A SUPPLEMENTAL TRAILER RECORD TO RECEIVE LOCATE**

The supplemental trailer record to be located must be identified by NIC and OCA, in that order; REG and OCA, in that order; or BHN and OCA, in that order. The OCA used as a record identifier is the OCA of the agency that entered the record.

## **9.13 INQUIRY OF A SUPPLEMENTAL TRAILER RECORD**

Inquiries of supplemental trailer records are made by use of the QB, QW, QWA, QWE, QWF, QWS, ZW, QV, ZV, QWI, and ZB MKEs. Additional information on inquiry can be found in Section 5 of this chapter.

## **SECTION 10--ADD-ON BOAT PART (NCIC FORMAT ONLY)**

### **10.1 MESSAGE FIELD CODES FOR AN ADD-ON BOAT PART RECORD**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC,  SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4- 4	ALPHABETIC, NUMERIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9- 9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
REGISTRATION NUMBER	CONDITIONAL	REG	1-8	ALPHABETIC, NUMERIC
BOAT HULL NUMBER	CONDITIONAL	BHN	1- 20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9	ALPHABETIC, NUMERIC,  SPECIAL CHARACTERS
SERIAL NUMBER	CONDITIONAL	SER	1- 20	ALPHABETIC, NUMERIC
BRAND	MANDATORY	BRA	2- 4	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

CATEGORY	MANDATORY	CAT	2- 2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1- 20	ALPHABETIC, NUMERIC
MISCELLANEOUS	OPTIONAL	MIS	1- 42	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ENGINE POWER/DISPLACEMENT	CONDITIONAL	EPD	2- 5	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

## 10.2 WHEN TO USE AN ADD-ON BOAT PART RECORD ENTRY

1. A maximum of seven part records may be appended to a base Boat File record. These parts include inboard engines, outdrives, air propellers, outboard motors, certificates of origin, and certificates of title.
2. Each add-on boat part entry has a message key EBP1 through EBP7. The fourth character is a sequential number to identify each part record entered. The full MKE must be used when entering an add-on boat part.
3. If only a boat part has been stolen (no boat involved), the boat part must be entered as a base part record in the Vehicle/Boat Part File. Additional information concerning instructions on entering base part records can be found in the Vehicle/Boat Part File chapter.

## 10.3 EXAMPLE OF AN ADD-ON BOAT PART RECORD ENTRY

1L01HEADER.EBP1.MD1012600.NIC/B000032685.OCA/A222.1125433.OMCJ.OB..  
JOHNSON OUTBOARD MOTOR.20H

### Acknowledgment:

1L01HEADER  
MD1012600  
EBP1 NIC/V087698760  
LINKED TO NIC/B000032685

The acknowledgment returns the NIC assigned to the add-on boat part record followed by the NIC which identifies the base boat record. The NIC of the add-on boat part will always be returned with the add-on boat part; however, the add-on boat part cannot be retrieved independently of the base record.

## **10.4 MANDATORY FIELDS OF AN ADD-ON BOAT PART RECORD ENTRY**

The following fields are mandatory to cause acceptance of an add-on boat part record entry into NCIC 2000: HDR; MKE; ORI; two record identifiers (NIC and OCA, REG and OCA, or BHN and OCA); SER or OAN; BRA; CAT; and a brief description of the stolen part in the MIS Field.

## **10.5 ADDITIONAL GUIDELINES FOR ADD-ON BOAT PART ENTRY**

The ORI contained in the EBP message must be the same as the ORI in the base boat record(EB).

The agency entering the record must account for all fields in the Add-On Part Record. All available data must be entered when the original entry is made.

### **1. SERIAL NUMBER (SER)**

The complete SER of the stolen part must be entered in the SER Field.

### **2. BRAND (BRA)**

The appropriate code listed in the *NCIC 2000 Code Manual*, Boat Data Codes, must be entered. If a code is not listed, the generic code PART can be used. BMA codes cannot be used in the BRA Field.

### **3. CATEGORY (CAT)**

The appropriate two-character code as listed in Boat Data Codes, *NCIC 2000 Code Manual*, must be entered.

### **4. OWNER-APPLIED NUMBER (OAN)**

Any identification number assigned by the owner in connection with a theft prevention program should be entered in the OAN Field.

The OAN cannot be the same as the SER.

### **5. MISCELLANEOUS (MIS)**

The MIS Field must contain a brief description of the boat part (maximum of 42 characters).

### **6. ENGINE POWER OR DISPLACEMENT (EPD)**

1. One to four numerics followed by one alphabetic indicating the unit of measure: I for cubic inches, C for cubic centimeters, L for liter, H for horsepower, and P for pounds of thrust should be entered.

2. Fractions or decimals should be shown as follows: the whole number should be entered in

the EPD Field, and the whole number plus the fraction or decimal should be entered in the MIS Field. For example, an entry for a 9½ horsepower motor would read MIS/9 1/2 HORSEPOWER.EPD/9H. An entry for a 9.5 liter engine would read MIS/9 PT 5 LITERS.EPD/9.

3. The EPD Field can only be filled if the CAT Field code is EN or OB.

## **10.6 MODIFICATION OF AN ADD-ON BOAT PART RECORD**

The add-on boat part record cannot be modified; therefore, the add-on boat part must be canceled and reentered.

## **10.7 CANCELLATION OF AN ADD-ON BOAT PART RECORD**

1. Cancellation of the add-on boat part record is restricted to the agency that entered the record. A cancellation message is used when:

1. The record should be removed due to invalid information contained in the record, or
  2. The stolen boat part has been recovered.
2. The MKE/XBP\_ is used to cancel an add-on boat part record. The fourth position of the MKE must contain the proper numeric character corresponding to the record that is to be canceled. The cancellation message will only remove that one particular add-on boat part record.
3. It should be noted that the add-on boat part record(s) will also be removed from file if the base Boat File record has been removed by use of message keys CB or XB. If the boat part(s) has not been recovered, the record(s) must then be entered as a base part record (MKE/EP). Additional information concerning the entry of base part records can be found in the Vehicle File chapter of this manual.

## **10.8 EXAMPLE OF AN ADD-ON BOAT PART RECORD CANCELLATION MESSAGE**

1L01HEADER.XBP1.MD1012600.NIC/B000032685.OCA/A222.19991205

The above cancellation example contains: header (1L01HEADER), message key (XBP1), Originating Agency Identifier (MD1012600), two record identifiers (NIC/B000032685 and OCA/A222), and the date of cancellation (19991205).

## **10.9 IDENTIFICATION OF A RECORD TO BE CANCELED**

The add-on boat part record to be canceled must be identified by NIC and OCA, in that order; REG and OCA,in that order; or BHN and OCA, in that order. DOC must follow the two record identifiers. DOC must be the current date or the current date minus one.

## **10.10 LOCATE OF AN ADD-ON BOAT PART RECORD**

Following confirmation of the hit, any agency, except the agency that entered the record, that recovers the boat part(s) must put a locate message on each active add-on boat part record(s).

The MKE/LBP\_ is used to locate an add-on boat part record. The fourth position of the MKE must contain the proper numeric character corresponding to the record that is to be located. The locate message will only remove that one particular add-on boat part record.

It should be noted that the add-on boat part record(s) will also be located if the base Boat File record has been located (MKE/LB). If the boat part(s) has not been recovered, the boat part record(s) must be entered as a base part record (MKE/EP). Additional information concerning the entry of base part records can be found in the Vehicle/Boat Part File chapter of this manual.

### **10.11 EXAMPLE OF AN ADD-ON BOAT PART RECORD LOCATE MESSAGE**

1L01HEADER.LBP1.WA1230000.NIC/B000032685.OCA/A222.19991201.1426

The locate example contains: header, (1L01HEADER), message key (LBP1), Originating Agency Identifier (WA1230000), two record identifiers (NIC/B000032685 and OCA/A222), date of recovery (19991201), and the recovering agency case number (1426).

When a locate is transmitted for an add-on boat part record, the MKE changes from EBP\_ to LBP\_ and the date of recovery, recovering agency ORI, and recovering agency case number are added to the record.

### **10.12 IDENTIFICATION OF A RECORD TO RECEIVE LOCATE**

The add-on boat part record(s) to be located must be identified by NIC and OCA, in that order; REG and OCA, in that order; or BHN and OCA, in that order. The OCA used as a record identifier is the OCA of the agency that entered the record.

### **10.13 INQUIRY OF AN ADD-ON BOAT PART RECORD**

Inquiries of add-on boat part records are made by use of the QB, QV, ZV, and ZB MKEs.

*NCIC 2000 Operating Manual*  
**FOREIGN FUGITIVE FILE**

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**CLEAR**

**SUPPLEMENTAL RECORDS**

## **STOLEN/FRAUDULENT SUPPLEMENTAL RECORDS**

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*NCIC 2000  
FOREIGN FUGITIVE FILE*

### **SECTION 1--INTRODUCTION**

#### **1.1 DEFINITION**

1. The Foreign Fugitive File, established July 1, 1987, contains information on persons wanted in connection with offenses committed outside the United States.
2. There are two types of records in the Foreign Fugitive File: Canadian records and International Criminal Police Organization (INTERPOL) records. Canadian records contain information on persons wanted for violations of the Criminal Code of Canada based upon Canada-wide warrants. INTERPOL records contain information on persons wanted by authorities in other countries.
3. The Royal Canadian Mounted Police (RCMP) is the only authorized Canadian agency that can enter and update Canadian records. A user receiving a Canadian record in response to an inquiry is advised in a caveat that the fugitive is wanted on a Canadian warrant, and no arrest can be executed in the United States solely on that basis. The caveat further directs the inquiring agency to contact the RCMP to initiate the process of obtaining a U.S. extradition warrant (3184 Warrant), as authorized by Title 18, USC, Section 3184.
4. INTERPOL records contain information entered for foreign countries by the United States National Central Bureau (USNCB) of INTERPOL, which is housed in the U.S. Department of Justice. The National Central Bureau of any country may issue a wanted flyer, known as a Red Notice, for a fugitive wanted within its respective country. The Red Notice requests the arrest of the fugitive with the intention that extradition will occur. In addition to the fugitive's physical description, the Red Notice contains details of the charge(s), warrant information, and prior criminal history information. Red Notices are distributed to the National Central Bureaus in all INTERPOL member countries.
5. Upon receipt of a Red Notice, the USNCB reviews the information and enters an NCIC 2000 Foreign Fugitive File record if the entry criteria in this chapter are met. Any agency making an inquiry on a foreign fugitive will be advised that the fugitive cannot be arrested solely upon the NCIC 2000 Foreign Fugitive File record and to contact the USNCB/INTERPOL. The USNCB is responsible for confirming that the foreign arrest warrant is still outstanding, determining whether the foreign country will proceed with extradition, and notifying other U.S. Department of Justice officials to have a U.S. arrest warrant issued.

#### **1.2 CRITERIA FOR ENTRY**

## CANADIAN RECORDS

Records may be entered for individuals who are wanted for violations of the Criminal Code of Canada and for whom there is an outstanding Canada-wide warrant that meets the requirements of the Extradition Treaty, Title 18, USC, Section 3184. These entries can only be made for authorized Canadian agencies by the RCMP. The RCMP must have a warrant (electronic or hard copy) on file to support each entry.

## INTERPOL (USNCB RECORDS)

Other Foreign Fugitive File records may only be entered by USNCB based upon the following criteria:

1. The wanting country has an outstanding arrest warrant that charges a crime which would be a felony if committed in the United States, and
2.
  - a. The wanting country is a signatory to an extradition treaty/convention with the United States, or
    - b. The subject is wanted for a violent crime or is otherwise known to be violent, armed, or dangerous.

INTERPOL must have a wanted notice (electronic or hard copy) on file to support each entry.

## **1.3 MESSAGE KEY (MKE) CODES**

Message	MKE	Translation
Entry	EW	WANTED IN CANADA
	EW	FUGITIVE FROM A FOREIGN COUNTRY
Locate*	LW	LOCATED WANTED IN CANADA
Cancel	XW	
Inquiry**	QW QWA QWE QWF QWS ZW QWB QWI QV ZV	
Clear	CW	

\*This MKE can only be used to locate Canadian Records and will translate LOCATED WANTED IN CANADA or LOCATED WANTED IN CANADA - CAUTION when applied to the record shows the fugitive will be extradited (EXTR).

\*\*There is no specific MKE to query the Foreign Fugitive File; however, a wanted person inquiry will return a hit response on this file if a match occurs.

Message	MKE	Translation
Entry of supplemental record	EN	
Entry of supplemental stolen/fraudulent identifiers	ENS	
Cancellation of supplemental record	XN	
Cancellation of stolen/fraudulent identifiers	XNS	

A caution indicator should be added to the MKE EW when it is known that a foreign fugitive is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances of the individual. The reason for the caution must be entered in the Miscellaneous (MIS) Field (NCIC format) or in the Caution and Medical Conditions (CMC) Field (NCIC 2000 format). Additional details on the caution indicator can be found in the Wanted Person File chapter.

#### **1.4 RECORD RETENTION PERIOD**

Foreign Fugitive File records have an unlimited retention period. A foreign fugitive (EW) record will remain on file indefinitely or until action is taken by the originating agency to clear or cancel the record.

Other exceptions to the record retention periods will occur in the event a serious error is detected in the record on file.

#### **1.5 AUTOMATIC RETIREMENT**

Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a Foreign Fugitive File record or supplemental record for the year of entry plus 4 years, provided the license information has expired. If the expired license plate is the only searchable identifier in the Foreign Fugitive File record, then the entire record will be purged.

A nonexpiring license plate (LIY/NX) contained in a Foreign Fugitive File record will remain on file until action is taken by the originating agency to remove the license data or clear or cancel the entire record.

## **1.6 VALIDATION**

For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

The Name of Validator (VLN) Field will be returned only when the requester of the record is the entering agency. For all other inquiries, the VLN Field will be suppressed.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

## **1.7 MESSAGE FIELD EDITS**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
EXL*	Extradition Limitation	Mandatory Blank.
ADD*	Address Type	Mandatory Blank.
COU*	County	Mandatory Blank.
CTY*	City Date of	Mandatory Blank.
DDA*	Documented Address	Mandatory Blank.
SNA*	Street Name	Mandatory Blank.
SNU*	Street Number	Mandatory Blank.
STA*	State	Mandatory Blank.
ZIP*	ZIP Code	Mandatory Blank.

The Wanted Person File chapter contains other pertinent message field codes and edits.

\* NCIC 2000 format only.

## **SECTION 1.8 -- INVESTIGATIVE INTEREST**

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC 2000.

## **SECTION 2--ENTRY**

Only RCMP and INTERPOL (USNCB) can enter records in this file. The entry procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

The mandatory fields for Canadian Warrant records are the same as those for Wanted Person File records. For INTERPOL records, height (HGT), weight (WGT), and hair color (HAI) are not required if the MIS Field contains PHOTOS AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS. This statement must commence in position one of the MIS Field or in position six if the MIS Field contains SVIN (indicating the entry of a state-assigned or a nonconforming 17-character VIN) in the first four positions.

### **SECTION 3--MODIFICATION**

Only RCMP and INTERPOL (USNCB) can modify records in this file. The modify procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

### **SECTION 4--CANCELLATION**

Only RCMP and INTERPOL (USNCB) can cancel records in this file. The cancel procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

### **SECTION 5--INQUIRY**

#### **5.1 NCIC INQUIRY PROCESSING**

When an agency transmits an NCIC wanted person inquiry (QW, QWA, QWE, QWF, QWS, ZW, QWB, or QWI), the data in the Foreign Fugitive File will be searched in addition to all other NCIC person files (except the NICS Denied Transaction and Unidentified Person Files) as well as the Article, Boat, License Plate, Vehicle, and Vehicle/Boat Part Files. As a part of a positive Foreign Fugitive File response, the receiving agency is advised that the fugitive cannot be arrested solely upon the basis of the information provided. If the response is a Canadian fugitive record, the agency is instructed to contact RCMP to confirm the hit and initiate the process of obtaining a U.S. extradition warrant. If the fugitive record is for a fugitive from a country other than Canada, a caveat instructs the agency to contact INTERPOL (USNCB).

#### **5.2 EXAMPLE OF A CANADIAN RECORD INQUIRY**

1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN.SEX/M.RAC/W.DOB/19440410

#### **Negative Response:**

1L01HEADER  
WA1230000

NO NCIC WANT DOB/19440410 NAM/SMITH, JOHN SEX/M RAC/W  
\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

### **Positive Response:**

1L01HEADER  
WA1230000

\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

WARNING - DO NOT ARREST BASED ON THIS INFORMATION  
MKE/WANTED IN CANADA  
ORI/BC00000000 NAM/SMITH, JOHN SEX/M RAC/W ETN/H POB/TX  
DOB/19440410 HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/US  
OFF/FRAUD - ILLEG USE CREDIT CARDS  
DOW/19981201 OCA/22789  
ORI IS RCMP ANY PLACE BC 555 555-5555  
NIC/W000022525 DTE 19990102 0000 EST DLU/19990325 1100 EST  
REPEAT - WANTED IN CANADA - DO NOT ARREST BASED ON THIS INFORMATION - IMMEDIATELY CONTACT RCMP, OTTAWA, CANADA TEL NO. (555) 555-5555. IF SUBJECT IS NOT U.S. CITIZEN, CONTACT NEAREST OFFICE OF U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT

All codes used in a Canadian record are the same as those used in other NCIC 2000 person files.

### **5.3 EXAMPLE OF AN INTERPOL RECORD INQUIRY**

1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN.SEX/M.RAC/W.DOB/19450123.  
SOC/211004444

### **Negative Response:**

1L01HEADER  
WA1230000

NO NCIC WANT SOC/211004444  
NO NCIC WANT DOB/19450123 NAM/SMITH, JOHN SEX/M RAC/W  
\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

### **Positive Response:**

1L01HEADER  
WA1230000

\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

WARNING - DO NOT ARREST BASED UPON THIS FOREIGN FUGITIVE RECORD.

MKE/FUGITIVE FROM A FOREIGN COUNTRY

ORI/DCINTER00 NAM/SMITH, JOHN SEX/M RAC/W ETN/H POB/CR

DOB/19450123 HGT/510 WGT/175 EYE/BRO HAI/BRO

SKN/DRK

OFF/KIDNAP ADULT FOR RANSOM DOW/19981001 OCA/RN-1234

MIS/WARRANT ISSUED BY COSTA RICA

ORI IS INTERPOL U.S. DOJ WASHINGTON DC 555 555-5555

NIC/W123456789 DTE 19981002 0000 EDT DLU/19981215 0000 EST

REPEAT - DO NOT ARREST BASED UPON NCIC RECORD WITH NIC/W123456789.

FUGITIVE FROM A FOREIGN COUNTRY - IMMEDIATELY CONTACT INTERPOL, U.S. DOJ, NLETS ORI/DCINTER00, OR TEL NO. (555) 555-5555.

ALSO, IF THE SUBJECT IS NOT A U.S. CITIZEN, CONTACT THE NEAREST OFFICE OF THE U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT

NO NCIC WANT SOC/211004444

#### **5.4 REQUIREMENTS FOR INQUIRY**

1. The capability to query only the Foreign Fugitive File does not exist; however, the same procedures used to search the Wanted Person File will also search the Foreign Fugitive File. Complete details can be found in the Wanted Person File chapter.

2. In a positive response, Wanted Person and Foreign Fugitive File records will appear first, followed by records from the Missing Person, Gang, Known or Appropriately Suspected Terrorist, Violent Person, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, License Plate, Vehicle, Boat, Vehicle/Boat Part and Article Files and the National Sex Offender Registry. Complete details can be found in the Wanted Person File chapter.

3. As a part of a positive Foreign Fugitive File response, the receiving agency is advised that the fugitive cannot be arrested solely upon the basis of the information provided. If the response is a Canadian fugitive record, the agency is instructed to contact RCMP to confirm the hit and initiate the process of obtaining a U.S. extradition warrant. If the fugitive record is for a fugitive from a country other than Canada, a caveat instructs the agency to contact INTERPOL (USNCB).

#### **5.5 ADDITIONAL GUIDELINES FOR INQUIRY**

1. When only one numeric identifier is used in an inquiry, the response(s) will include the record(s) on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response will include the record(s) on file with that Social

Security number even though there may be other records on file for the same individual which do not contain that particular number.

2. Following a positive response to an inquiry with limited personal descriptors, an agency should make a second inquiry using all identifiers contained in the response record(s). The second inquiry should ensure the receipt of all records which could possibly pertain to the person in question. If the record includes vehicle or license plate data, the Vehicle File should be queried to ascertain if either is stolen.

3. A response to inquiry of a Foreign Fugitive File can contain supplemental data on stolen/fraudulent identifiers: names, dates of birth, Social Security numbers, miscellaneous numbers, and operator's license numbers. Complete details can be found in the Wanted Person File chapter.

4. If a hit response contains expired license plate information, the following caveat will be included:

WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

5. A Foreign Fugitive File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, operator's license data, license plate data, vehicle identification data, address data, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the fields will be sorted as follows: operator's license data by OLS, license plate data by LIS, vehicle data by VIN, address data set by STA, and image data by IMN.

## **5.6 INQUIRY USING VEHICULAR DATA**

A QV, ZV, QW, QWA, QWE, QWF, QWS, or ZW inquiry by license plate number or vehicle identification number will retrieve data from all person files as well as the Foreign Fugitive File in which the vehicle and/or license has been entered. Additionally, such an inquiry will retrieve data from the Vehicle, Boat, Vehicle/Boat Part, and License Plate Files. It is not necessary to include name in this type of inquiry.

## **5.7 LOCATED DATA IN A POSITIVE CANADIAN RECORD RESPONSE**

If the subject of a Canadian record has been apprehended/located and a locate message has been transmitted, apprehension/locate information will appear near the end of the record printout following the word LOCATED. This information will include the date of apprehension/location, apprehending/locating agency's identifier, apprehending/locating agency's case number, and an extradition indicator, that is, EXTR or NOEX. Entry of a locate message in the record does not change the MKE code translation for EW when a fugitive will not be extradited (NOEX). However, when the fugitive will be extradited (EXTR), the MKE will translate to located status.

## **5.8 PROCEDURES FOR HANDLING A CANADIAN RECORD RESPONSE**

1. Fugitives from Canada can be arrested and held in the United States after appropriate action is taken. An arrest cannot be made, however, based solely on a Canadian warrant in NCIC 2000. A user receiving a Canadian record response should first contact RCMP to confirm the hit. "To confirm the hit" means to verify with the ORI of the record that the warrant is still outstanding, to confirm the person inquired upon is identical with the subject of the record, and to obtain extradition information. Once the hit has been confirmed, RCMP will initiate the process of obtaining a U.S. extradition warrant which is authorized by Title 18, USC, Section 3184.
2. If the fugitive is not a U.S. citizen, the user should contact the nearest office of the U.S. Immigration and Naturalization Service (INS). If the record includes vehicle or license plate data, the Vehicle File should be queried to determine if either is stolen.
3. After hit confirmation, any agency that apprehends a person based on an NCIC record must place a locate on each confirmed NCIC record entered for that person. The exceptions to this procedure are:
  1. Any record entered by ORI/DCINTER00;
  2. Any record entered by the inquiring agency; and
  3. Any record that contains an extradition limitation and the locating agency is physically located outside the area of extradition indicated. Additional details can be found in Section 6 of this chapter.
4. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

## **5.9 PROCEDURES FOR HANDLING AN INTERPOL RECORD RESPONSE**

1. Arrest warrants issued in foreign countries are the basis for all INTERPOL records. Arrest warrants issued in foreign countries are not executable in the United States. If an INTERPOL record (ORI/DCINTER00) is received in response to an inquiry, INTERPOL (USNCB) must be contacted to confirm the hit. "To confirm the hit" means to verify with the ORI of the record that the warrant is still outstanding, to confirm the person inquired upon is identical with the subject of the record, and to obtain extradition information.
2. Once the hit has been confirmed, USNCB will coordinate with other U.S. Department of Justice officials the process of obtaining a U.S. extradition warrant under Title 18, USC, Section 3184.
3. If the subject of the inquiry is the same as the subject of a Foreign Fugitive File record and he/she is not a U.S. citizen, the nearest office of the INS should be advised. The INS will determine whether to investigate the legality of the fugitive's entry into the United States.

4. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

## **SECTION 6--LOCATE**

### **6.1 WHEN TO USE A LOCATE MESSAGE FOR A CANADIAN RECORD**

Any agency, except the agency that entered the record, that apprehends or locates a person who is indexed in a Canadian record must place a locate message on the record(s). When an agency receives a record or multiple records in response to an inquiry, the inquiring agency must contact RCMP to confirm the hit(s). Following confirmation with the originating agency(s), a locate message must be transmitted for each record on file for the subject. A record should not be located if the locating agency is outside of the extradition limitation set forth in the record.

### **6.2 EXAMPLE OF A LOCATE MESSAGE FOR A CANADIAN RECORD**

```
1N01HEADER.LW.WA1230000.NAM/SMITH,  
JOHN.NIC/W000022525.20000103.8592.  
EXTR.HIT NCIC 20000102..4....
```

#### **Acknowledgment:**

```
1L01HEADER  
WA1230000  
LOCATED NAM/SMITH, JOHN NIC/W000022525
```

The above locate example contains: header (1N01HEADER), message key (LW), apprehending/locating agency identifier (WA1230000), two record identifiers (NAM/SMITH JOHN and NIC/W000022525), date of apprehension/location (20000103), apprehending/locating agency case number (8592), extradition information (EXTR) and benefits and effectiveness data: reason for person record removal (HIT NCIC 20000102) and wanted/ missing person hit results (4-held for extradition).

The locate procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

### **6.3 LOCATE MESSAGE FOR AN INTERPOL RECORD**

Foreign Fugitive File records entered by ORI/DCINTER00 cannot be placed in locate status by NCIC 2000 users.

## **SECTION 7--CLEAR**

Only the RCMP and INTERPOL (USNCB) can clear records in this file. The clear procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

## **SECTION 8--SUPPLEMENTAL RECORDS**

Only the RCMP and INTERPOL (USNCB) are authorized to enter or cancel a Foreign Fugitive File supplemental record. The supplemental record procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

## **SECTION 9--STOLEN/FRAUDULENT SUPPLEMENTAL RECORDS**

Only the RCMP and INTERPOL (USNCB) are authorized to enter or cancel a Foreign Fugitive File stolen/fraudulent supplemental record. The stolen/fraudulent supplemental record procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

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**GANG FILE**

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## **OVERVIEW**

The National Crime Information Center (NCIC) Gang File has been designed to provide identifying information about violent criminal gangs and members of those gangs to law enforcement personnel. This information serves to warn law enforcement officers of the potential danger posed by violent individuals and to promote the exchange of information about gangs and members to facilitate criminal investigations.

Because the Gang File information is based, in part, on investigative information not previously subject to independent judicial review, strict adherence to policy on the security, use, and dissemination of Gang File information is necessary.

## **SECURITY**

Gang File information is exclusively for the use of criminal justice agencies for criminal justice purposes. In no case should Gang File information be disseminated to any noncriminal justice agency.

The security measures to be accorded criminal history record information as set out in the *CJIS Security Policy* should be followed with respect to the Gang File and the information contained therein.

## **DEFINITION OF A RECORD SUBJECT**

The Gang File is composed of two components or "capabilities," both intended to accomplish the two major goals of the file: 1) promoting the identification of groups and group members and 2) facilitating the exchange of information about these groups and members.

1. The **Group Reference Capability (GRC)** provides information about gangs. This capability can be accessed by an individual QCG inquiry.
2. The **Group Member Capability (GMC)** provides information in a format similar to Wanted Person File records about individual members of gangs. This capability can be accessed by an individual QGM inquiry and by automatic cross-search with all files searched by a QW, QWA, QWE, QWF, QWS, or ZW inquiry (or any related transaction such as an entry which generates an inquiry).

### *NCIC 2000 GANG FILE GROUP REFERENCE CAPABILITY (GRC)*

## **SECTION 1--GRC INTRODUCTION**

### **1.1 BACKGROUND**

The GRC enables the on-line entry and retrieval of records for qualifying gangs by group and subgroup name. Though searchable by either group or subgroup, it is unlikely that searching by group will yield results specific enough for practical use. While providing limited group identifying information, the main feature of the GRC is to identify those agencies which are willing to provide more details on a particular gang. Therefore, multiple agencies may be listed as references in a single record.

### **1.2 CRITERIA FOR GRC ENTRY**

#### **CRITERIA FOR ENTRY OF A GRC**

For purposes of entry in the GRC, a **gang** must meet the following criteria:

1. The group must be an ongoing organization, association, or group of three or more persons and
2. The group must have a common interest and/or activity characterized by the commission of or involvement in a pattern of criminal activity or delinquent conduct.

**Criminal or Delinquent Conduct** includes narcotics distribution, firearms or explosives violations, murder, extortion, obstruction of justice (including witness intimidation and/or tampering), and any other violent offenses such as assault, threat, burglary, and/or carjacking.

**Delinquent Conduct**, as with the Wanted Person File, is conduct of a juvenile which would be a crime if committed by an adult.

**Criminal Conduct** includes acts committed during incarceration which are often labeled disruptive and which could be punished as crimes.

Agencies must have documentation (electronic or hard copy) on file to support a GRC entry.

### **1.3 MESSAGE KEY (MKE) CODES FOR GRC RECORDS**

<b>Message</b>	<b>MKE</b>	<b>Translation</b>
Entry-Gang	EGG	CRIMINAL GANG
Modify	MGG	
Cancel	XGG	CANCELED GANG
Inquiry	QGG	
Supplemental entry	EGGN	
Supplemental cancel	XGGN	

### **1.4 RETENTION PERIOD FOR GRC RECORDS**

**Single-interest records** are retained indefinitely or until removed by the originating agency.

**Multiple-interest records** are retained indefinitely or until all agencies remove their interest in the record.

### **1.5 GRC VALIDATION**

There is no validation schedule for GRC records.

### **1.6 GRC MESSAGE FIELD CODES AND EDITS**

<b>Code Field</b>	<b>Edits</b>
DOC Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DRS Identifying Dress	May contain alphabetics, numerics, commas, hyphens, and slashes.
GNG Group Name	Must be a valid NCIC assigned group name code.

GTI Identifying May contain alphabetics, numerics, commas, hyphens, and slashes.  
Graffiti

HND Identifying May contain alphabetics, numerics, commas, hyphens, and slashes.  
Hand Signals

MIS Miscellaneous Free text.

POC Agency Point May contain alphabetics, numerics, commas, hyphens, and slashes.  
of Contact

SGP Subgroup Must be a valid NCIC-assigned subgroup name code or NONE KNOWN.  
Name

TTO Identifying First ten characters must conform to a valid SMT code as listed in Personal  
Tattoos Descriptors, *NCIC 2000 Code Manual*.

**NCIC 2000-formatted Messages May Also Contain the Following Fields:**

ENS Expanded Must be Y or N.  
Name  
Search

IMN Image A self-checking number automatically assigned by NCIC to each accepted  
NCIC image record and consists of the alphabetic character I followed by nine numeric  
Number characters. Must have valid check digit.

IMT Image Must be a valid NCIC-assigned code as listed in the Image File chapter of this  
Type manual.

IND Image Must be Y or N.  
Indicator

RSH Related Must be Y or N.  
Search  
Hit

VLN Name of Any valid characters representing validator.  
Validator

## **1.7 CRITERIA FOR REJECTING DUPLICATE GRC RECORDS**

If the GNG and SGP Fields match a record already on file and the Originating Agency Identifiers (ORIs) match, the second entry will be rejected with the message REJECT ON FILE with the duplicate record provided with the reject message.

If the enter transaction contains duplicate data in the GNG and SGP Fields with different ORIs and the base record has less than 99 pairs of ORI/POC data associated with it, the ORI and POC data are stored and become part of the initial GRC record. If there are 99 pairs of ORI/POC data associated with it, the entry will be rejected with the message REJECT NOT AUTHORIZED.

## **1.8 IMAGE CAPABILITY**

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC 2000.

# **SECTION 2--GRC ENTRY**

## **2.1 ENTRY OF A GRC RECORD**

The first agency (primary ORI) which enters a particular group/subgroup combination for a gang (EGG) GRC record is responsible for all fields of the base record and supplemental record except for additional ORI/Point of Contact (POC) data entered by subsequent originating agencies. Subsequent entries for that particular group/subgroup will be permitted to allow another agency to express an interest by adding its own ORI and point of contact information. The subsequent agency **cannot** enter or modify any field in the record other than its own ORI or POC Fields. If subsequent entries contain data in the TTO, HND, GTI, DRS, or MIS Fields, those data will be ignored.

## **2.2 EXAMPLE OF A GRC ENTRY**

```
1N01HEADER.EGG.MD1012600.CRIPS*WADC.ROLLING 50S*WADC.  
SGT ABNER DOUBLEDAY GANG UNIT 908 555-1111.  
TAT L CHK DAGGER OR TEARDROPS.BLUE BANDANNA.CIR THUMB AND RING FNGR.
```

BK 50S.PROFESS TO ATTACK POLICE ON ANY CONTACT

This example contains: header (1N01HEADER), message key (EGG), Originating Agency Identifier (MD1012600), group name (CRIPS\*WADC), subgroup name (ROLLING 50S\*WADC), agency contact point (SGT ABNER DOUBLEDAY, GANG UNIT, 908 555-1111), tattoo description (TAT L CHK DAGGER OR TEARDROPS), dress/garb description (BLUE BANDANNA), hand sign description (CIR THUMB AND RING FNGR), a graffiti description (BK 50S), and additional information in the MIS Field (PROFESS TO ATTACK POLICE ON ANY CONTACT).

**Acknowledgment:**

1L01HEADER  
MD1012600  
MKE/CRIMINAL GANG  
GNG/CRIPS\*WADC SGP/ROLLING 50S  
CONTACT AGENCIES:  
MD1012600 SGT ABNER DOUBLEDAY GANG UNIT 908 555-1111  
DATE FIRST ENTRY/20000107 1300 EST  
TTO/TAT L CHK DAGGER OR TEARDROPS  
DRS/BLUE BANDANNA  
HND/CIR THUMB AND RING FNGR  
GTI/BK 50S  
MIS/PROFESS TO ATTACK POLICE ON ANY CONTACT  
CONTACT AGENCIES LISTED FOR FURTHER INFORMATION  
NIC/Z000893451

Subsequent entries for this record by a different agency should use the following format:

1N01HEADER.EGG.DC1012300.CRIPS\*WADC.ROLLING 50S\*WADC.GANG UNIT,  
SGT YORK 202 555-1234

**Acknowledgment:**

1L01HEADER  
MD1012600  
  
MKE/CRIMINAL GANG  
GNG/CRIPS\*WADC SGP/ROLLING 50S\*WADC  
CONTACT AGENCIES:  
MD1012600 SGT ABNER DOUBLEDAY GANG UNIT 908 555-1111  
DC1012300 GANG UNIT, SGT YORK 202 555-1234  
DATE FIRST ENTRY/20000107 1300 EST  
TTO/TAT L CHK DAGGER OR TEARDROPS  
DRS/BLUE BANDANNA  
HND/CIR THUMB AND RING FNGR  
GTI/BK 50S  
MIS/PROFESS TO ATTACK POLICE ON ANY CONTACT  
CONTACT ORIS LISTED FOR FURTHER INFORMATION ON THIS GANG  
NIC/Z000893451

This acknowledgment message would be the same even if the entry example above (by DC1012300) included information from the TTO, DRS, HND, GTI, and/or MIS Fields. In that case, those fields would be ignored, leaving only the ORI and POC Fields appended to the record.

## 2.3 MESSAGE FIELD CODES FOR GRC ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
GROUP NAME	MANDATORY	GNG	1-22	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SUBGROUP NAME	MANDATORY	SGP	1-35	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
POINT OF CONTACT	MANDATORY	POC	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IDENTIFYING TATTOOS	OPTIONAL	TTO	3-35	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IDENTIFYING DRESS	OPTIONAL	DRS	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IDENTIFYING HAND SIGNALS	OPTIONAL	HND	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IDENTIFYING GRAFFITI	OPTIONAL	GTI	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

## **2.4 MANDATORY FIELDS OF GRC ENTRY**

The following fields are mandatory for acceptance of a GRC entry in NCIC: HDR, MKE, ORI, GNG, SGP, and POC.

## **2.5 ADDITIONAL GUIDELINES FOR GRC ENTRY**

Most fields entered in a GRC record are descriptive and, therefore, are free text.

**GNG** - The group name for a group reference has to be a valid NCIC assigned Criminal Gang group code. The last five characters of the field start with an asterisk followed by two characters representing the city followed by two characters representing the state.

**SGP** - The subgroup name for a group reference has to be a valid NCIC assigned Criminal Gang subgroup code. If there is no subgroup name, NONE KNOWN must be used.

## **2.6 GANG CODE REQUEST FORM**

A copy of the U.S. Department of Justice, Federal Bureau of Investigation, GANG CODE REQUEST form appears in its entirety on the following two pages. Users can copy, complete, and return this form to obtain gang and/or subgroup codes.

[CLICK HERE TO SEE THE GANG CODE REQUEST FORM](#)

**GANG FILE GROUP CODE REQUEST FORM-continued**

**GROUP REFERENCE CAPABILITY (GRC) - CRITERIA FOR ENTRY**

## **1. GRC - GANG DEFINITION**

For purposes of entry in the GRC, a **gang** must meet the following criteria:

1. The group must be an ongoing organization, association, or group of three or more persons.
2. The group must have a common interest and/or activity characterized by the commission of or involvement in a pattern of criminal or delinquent conduct.

**CRIMINAL or DELINQUENT CONDUCT** includes narcotics distribution, firearms or explosives violations, murder, extortion, obstruction of justice (including witness intimidation and/or tampering), and any other violent offenses such as assault, threat, burglary, and/or carjacking.

**Delinquent Conduct** includes conduct of a juvenile that would be a crime if committed by an adult.

**Criminal Conduct** includes acts committed during incarceration that are often labeled disruptive and that could be punished as crimes.

**Note:** Tagger groups, for example, those whose only interest and/or activity is spray painting, do not meet the gang entry criteria; therefore, this type of information should not be submitted.

## **SECTION 3--GRC MODIFICATION**

### **3.1 MODIFICATION OF A GRC RECORD**

Modification of a GRC record, other than ORI/POC data, can only be done by the primary ORI. Records to be modified must include the GNG and SGP as they appear in the original record. Any agency with pertinent information concerning the TTO, DRS, HND, GTI, or MIS Fields should contact the primary ORI/POC to request a modification of the GRC record information when appropriate. Any ORI can modify its own ORI/POC data fields of a GRC record.

Only the FBI CJIS Division can modify the GNG and SGP Fields of any GRC record. An agency must submit written justification for the modification through their CJIS System Agency.

### **3.2 EXAMPLE OF A GRC MODIFICATION**

```
1N01HEADER . MGG . MD1012600 . GNG / CRIPS * WADC . SGP / ROLLING 50S * WADC .
TTO / TAT R CHK DAGGER .
MIS / COMMONLY USE MINORS UNDER 21
```

#### **Acknowledgment:**

```
1L01HEADER
MD1012600
MODIFY GNG / CRIPS * WADC SGP / ROLLING 50S * WADC
```

This transaction contains: header (1N01HEADER), modification message key (MGG), Originating Agency Identifier (MD1012600), two record identifiers (GNG/CRIPS\*WADC and SGP/ROLLING 50S\*WADC), the fields being modified, and the data being modified (TTO/TAT R CHK DAGGER and MIS/COMMONLY USE MINORS UNDER 21).

If any agency other than the primary ORI attempts to modify any field other than that agency's own ORI and POC information, the transaction will be rejected as follows:

```
1L01HEADER  
DC1012300  
REJECT - TTO/DRS/HND/GTI/MIS MAY BE MODIFIED ONLY BY PRIMARY ORI  
1N01HEADER.MGG.DC1012300.GNG/CRIPS*WADC.SGP/ROLLING 50S*WADC.TTO/
```

A secondary agency may use the MGG transaction as follows to modify the POC Field:

```
1N01HEADER.MGG.DC1012300.GNG/CRIPS*WADC.SGP/ROARING 50S*WADC.  
POC/LT BARRY FINE,213 555-1122
```

### **Acknowledgment:**

```
1L01HEADER  
DC1012300  
MODIFY GNG/CRIPS*WADC SGP/ROLLING 50S*WADC
```

## **3.3 MESSAGE FIELD CODES FOR GRC MODIFICATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
GROUP NAME	MANDATORY	GNG	1-22	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SUBGROUP NAME	MANDATORY	SGP	1-35	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

## **3.4 IDENTIFICATION OF A GRC RECORD TO BE MODIFIED**

The record to be modified must be identified by GNG and SGP, in that order, with each data element preceded by the proper MFC.

## **SECTION 4--GRC CANCELLATION**

### **4.1 WHEN TO USE A CANCELLATION MESSAGE**

When an originating agency no longer has an interest in a GRC record or the record (interest) has been entered in error, the originating agency may cancel the record.

If the "oldest" agency (primary ORI) cancels the record, that agency's ORI and POC are removed. If there are no other agencies associated to the record, the entire record is canceled. If there are other agencies associated to the record, ownership of the GRC record is transferred to the next "oldest" agency which then becomes the **primary ORI**. Cancellation by any agency other than the primary ORI simply removes that agency's ORI and POC from the record.

## 4.2 EXAMPLE OF A GRC CANCELLATION

1N01HEADER.XGG.MD1012600.GNG/CRIPS\*WADC.SGP/ROARING 50S\*WADC.20100106

### Acknowledgment:

1L01HEADER  
MD1012600 CANCEL GNG/CRIPS\*WADC.SGP/ROARING 50S\*WADC

The following message is sent to the new primary ORI and all other interested agencies:

\$ .G.  
CA1012300  
AGENCY MD1012600 HAS REMOVED ITS INTEREST IN  
GNG/CRIPS\*WADC SGP/ROARING 50S\*WADC NIC/Z000893451  
ORI CA1012300 IS NOW PRIMARY ORI FOR PURPOSES OF MODIFICATION  
AND SUPPLEMENTATION

## 4.3 MESSAGE FIELD CODES FOR GRC CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
GROUP NAME	MANDATORY	GNG	1-22	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SUBGROUP NAME	MANDATORY	SGP	1-35	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCEL	MANDATORY	DOC	8-8	NUMERIC

## 4.4 IDENTIFICATION OF A GRC RECORD TO BE CANCELED

The record to be canceled must be identified by GNG and SGP, in that order, with each data element preceded by the proper MFC.

## SECTION 5--GRC INQUIRY

## **5.1 EXAMPLE OF A GRC INQUIRY**

### **Inquiry:**

1N01HEADER.QGG.WA1230000.GNG/CRIPS\*WADC.SGP/ROLLING 50S\*WADC

### **Negative Response:**

1L01HEADER  
WA1230000

NO NCIC GANG FILE RECORD GNG/CRIPS\*WADC SGP/ROLLING 50S\*WADC

### **Positive Response:**

1L01HEADER  
WA1230000

MKE/CRIMINAL GANG  
GNG/CRIPS\*WADC SGP/ROLLING 50S\*WADC  
CONTACT AGENCIES:  
CA1012705 SGT JACOBS, GANG UNIT 814 555-2355  
CAFBLA00 SA L PEREZ - 814 555-2122  
MD1012600 GANG UNIT - 301 555-0017  
DATE FIRST ENTRY/19971010  
TTO/TAT L CHK TEARDROP  
TTO/TAT R CHK DAGGER  
DRS/BLACK CHISOX CAP  
DRS/BLUE BANDANNA  
DRS/BRITISH KNIGHTS SNEAKERS  
HND/CIR THUMB AND RING FNGR  
GTI/BK  
GTI/50S  
MIS/PROFESS TO ATTACK POLICE ON ANY CONTACT  
CONTACT AGENCIES LISTED FOR FURTHER INFORMATION ON THIS GANG

## **5.2 MESSAGE FIELD CODES FOR GRC INQUIRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
GROUP NAME	CONDITIONAL	GNG	1-22	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SUBGROUP NAME	CONDITIONAL	SGP	1-35	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

### **5.3 REQUIREMENTS FOR GRC INQUIRY**

1. The QGG inquiry is directed to the gang reference data file only. Inquiries may be made using GNG only, SGP only, or GNG and SGP. When inquiring using GNG and/or SGP, NCIC will return records based on exact character match. However, if the city and state designator code is not specified in the GNG and/or SGP Field, NCIC will only match characters up to the asterisk.

For example:

If the QGG contained GNG/BLOODS\*LRAR, only records with GNG/BLOODS\*LRAR would be returned.

If the QGG contained GNG/BLOODS, NCIC would return any records containing BLOODS, e.g., GNG/BLOODS\*LRAR, GNG/BLOODS\*OCFL, GNG/BLOODS\*MIFL, etc.

Caution should be used in conducting a QGG transaction based solely on a GNG or SGP. In the examples, because only the GNG is specified, all records with a matching gang regardless of the SGP would be returned which could cause a large number of records to be returned.

Use of the SGP NONE KNOWN is prohibited and will result in the following reject message:

REJECT - SGP/NONE KNOWN - TOO GENERIC FOR SEARCH

2. A GRC response can contain supplemental data on identifying tattoos, dress, hand signals, graffiti, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Image data will be sorted by IMN.

### **SECTION 6--GRC LOCATE**

There are no locate procedures for the Gang File.

### **SECTION 7--GRC CLEAR**

There are no clear procedures for the Gang File.

### **SECTION 8--GRC SUPPLEMENTAL RECORD**

## **8.1 MESSAGE FIELD CODES FOR GRC SUPPLEMENTAL TRANSACTION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
GROUP NAME	MANDATORY	GNG	1-22	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SUBGROUP NAME	MANDATORY	SGP	1-35	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IDENTIFYING TATTOOS	OPTIONAL	TTO	3-35	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IDENTIFYING DRESS	OPTIONAL	DRS	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IDENTIFYING HAND SIGNALS	OPTIONAL	HND	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IDENTIFYING GRAFFITI	OPTIONAL	GTI	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IMAGE NCIC NUMBER	OPTIONAL SET SET	IMN*		

\*IMN/<IMN>.<IMT>

## **8.2 ENTRY OF A GRC SUPPLEMENTAL RECORD**

Supplemental record entry can be accomplished only by the primary ORI. Any subsequent agency with an interest should contact the primary ORI to request supplemental information when appropriate.

Multiple entries in the TTO, DRS, HND, and GTI Fields, up to nine, are allowed via the EGGN transaction provided information exists in the corresponding record field of the base record.

## **8.3 EXAMPLE OF A GRC SUPPLEMENTAL ENTRY**

1N01HEADER.EGGN.MD1012600.GNG/CRIPS\*WADC.SGP/ROARING50S\*WADC.  
DRS/BLACK CHISOX CAP.BRITISH KNIGHTS SNEAKERS

### **Response:**

1L01HEADER  
MD1012600  
SUPP GNG/CRIPS\*WADC SGP/ROARING 50S\*WADC

This example of a supplemental entry contains: header (1N01HEADER), message key (EGGN), Originating Agency Identifier (MD1012600), two record identifiers (GNG/CRIPS \*WADC and SGP/ROLLING50S\*WADC), and the supplemental data to be added (DRS/BLACK CHISOX CAP.BRITISH KNIGHTS SNEAKERS).

#### **8.4 IDENTIFICATION OF A GRC RECORD FOR SUPPLEMENTAL ENTRY**

The GRC base record must be identified by GNG and SGP, in that order, with each data element preceded by the proper MFC.

#### **8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN GRC SUPPLEMENTAL ENTRY**

<b>Field</b>	<b>Field Code</b>	<b>Maximum Number Permitted</b>
Identifying Tattoos	TTO	9
Identifying Dress	DRS	9
Identifying Hand Signals	HND	9
Identifying Graffiti	GTI	9

#### **8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN GRC SUPPLEMENTAL ENTRY**

A maximum of nine additional identifiers of any allowable type may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered.

#### **8.7 ADDITIONAL GUIDELINES FOR GRC SUPPLEMENTAL ENTRY**

After the record has been identified, each field included in a supplemental record entry must be identified by the appropriate field code followed by a slash and the item(s) of data. The data elements must be separated by a period and each field must end with a period. For example:

DRS/BLUE BASEBALL CAP.REDBALL JET SHOES.BLACK ZORRO CAPE.

The field in the base record must be filled before any supplemental entry for the same field will be accepted. For example, any attempt to enter identifying tattoos in a supplemental record will be rejected as an error if the base record does not contain TTO.

#### **8.8 MODIFICATION OF GRC SUPPLEMENTAL DATA**

To modify a field in a supplemental record, the incorrect field must be canceled and reentered.

## **8.9 EXAMPLE OF A GRC SUPPLEMENTAL DATA CANCELLATION**

```
1N01HEADER.XGGN.MD1012600.GNG/CRIPS*WADC.SGP/ROARING 50S*WADC.  
DRS/BRITISH KNIGHTS SNEAKERS
```

### **Acknowledgment:**

```
1L01HEADER  
MD1012600  
CANCEL SUPP GNG/CRIPS*WADC.SGP/ROARING 50S*WADC  
DRS/BRITISH KNIGHTS SNEAKERS
```

This example of a cancellation contains: header (1N01HEADER), message key (XGGN), Originating Agency Identifier (MD1012600), two record identifiers (GNG/CRIPS\*WADC and SGP/ROLLING 50S\*WADC), and the supplemental data to be canceled (DRS/BRITISH KNIGHTS SNEAKERS).

## **8.10 IDENTIFICATION OF A GRC RECORD FOR SUPPLEMENTAL DATA CANCELLATION**

The GRC base record must be identified by GNG and SGP, in that order, with each data element preceded by the proper MFC.

## **8.11 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN GRC SUPPLEMENTAL DATA CANCELLATION**

A maximum of nine additional identifiers of any allowable type may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. The image set (IMN and IMT) is counted as one identifier.

## **8.12 ADDITIONAL GUIDELINE FOR GRC SUPPLEMENTAL DATA CANCELLATION**

In addition to the TTO, DRS, HND, and GTI Fields, the IMN and IMT Fields may be included in an NCIC-2000 formatted transaction. For example:

```
1N01HEADER.XGGN.MD1012600.GNG/CRIPS*WADC.SGP/ROLLING 50S*WADC.  
IMN/I1234256343.I.IMN/I2324242424.I.IMN/I132335434.I
```

The images (up to ten identifying images) would have been entered through the EIM transaction. Additional information concerning images can be found in the Image File chapter.

## **SECTION 9--GMC INTRODUCTION**

### **9.1 BACKGROUND**

1. The GMC enables online entry and retrieval of information about qualifying gang members using name and/or numeric identifiers or vehicle information.
2. The GMC has two major functions: protecting the street officer and promoting the exchange of information about specific gangsters.
  1. The first function is accomplished by the automatic cross-search of the Gang File with all QW, QWA, QWE, QWF, QWS and QV (and ZW/ZV) inquiries, resulting in early notification and warning that a subject encountered by an officer may be a potentially violent gang member.
  2. The second function is accomplished by reference to the ORI and Originating Agency Case Number (OCA) of the record-entering agency allowing further, more extensive contact between the agencies. This feature is augmented by use of the GRC (Group Reference Capability) to obtain more information about the particular gang and subgroup listed in the GMC record.
3. Entry of a gang in the Group Member Capability is predicated on the entry or preexistence of a GRC record for the group to which that member belongs.
4. Unlike a GRC record, in which multiple agencies can express interest in a single record, GMC records are individually entered by each agency. This enables each agency to place any identifying information, which may differ among agencies, in its own record. Under this system, multiple records on one record subject may be returned to an inquiring agency.
5. Like all NCIC records, probable cause to search or seize is not established by the GMC record standing alone. In any case, arrest of a GMC record subject would not be appropriate based on only his/her group affiliation. **A caveat appears with every GMC record warning against search or seizure established solely on the record.** This does not mean that a GMC record has no relevance to either reasonable suspicion to investigatively detain a record subject (and perform an accompanying frisk pursuant to such a detention), to arrest a record subject based on probable cause, or to search premises or vehicles based on probable cause.

### **9.2 CRITERIA FOR GMC ENTRY**

1. Agencies must have documentation (electronic or hard copy) on file to support a GMC entry. The criteria identified to support entry should be documented for purposes of validation and audit. Additionally, each GMC record **must** include a notation in the Criteria for Entry (ECR) Field. The following criteria must exist with respect to any individual, whether a gang or terrorist organization member, to be entered in the GMC:

Must be a member of a gang and subgroup thereof which meets the criteria for and is entered in the GRC; and

<b>CODE</b>	<b>CRITERIA</b>
A	Has admitted membership in that gang (and subgroup) at the time of his/her arrest or incarceration; or
I	Has been identified as a gang member by an authorized penal organization; or  Meets any two of the following:
B	Has been identified by an individual of proven reliability as a gang member;
C	Has been identified by an individual of unknown reliability as a gang member and that information has been corroborated in significant respects;
D	Has been observed by members of the entering agency to frequent a known gang's area, associate with known gang members and/or affect that gang's style of dress, tattoos, hand signals, or symbols;
E	Has been arrested on more than one occasion with known gang members for offenses consistent with group activity;
F	Has admitted membership in the identified gang at any time other than arrest or incarceration.

2. The first and overriding criterion for entry of a GMC record is that the GNG (group) and SGP (subgroup) must match a gang already entered in the GRC.

3. It is **not** necessary that an agency wishing to enter a GMC record enter or already have on file a GRC record corresponding to the group/subgroup to be entered in the GMC record. It is only necessary that some agency enter such record on file in the GRC. At any time such GRC record is fully canceled, all corresponding GMC records with that group/subgroup will be purged with \$P. Purge Notification sent to the ORIs of the records.

4. There is also no requirement that three or more GMC records for a group/subgroup exist to predicate either GRC or GMC records. GRC criteria require only that the group/subgroup identified be of that size. An agency may wish to express interest and/or caution only as to a single member of that group/subgroup and not enter records as to all members of that group/subgroup.

5. It is expected that record recipients will treat every Gang File record subject with appropriate caution. Entry is based on violent conduct by that identified group. To assist law enforcement officers in being adequately prepared, the term **CAUTION**, the functional equivalent of **ARMED AND DANGEROUS**, is printed at the beginning of all GMC records. Any other cautionary information not related to the potential for violence should be placed in the MIS Field (NCIC format) or the CMC Field (NCIC 2000 format).

### **9.3 MESSAGE KEY (MKE) CODES FOR A GMC RECORD**

<b>Message</b>	<b>MKE</b>	<b>Translation</b>
Entry	EGM	CRIMINAL GANG MEMBER-CAUTION
Modify	MGM	
Cancel	XGM	
Inquiry	QGM	
	QW	
	QWA	
	QWE	
	QWF	
	QWS	
	QWB	
	QWI	
	ZW	
	QV	
	ZV	
Supplemental entry	EGMN	
Supplemental cancel	XGMN	

### **9.4 RETENTION PERIOD FOR GMC RECORDS**

1. A GMC record will remain active until it is canceled by the entering agency or until the Date of Purge (DOP) is equal to the current date. Gang File records with the DOP Field containing NONEXP are retained as active records until they are canceled by the entering agency. When the DOP is reached, a \$.P. administrative message will be sent to the originating agency. The maximum retention period for a GMC record not containing DOP/NONEXP is 5 years unless entered by a corrections agency. In such case, the 5-year maximum runs from the date that the DOP Field is altered to show release of the record subject from incarceration.

2. A GMC record with a GNG of UNLISTED GROUP will be retired 96 hours after entry. The originating agency will not be notified.

3. Other exceptions to the record retention periods will occur in the event a serious error is detected in the record. Additional information on serious errors can be found in the Introduction of this manual.

## **9.5 AUTOMATIC GMC RETIREMENT**

1. GMC records are retired when a GRC record is fully canceled. The originating agency is notified via a \$.P. administrative message during the next purge cycle.
2. Multiple agencies may have GMC records for a gang/subgroup based on a single-interest GRC record for that gang/subgroup. Since all agencies' GMC records would be retired on cancellation of the GRC records, an agency wishing to **reenter** its GMC records would be required to enter a GRC record for that gang/subgroup first. If an agency doesn't want its GMC records retired in the event a GRC is canceled, it should enter an interest for that GRC record. This ensures the GRC record is not canceled.
3. Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a GMC record or supplemental record for the year of entry plus 4 years, provided the license information has expired. If the expired license plate is the only searchable identifier in the GMC record, then the entire record will be retired and the originating agency will **not** be notified.
4. A nonexpiring license plate (LIY/NX) contained in a GMC record will remain on file until action is taken by the originating agency to remove the license data or cancel the entire record. Users are **not** furnished a listing of records from which expired license data are retired.

## **9.6 GMC VALIDATION**

For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

If the ORI determines that the designation was inaccurate or that the record subject is no longer an active member of the gang/subgroup, the record should not be validated and should be canceled.

The Name of Validator (VLN) Field will be returned only when the requester of the record is the entering agency. For all other inquiries, the VLN Field will be suppressed.

## **9.7 GMC MESSAGE FIELD CODES AND EDITS**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
AKA	Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; if used, the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
DOB	Date of Birth	Must be a valid Gregorian date if it is the only numeric identifier. The DOB cannot be later than the current date. If the DOB is not the only numeric identifier, 00 is valid for the month and day when the actual date is unknown. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOE	Date of Emancipation	Must be blank.
DOP	Date of Purge	Must be a valid Gregorian date, (YYYYMMDD), or contain XXXXXXXX, YYYYYYYY, or NONEXP. If a valid Gregorian date, it must be greater than the current date but no greater than 5 years. If the DOP is equal to XXXXXXXX or YYYYYYYY, the ORI must end in C. If a date is not entered, NCIC will set the DOP to the current date plus five years.
ECR	Criteria for Entry	The ECR Field must have one of the following designations: A, AB, AC, AD, AE, AF, AI, BC, BD, BE, BF, BI, CD, CE, CF, CI, DE, DF, DI, EF, EI, FI, or I.
EYE	Eye Color	Must be a valid NCIC assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
FBI	FBI Number	May be up to seven numerics; or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabets followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, C, D, or E; and the check digit will be zero to nine. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
FPC	Fingerprint Classification	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be

used.

GNG	Group Name	Must be the GNG of an active GRC record.
HAI	Hair Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
HGT	Height	The first character represents feet and the second and third represents inches. Must be a minimum of 400 but not more than a maximum of 711. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
LIC	License Plate Number	The characters UNK, UNKN, or UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI CJIS Division staff. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds eight characters (NCIC format) or ten characters (NCIC 2000 format), only the first eight characters (NCIC) or
		ten characters (NCIC 2000) should be entered in the
		LIC Field. The full plate number must be shown in the MIS Field.
LIS	License Plate State	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, <i>NCIC 2000 Code Manual</i> .
LIT	License Plate Type	Must be a valid NCIC-assigned code as listed in Vehicle Data Codes, <i>NCIC 2000 Code Manual</i> .
LIY	License Plate Date of Expiration	Must be a valid four-character year (YYYY) or the alphabetics NX to represent a nonexpiring registration.
MIS	Miscellaneous	Free text.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . The third character must be a hyphen. Entry of one zero only or a run of zeros is prohibited in positions 4 through 15. An originating agency police or identification number (prefix code OA) in MNU cannot be the only numeric identifier

in the record. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.

NAM	Name	The name may include alphabetics, numerics, a comma, hyphen(s), and spaces. The comma must follow the last name and there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Additional information can be found in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (T Gang Member record) followed by nine numeric characters automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
NOA	Notify Originating Agency	Must be blank in NCIC-formatted messages. For NCIC 2000 formatted messages, it must be Y or N. NCIC will default to N if blank.
OCA	Originating Agency Case Number	May contain alphabetics, numerics, and the hyphen. Must not contain a single zero only, a run of zeros only, the word NONE, or the first seven characters of the ORI Field.
OLN	Operator's License Number	One zero only or a run of zeros only indicating a license is unknown may not be used. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
OLS	Operator's License State	Must be a valid NCIC-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> . More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
OLY	Operator's License Year of Expiration	Must represent the year the license expires (XXXX), the alphabetics NX to represent nonexpiring, or the code UNKN for unknown. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i>
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.

POB	Place of Birth	Must be a valid NCIC-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> . Also, more information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
RAC	Race	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SEX	Sex	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SGP	Subgroup	Must be the SGP name of an active GRC record.
SKN	Skin Tone	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SOC	Social Security Number	Should not be less than 001010001 or have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth position. Invalid and/or nonissue numbers are accepted but cause an SOC attention message. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
VCO	Vehicle Color	Must be valid NCIC-assigned code as listed in Vehicle Data Codes, <i>NCIC 2000 Code Manual</i> . If two color codes are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used. The Vehicle File chapter has additional edits on the VIN Field. If a state assigned or nonconforming 17-character VIN, SVIN must be entered as the first characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field.
VMA	Vehicle Make	For NCIC 2000 messages, the VMA Field can be up to 24 characters. The first four characters must be alphabetic and a valid code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blank. The remaining characters are

free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK.

If the VMO is other than TL, the VMA code must be a valid code listed in Vehicle Data Codes, *NCIC 2000 Code Manual*.

If the VMO is TL, the VMA code must not be the characters: ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ.

For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE.

(Jeep)	If the VMA code is JEP, the VYR must be 1969 or earlier. If the VMA code is AMER, the VYR must be 1988 or earlier. If the VMA code is JEEP, the VYR must be 1989 or later.
(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.
(all-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobile)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYL, or one of the approved VMA codes for snowmobiles or motorcycles listed in the <i>NCIC 2000 Code Manual</i> , Vehicle Data Codes. If VST is MV, the VMA code must be SPEC, ATV, CYL, or one of the approved VMA codes for snowmobiles or motorcycles listed in the <i>NCIC 2000 Code Manual</i> , Vehicle Data Codes. If VMA code is ATV or SPEC, the VST must be EB, EN, MV, or OP, and the name of the manufacturer must be entered in the MIS Field (NCIC format).
VMO Vehicle Model	Spaces cannot be skipped. Hyphens or symbols must be used. More information in Vehicle Data Codes, <i>NCIC 2000 Code Manual</i> .
	The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE.
(assembled	If the first four characters of the VMA are ASVE, the VMO must be AV

automobile)	or REP.
(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
(farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in the <i>NCIC 2000 Code Manual</i> , Vehicle Data Codes, the VMO must be SKT, SKW, TOY, TRA, TRW, or WHE.
(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VST    Vehicle Style	Must be a valid code listed in Vehicle Data Codes, <i>NCIC 2000 Code Manual</i> .
VYR    Vehicle Year	Must represent the model year during which the vehicle was manufactured (YYYY). Year cannot be more than two years beyond the current year.
WGT    Weight	Minimum of 050 and maximum of 499. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
<b>NCIC 2000-Formatted Messages May Also Contain the Following Fields:</b>	
CMC Caution and Medical Conditions	Must be a valid code listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
DLO DNA Location	Free text. If the DNA field is N or defaulted to N, then the DLO must be blank.
DNA DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y is entered, then the DLO Field must contain data.

EBS Expanded Date of Birth Search Must be 1, 2, 3, or blank. The default value is blank. If 2 or 3 is entered, the day of birth in the DOB Field must be 12 or less.

ETN Ethnicity Must be a valid NCIC-assigned code as listed in Personal Descriptors, NCIC 2000 Code Manual.

ENS Expanded Name Search Must be Y or N.

IMN Image NCIC Number A self-checking number which is automatically assigned by NCIC 2000 to each accepted image record and consists of the alphabetic character I followed by nine numeric characters.

IMT Image Type Must be a valid NCIC 2000-assigned code as listed in the Image File chapter.

RSH Related Search Hit Must be Y or N.

## **9.8 CRITERIA FOR REJECTING DUPLICATE GMC RECORDS**

1. If the following fields of an NCIC GMC message are the same as those field codes of a GMC record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; or DOB, NAM, and ORI.
2. Whenever the message REJECT ON FILE is sent by NCIC, the record on file will also be transmitted.
3. A duplicate record will be accepted if the ORI in the second entry is different or the person type is other than GMC, e.g., Wanted Person, Protection Order Files, etc. A duplicate record will also be accepted if there are vehicle data in the GMC message that matches data in the vehicle file. In those cases, the duplicate record(s) will be furnished with the acknowledgment.

## **9.9 INVESTIGATIVE INTEREST**

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC.

## **SECTION 10--GMC ENTRY**

### **10.1 EXAMPLE OF A GMC ENTRY**

1N01HEADER.EGM.WA1230000.DREBIN, PAUL.M.W.MD.  
 19530531..601.209.BLU.BRO..ALB.TAT R CHK.  
 10121011C0141159TT13.MD-32614.123456789.M460603429409C.MD.1999.  
 CRIPS\*WADC.ROARING 50S\*WADC.A.20120101.94161242.  
 ARMED WITH TEC 9,TATTOO IS TEARDROP.Y.WGS532.  
 MD.1999.PC.2627HEL3B106924.1988.CHEV.CEL.4D.BLU.05.Y.FBI LAB,QUANTICO,  
 VA 703-632-4000, VA1234567, MTDNA

### **Acknowledgment:**

1L01HEADER  
 WA1230000  
 NAM/DREBIN, PAUL NIC/T123457896  
 OCA/94161242

## **10.2 MESSAGE FIELD CODES FOR GMC ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
DATE OF EMANCIPATION	**	DOE	0	
HEIGHT	OPTIONAL	HGT	3-3	NUMERIC
WEIGHT	OPTIONAL	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	OPTIONAL	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC

SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2	ALPHABETIC (2),
			4-4	NUMERIC (4)
GANG NAME	MANDATORY	GNG	1-22	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SUBGROUP NAME	MANDATORY	SGP	1-35	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CRITERIA FOR ENTRY	MANDATORY	ECR	1-2	ALPHABETIC
DATE OF PURGE	OPTIONAL WITH DEFAULT	DOP	8-8 6-6	ALPHABETIC, NUMERIC ALPHABETIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-121 1-500*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA*	1-1	ALPHABETIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-8	ALPHABETIC, NUMERIC
	SET		1-10*	
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2	ALPHABETIC (2),
			4-4	NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-4	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL (2-4)</i>
			2-24*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VEHICLE MODEL	OPTIONAL WITHIN SET	VMO	2-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL WITHIN SET	VCO	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
			7-7	
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC*	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DNA PROFILE INDICATOR	OPTIONAL	DNA*	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO*	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ*	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
ETHNICITY	OPTIONAL	ETN*	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

\*NCIC 2000 format only

\*\*Field must not contain data but must be included in record formats.

### 10.3 MANDATORY FIELDS OF GMC ENTRY

The following fields are mandatory for acceptance of a GMC entry into NCIC: HDR, MKE, ORI, NAM, SEX, RAC, DOE (mandatory blank), GNG, SGP, ECR, OCA, and at least one for the following numeric identifiers: DOB (including year, month, and day); FBI; MNU (other than originating agency police or identification number); SOC; OLN with OLS and OLY; LIC with LIS, LIY, and LIT; or VIN with VYR, VMA, and VST.

The entry of invalid and/or nonissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error:

ATTENTION -- THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR IN YOUR QUERY AND RESUBMIT IF NECESSARY.

#### **10.4 ADDITIONAL GUIDELINES FOR GMC ENTRY**

1. The entering agency (ORI) must account for all fields in the GMC record format. In the original entry, all available data called for in the record must be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MGM). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a GMC record are located in Section 8 of this chapter.
2. For training and administrative purposes, agencies may enter test records into NCIC by using the header TL01 or TN01. The test records will not generate any notifications, nor will batch processing be performed in the test system.
3. If a DOB is the only known numerical identifier, it must be a valid Gregorian date (YYYYMMDD) or the entry will be rejected.
4. All numerical identifiers except the ORI and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA, and a hyphen is used to separate the first two alphabetics from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
5. A GMC record entered with GNG/UNLISTED GROUP\* will only be retained for 96 hours regardless of what the DOP is set to.

\*This code is to be used for emergency entries until such time as a code can be assigned by the NCIC staff. For SGP code, UNLISTED SUBGROUP should be used.

6. Information may be entered in a Group Member record about vehicles subject to the following criteria: the vehicle must have been observed to be in the possession of or driven by a specific record subject or by some group member who would separately meet the criteria for entry in the GMC.
7. When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, operators license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.

## **10.5 MESSAGE FIELD CODE EDITS FOR GMC ENTRY**

### **1. DESCRIPTORS IN THE GMC RECORD ENTRY**

Entry instructions for name; sex; race; ethnicity; date of birth; height; weight; eye color; hair color; FBI number; skin tone; scars, marks, and tattoos; fingerprint classification; miscellaneous number; Social Security number; operator's license number; caution and medical conditions; and citizenship can be found in Personal Descriptors, *NCIC 2000 Code Manual*. Codes for entering the place of birth and citizenship can be found in State and Country Codes, *NCIC 2000 Code Manual*. Codes for entering license and Vehicle data can be found in the Vehicle Data Codes, *NCIC 2000 Code Manual*.

### **2. ECR FIELD**

The ECR Field is mandatory and must have one of the following designations:  
A, AB, AC, AD, AE, AF, AI, BC, BD, BE, BF, BI, CD, CE, CF, CI, DE, DF, FI, EF, EI, FI, or I.

Entry instructions for the ECR Field can be found in the Personal Descriptors, *NCIC 2000 Code Manual*.

### **3. DATE OF PURGE (DOP) FIELD**

The following are valid entries in the DOP Field:

<b>Field Entry</b>	<b>Result</b>
DOP is blank	NCIC generates DOP, current date plus 5 years
DOP contains XXXXXXXX and ORI ends in C	No purge date set
DOP contains YYYYYYYY (must be an ORI that ends in C and a previous XXXXXXXX)	Purge date set 5 years from date of modification to YYYYYYYY
DOP contains a date 5 years or less from date of entry	Purge date set
DOP contains NONEXP	No purge date set

Only an ORI ending in C, i.e., an agency involved in corrections, is permitted to enter XXXXXXXX on the date of incarceration. This entry will stop the running of the system-created automatic purge date. The ORI, on release of the record subject from incarceration, must modify (MGM) the record to either YYYYYYYY (which will cause the system to automatically set a 5-year purge date), or to a date earlier than 5 years from the modification date. The DOP Field can be modified, except by ORIs ending in C, to a date earlier than 5 years from the

original entry date or to NONEXP for non-expiring records. If using a date, the DOP Field cannot be greater than 5 years from the date of entry or the date of modification, and the DOP Field must be greater than the current date.

#### 4. MISCELLANEOUS (MIS) DATA

1. Aliases, nicknames (monikers), vehicle data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered as a supplemental record (MKE/EGMN) illustrated and explained in Section 16 of this chapter, as this procedure increases the chances of a hit on the record.
2. If the entry contains an FBI number, the entering agency may obtain a copy of the subject's manual identification record by entering the alphabetic code Send Identification Record (SIR) as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field.
3. When an agency enters two or more GMC records for individuals who are known to be associating with each other, each existing GMC record entry should be cross-referenced to the other. This cross-referencing can be done by placing the name and NIC of each GMC record in the MIS Field of the other GMC record with an appropriate explanatory notation. Therefore, an agency receiving one of the GMC records will have the information needed to obtain other records.

#### 5. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the GMC is known, Y should be entered into the NOA Field. For NCIC Legacy-formatted transactions, this is indicated by placing NOAH in the MIS Field. If the NOA is blank, the field will default to N.

#### 6. VEHICLE DATA

Information may be entered in a Group Member record about vehicles subject to the following criteria:

1. The vehicle must have been observed to be in the possession of or driven by a specific record subject or by some group member who would separately meet the criteria for entry in the GMC.
2. Vehicle information about a single, particular vehicle may be entered in more than one GMC record by the same agency. Vehicle information that is part of a GMC record will be searched by any Vehicle File inquiry (QV, ZV, QVB, QW, QWA, QWE, QWF, QWS, QWB, or ZW), assuming that either LIC (and accompanying fields) or VIN is entered in the record.

3. Entry with Vehicle Year (VYR), Vehicle Make (VMA), Vehicle Model (VMO), Vehicle Style (VST), and/or Vehicle Color (VCO), without either LIC or VIN is permitted. Though not searchable on-line without LIC or VIN, this information will be returned as part of a response to a QW, QWA, QWE, QWF, QWS, QWB, ZW, or QGM inquiry.

## 7. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

## 8. DNA PROFILE INDICATOR (DNA) and DNA LOCATION (DLO)

The DNA Field has a default value of N, meaning no DNA data are available. When the user sets the DNA Field to Y, indicating DNA data are available, then specific information regarding location of the DNA sample must be entered in the DLO Field. The DLO Field can include contact information, type of DNA sample, and other information deemed appropriate by the agency. If the DNA Field is set to Y and the DLO is blank, then the record will be rejected.

# SECTION 11--GMC MODIFICATION

## 11.1 MODIFICATION OF A GMC RECORD

Modification of a record is restricted to the agency that entered the record and is used to add, delete, or change data in the base record. Use of this message is mandatory by an ORI ending in C on release of a record subject from incarceration if XXXXXXXX was originally entered in the DOP Field.

With respect to all data in the record except for name and vehicle-related information, deletion of data will cause the same data in the supplemental record to become part of the base record.

## 11.2 EXAMPLE OF A GMC MODIFICATION

1N01HEADER.MGM.WA1230000.NAM/DREBIN, PAUL.NIC/T123457896.DOB/19520531

### Acknowledgment:

1L01HEADER  
WA1230000

MODIFY NAM/DREBIN, PAUL NIC/T123457896

The above modification example contains: header (1N01HEADER), message key (MGM), Originating Agency Identifier (WA1230000), two record identifiers (NAM/DREBIN, PAUL and NIC/T123457896), the field being modified, and the data being changed (DOB/19520531).

## **11.3 MESSAGE FIELD CODES FOR GMC MODIFICATION**

<b>FIELD NAME</b>	<b>REQUIREMENTS</b>	<b>MESSAGE FIELD CODE</b>	<b>FIELD LENGTH</b>	<b>DATA TYPE</b>
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
			1-20*	
NAME OF VALIDATOR	OPTIONAL	VLN*	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

\*NCIC 2000 format only

## **11.4 IDENTIFICATION OF A GMC RECORD TO BE MODIFIED**

The record to be modified must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

## **11.5 ADDITIONAL GUIDELINES FOR GMC MODIFICATION**

Section 9 of this chapter contains information on MFCs applicable to a GMC record, any of which can be modified except for the MKE and NIC.

Section 16 of this chapter contains additional information on modifying an alias and/or additional identifiers appended to a GMC record by means of a supplemental record.

### **1. EXAMPLE OF A MODIFICATION TO REMOVE ALL VEHICLE DATA FROM A GMC RECORD**

When vehicle data in a GMC base record need to be removed prior to the removal of the record, a special MFC, LIC-VCO, may be used to remove all vehicle data without identifying each individual field (example below). The characters LIC-VCO/. instruct the NCIC to delete the fields: LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO.

1N01HEADER.MGM.MD1012600.NAM/SMITH, JOHN J.NIC/T000069216.LIC-VCO/.

**Acknowledgment:**

```
1L01HEADER  
MD1012600  
MODIFY NAM/SMITH, JOHN J NIC/T000069216
```

The above modification example, which removes all vehicle data from the record, contains: header (1N01HEADER), message key (MGM), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/T000069216), and the fields being removed (LIC-VCO) immediately followed by slash period (/).

## 2. MODIFICATION TO REMOVE PART OF VEHICLE DATA FROM A GMC RECORD

The special modification message explained above cannot be used to remove less than all of the vehicle data from a GMC base record. For example, if only the four fields of license plate data (LIC, LIS, LIY, and LIT) are to be deleted from the record, the usual modification procedure must be followed, with each field to be deleted explicitly set forth as shown in the following modify message.

```
1N01HEADER.MGM.MD1012600.NAM/SMITH, JOHN J.NIC/T000069216.  
LIC/.LIS/.LIY/.LIT/.
```

## 11.6 VALIDATION GUIDELINES FOR NCIC GMC MODIFICATION

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a GMC record to indicate that the record has been validated. When data are entered into the VLN Field, NCIC enters the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

```
1N01HEADER.MGM.MD1012600.NAM/SMITH, JOHN J.NIC/T000069216.  
SOC/123456789.VLN/JONES, DAVID E
```

**Acknowledgment:**

```
1L01HEADER  
MD1012600  
VALIDATE NIC/T000069216
```

## SECTION 12--GMC CANCELLATION

### 12.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a GMC record is restricted to the ORI that entered the record. A cancellation message is utilized when the entering agency determines that the record is invalid.

## **12.2 EXAMPLE OF A GMC CANCELLATION**

1N01HEADER.XGM.WA1230000.NAM/SMITH, JOHN.NIC/T639123105.20100612

### **Acknowledgment:**

1L01HEADER  
WA1230000

CANCEL NAM/SMITH, JOHN NIC/T639123105

This cancellation message contains: header (1N01HEADER), message key (XGM), Originating Agency Identifier (WA1230000), record name (NAM/SMITH, JOHN), NCIC Number (NIC/T639123105), and date of cancellation (20100612).

## **12.3 MESSAGE FIELD CODES FOR GMC CANCELLATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
			1-20*	
DATE OF CANCEL	MANDATORY	DOC	8-8	NUMERIC

\* NCIC 2000 format only

## **12.4 IDENTIFICATION OF A GMC RECORD TO BE CANCELED**

The record to be canceled must be identified by either NAM and NIC, in that order; or NIC and OCA, in that order; or NAM and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. Date of Cancellation (DOC) must follow the two record identifiers. DOC must be the current date or the current date minus one.

## **12.5 ADDITIONAL GUIDELINES FOR GMC CANCELLATION**

1. All information about the record subject, including any supplemental information, is canceled when the XGM transaction is used.

2. Benefits and effectiveness data are not collected for GMC records.

## **SECTION 13--GMC INQUIRY**

### **13.1 EXAMPLE OF A GMC INQUIRY**

The message key QGM searches the Gang File and Known or Appropriately Suspected Terrorist File records. If the QGM includes MNU, OLN, or SOC, the NCIC System will search against the Article File personal identifiers records.

1N01HEADER.QGM.MD2610000.NAM/SMITH, STEVE.DOB/19530531.  
SEX/M.RAC/W.VIN/2ADF36BLIG162312

#### **Negative Response:**

NO NCIC RECORD DOB/19530531 NAM/SMITH, STEVE SEX/M RAC/W  
NO NCIC RECORD VIN/2ADF36BLIG162312

#### **Positive Response:**

1L01HEADER  
MD2610000

WARNING - STANDING ALONE, NCIC VIOLENT GANG GROUP AND MEMBER FILE INFORMATION  
DOES NOT FURNISH GROUNDS FOR THE SEARCH AND SEIZURE OF ANY INDIVIDUAL,  
VEHICLE, OR DWELLING

MKE/CRIMINAL GANG MEMBER - CAUTION  
CMC/05 - VIOLENT TENDENCIES  
ORI/MD1230000 NAM/SMITH, STEVE SEX/M RAC/W ETN/H POB/MD  
DOB/19530531 HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/1234567 CTZ/US  
SKN/ALB SMT/SC R HND  
FPC/121011C01159TTCI13TT MNU/MD-32614 SOC/123456789  
OLN/98765432 OLS/MD OLY/1995  
GNG/CRIPS\*WADC SGP/ROARING 50S\*WADC  
ECR/BD DOP/20100115 OCA/92312663  
MIS/KNOWN TO CARRY TEC 9, TTO IS TEARDROP  
LIC/ABC123 LIS/MD LIY/1993 LIT/PC  
VIN/2627HL525210 VYR/1988  
VMA/CHEV VMO/CEL VST/4D VCO/BLU  
ORI IS HARPERS FERRY PD MD 301 555-1212  
DOB/19550515  
AKA/BEBO, X  
AKA/JONES, JOHN  
AKA/LEON, JOSE  
NIC/T123698222 DTE/20070914 1400 EST DLU/20080110 0100 EST  
NO NCIC RECORD VIN/2ADF36BLIG162312

### **13.2 MESSAGE FIELD CODES FOR GMC INQUIRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	1-10*	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE MAKE	SET	VMA	2-4	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
ORIGINATING CASE AGENCY NUMBER	CONDITIONAL	OCA	2-24*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	1-9	ALPHABETIC, NUMERIC
IMAGE INDICATOR*	OPTIONAL	IND	1-10	ALPHABETIC
RELATED SEARCH HIT*	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH*	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH*	OPTIONAL	EBS	1-1	NUMERIC

\*NCIC 2000 format only

### 13.3 REQUIREMENTS FOR GMC INQUIRY

On-line queries to the GMC are possible through automatic cross-search as part of the QW, QWA, QWE, QWF, QWS, QV, ZW, and ZV transaction or use of QGM transaction. In either case, the query must include NAM and one of the following numeric identifiers:

1. DOB (date of birth)
2. SOC (Social Security number)
3. MNU (miscellaneous identifying number)
4. OLN (operator's license number)
5. VIN (vehicle identification number)
6. LIC (license plate number)
7. OCA (originating agency case number)
8. FBI (FBI number)

In addition, an inquiry without NAM using LIC, VIN, and/or NIC is permitted.

### **13.4 ADDITIONAL GUIDELINES FOR GMC INQUIRY**

1. When the inquiry contains NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the exact date of birth in a record before a record will be retrieved. When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC will search for all matching records that contain the exact DOB and a surname that is a New York State Identification and Intelligence System match to the surname in the inquiry.

Sex and race should be included to minimize multiple hits by limiting the scope of the name search. Including sex will cause NCIC to search only those records containing the same SEX code as the SEX code in the inquiry. Also, the inclusion of race in an inquiry can limit the search made by NCIC. A list of the Race Field codes and the race codes that will be searched when each is included in an inquiry are the following:

#### **Race Code In Inquiry      Race Codes Searched**

A	Asian or Pacific Islander	All
I	American Indian or Alaskan Native	All
B	Black	All except W
W	White	All except B
U	Unknown	All

2. When the inquiry contains a name and an alphanumeric identifier other than DOB, i.e., the SOC, FBI, MNU, or OLN, a name search is not generated. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The MIS Field in the hit response should be reviewed to confirm that the first 15 characters are the same as the complete MNU.

3. Because multiple records from several files are available when a QW, QWA, QWE, QWF, or QWS transaction is used, multiple records concerning one individual may appear in any response. Additionally, because different agencies may enter Gang File records on the same individual, multiple Gang File records are possible in any response.

4. When an inquiry uses the LIC, any record containing that plate number will be returned in the response. To narrow the scope of the search and utilize the system effectively, a license plate state should also be included.
5. Vehicle information about a single, particular vehicle may be entered in more than one GMC record by the same agency. Vehicle information that is part of a GMC record will be searched by any Vehicle File inquiry (QV, ZV, QW, QWA, QWE, QWF, or QWS or ZW), assuming that either LIC (and accompanying fields) or VIN is entered in the record.
6. An inquiry can provide a secondary hit response only from within the Gang File and the Known or Appropriately Suspected Terrorist File when the primary hit contains an SOC, FBI, or VIN and those fields were not part of the original search criteria. A second computer search is automatically generated on the SOC, FBI, and VIN Fields contained in the primary record response. If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be included after the first 20 hit responses to indicate a file is being created with up to an additional 100 hit responses.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

7. An inquiry of the Wanted Person (QW, QWA, QWE, QWF, QWS, ZW, or QWB) and/or Vehicle (QV/ZV/QVB) Files will result in the automatic cross-search of the GMC File. Active records will be returned in a positive response. The Wanted Person and/or Vehicle File chapters contain details regarding the use of the above MKEs.

8. If a hit response contains expired license plate information, the following caveat will be included:

WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

9. If QGM inquiry includes MNU, SOC, or OLN, the NCIC System will search against the Article File personal identifier records.

10. If an inquiry hits on more than 100 records, the NCIC System will discontinue processing the response and return the first 100 records with the following caveat.

MAXIMUM RECORD COUNT EXCEEDED FOR AN ON-LINE  
SEARCH. RESUBMIT MODIFIED SEARCH PARAMETERS OR  
SUBMIT A GLOBAL INQUIRY TO RETRIEVE ALL RECORDS.

To modify the search parameters to possibly prevent excessive hits, omit DOB and use NAM and a different numeric identifier. Also, using SEX and RAC with NAM and DOB may reduce the number of hits. To request a Global Inquiry, contact your CSA or the FBI's CJIS Division.

11. A GMC response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, operator's license data, license plate data, vehicle identification data, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the fields will be sorted as follows: operator's license data by OLS, license plate data by LIS, vehicle data by VIN, and image data by IMN.

## **13.5 ADDITIONAL GUIDELINES FOR NCIC 2000 GMC INQUIRY**

### **1. IMAGE INDICATOR (IND)**

QGM inquiries may also contain an Image Indicator (IND) to specify whether an image should be returned if available. If the image indicator is Y, image data related to each primary hit response will be returned. For a person this would be a mugshot, if available; for property, it would be either the identifying image or the generic image, if available.

```
1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.  
DOB/19691012.IND/Y
```

The following would be returned after the immediate confirm caveat for a mugshot image:

```
IMR/MNAM:SMITH, JOHN J DOB:19691012  
RAC:W HGT:510 WGT:165 DOI:19821210  
NIC:T000069216 IMN:I000001233  
MIS: MUGSHOT FROM 1982 ARREST
```

```
00256  
<image>.
```

The Image Response (IMR) is composed of the following data: the Image Type (M for mugshot) and standard person MFCs (NAM, DOB, RAC, HGT, and WGT). The Date of Image (DOI) is next, then the NIC of the base record is provided along with the Image NCIC Number (IMN). Following the IMN is the Image MIS Field, then image size in bytes (00256) and, lastly, <image> would be replaced with the actual image.

### **2. RELATED SEARCH HIT (RSH)**

A QGM inquiry may also contain a Related Search Hit (RSW) Field. If the RSW Field is Y, secondary hit responses will be returned for all linked records. The NCIC System links records when: 1) ORI/OCA matches primary hit response and the dates of entry for those records are within 30 days of each other and 2) the LKI/LKA are the same as ORI/OCA contained in the primary hit response. If the primary hit response is for a gang member, there will not be any LKI/LKA Fields to search, but a search could occur based on the ORI and OCA Fields of the GMC record.

```
1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.  
DOB/19691012.RSH/Y
```

The following would be returned after the primary hit response based on the ORI/OCA of the two records being the same:

\*\*\*RELATED RECORDS\*\*\*

MKE/STOLEN GUN  
ORI/MD1012600 SER/B512673 MAK/REM CAL/308 MOD/MOHAWK  
TYP/RC DOT/19981005  
OCA/12334444  
ORI IS ANY CITY PD MD 301 555-1111  
NIC/G000039842 DTE/20080203 1234 EST DLU/20080205 0123 EST  
IMMED CONFIRM RECORD WITH ORI

The following would be returned after the primary hit response based on the primary hit response having an LKI/DC1014300 LKA/CS12345 that matches another record's ORI/OCA:

\*\*\*RELATED RECORDS\*\*\*

MKE/MISSING PERSON OTHER  
ORI/DC1014300 NAM/THOMAS, TOM SEX/M RAC/W ETN/H POB/FL  
DOB/19540327 HGT/509 WGT/153 EYE/BRO HAI/BRO  
SKN/FAR SMT/TAT L LEG  
FPC/PMPIC14151617181920 SOC/123456789  
MNP/MP DLC/19980501 OCA/CS12345  
MIS/LAST SEEN WEARING BLUEJEANS AND BLACK PULL OVER SHIRT  
ORI IS ANY CITY PD DC 202 555-1111  
NIC/M107650007 DTE/20000503 1400 EDT DLU/20080423 0523 EST  
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

### 3. EXPANDED NAME SEARCH (ENS)

A QGM inquiry may also contain an Expanded Name Search indicator (ENS) to specify that if the NAM and DOB identifiers are used, the enhanced name search function should be performed. If the ENS Field is Y, primary hits will be determined using each input NAM name part as a last name, interchanging the remaining name parts as given names.

### 4. EXPANDED DATE OF BIRTH SEARCH (EBS)

When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB. When an inquiry transaction includes the numeric 2 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact year of birth with the month and day transposed. When the inquiry transaction includes the numeric 3 in the EBS Field, the expanded date of birth search will return the following: records with the exact input DOB, records with the exact month and day and a range of plus or minus 1 year of the input DOB, and records with the exact year of birth with the month and day of input DOB transposed.

## 13.6 PROCEDURES FOR HANDLING A HIT

Access to and dissemination from the Gang File is to be consistent with the use and dissemination policies for the Interstate Identification Index.

When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(ies). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

## **SECTION 14--GMC LOCATE**

There are no locate procedures for the Gang File.

## **SECTION 15--GMC CLEAR**

Procedures to remove GMC records are detailed in Section 12--GMC Cancellation. This file does not have a MKE code for clear.

## **SECTION 16--GMC SUPPLEMENTAL RECORD**

### **16.1 MESSAGE FIELD CODES FOR GMC SUPPLEMENTAL TRANSACTION**

<b>FIELD NAME</b>	<b>REQUIREMENTS</b>	<b>MESSAGE FIELD CODE</b>	<b>FIELD LENGTH</b>	<b>DATA TYPE</b>
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
IDENTIFIER				
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY	CONDITIONAL	OCA	1-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CASE NUMBER			1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE</i>

CHARACTERISTICS				<i>MANUAL</i>
MISCELLANEOUS	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NUMBER				
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN <sup>1</sup>		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC <sup>2</sup>		
VEHICLE DATA SET	OPTIONAL SET	VIN <sup>3</sup>		
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC*	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i> ,
IMAGE NCIC NUMBER SET	OPTIONAL	IMN* <sup>4</sup>		ALPHABETIC, NUMERIC
CITIZENSHIP	OPTIONAL	CTZ*	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i> ,

\*NCIC 2000 format only

<sup>1</sup> OLN/<OLN>.<OLS>.<OLY>

<sup>2</sup> LIC/<LIC>.<LIS>.<LYI>.<LIT>

<sup>3</sup> VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO>

<sup>4</sup> IMN/<IMN>.<IMT>

## 16.2 ENTRY OF A GMC SUPPLEMENTAL RECORD

Only the agency that entered the original record may add additional identifiers to a record. The supplemental record entry transaction (EGMN) is available to add identifiers to the Gang (EGM) member records.

## 16.3 EXAMPLE OF A GMC SUPPLEMENTAL ENTRY

```
1N01HEADER.EGMN.WA1230000.NAM/SMITH, JOHN.  
NIC/T123456789.AKA/JOHNSON, D.DAVIS, JOHN.  
BLACK, JOHN.DOB/19550615.19570707.  
LIC/ABC123.DC.2010.PC.SMT/TAT R ARM.CMC/05
```

### Acknowledgment:

```
1L01HEADER  
WA1230000  
SUPP NAM/SMITH, JOHN NIC/T123456789
```

The above entry example contains: header (1N01HEADER); message key (EGMN); Originating Agency Identifier (WA1230000); two record identifiers (NAM/SMITH, JOHN and NIC/T123456789); three additional AKAs (AKA/JOHNSON, D and DAVIS, JOHN and BLACK, JOHN); two additional dates of birth (DOB/19550615 and 19570707); one set of license plate data (LIC/624322.DC.2010.PC); one scars, marks, and tattoos (SMT/TAT R ARM); and a caution and medical conditions code (05).

## **16.4 IDENTIFICATION OF A GMC RECORD FOR SUPPLEMENTAL ENTRY**

The GMC record to which a supplemental record of alias(es) and/or other additional identifiers are to be added must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

## **16.5 NUMBER OF ADDITIONAL IDENTIFIERS IN GMC SUPPLEMENTAL ENTRY**

The Alias (AKA) Field and all other identifying data fields which may be included in a supplemental record are listed with their field codes and the maximum number of aliases and/or identifiers allowable for a GMC record.

<b>Field</b>	<b>Field Code</b>	<b>Maximum Number Permitted</b>
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known)	VIN	9
Caution and Medical Conditions	CMC*	10
Image NCIC Number and Image Type (entered as a set)**	IMN*	12

\*NCIC 2000 format only

\*\*IMN and IMT Fields (up to 12: 1 mugshot, 1 signature, 10 identifying images) are added to the supplemental record when an image is entered and the NIC of the base record is included in the entry transaction. The Image File chapter contains additional details.

## **16.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN GMC SUPPLEMENTAL ENTRY**

1. A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias (or variation of name spelling); date of birth; scar, mark, tattoo, etc.; miscellaneous number; Social Security number; citizenship; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, a license plate, vehicle, or image is likewise counted as one identifier.
2. For example, a record relating to JOHN SMITH might have appended supplemental data consisting of three other names (AKAs), nine dates of birth, five scars, two miscellaneous numbers (an army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession.
3. Entry of this additional data would require several supplemental record entry messages as all of these additional identifiers could not be included in one supplemental record entry.

## **16.7 ADDITIONAL GUIDELINES FOR GMC SUPPLEMENTAL ENTRY**

1. After the GMC record has been identified, each field included in a supplemental record entry, except those entered in sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data. The data elements must be separated by a period and each field ended with a period. Fields that are not a part of sets of data may be entered in any order in a supplemental record entry.
2. The OLN, LIC, and VIN Fields in the supplemental record format are multiple data element fields; i.e., these fields have more than one data element following the field code and slash and are entered in sets. Each set of data must be preceded by the appropriate field code followed by a slash. The data elements within a set of data must be entered in sequence after the slash, and each data element must be accountable.
3. The field in the main record, other than VIN or LIC data, must be filled before any supplemental entry for that same field will be accepted. For example, any attempt to enter an SOC in a supplemental record will be rejected as a format error if the main record does not contain an SOC in the SOC Field.

4. All numeric identifiers excluding originating agency case number and miscellaneous number are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen must be used to separate the two alphabetics from the number itself in the MNU Field.
5. When a supplemental record entry contains data concerning a person, a vehicle, or license plate already on file in a Missing Person, Wanted Person, Vehicle, or License Plate File record, the same rules as defined in Section 10 apply.
6. Personal Descriptors, State and Country Codes, and Vehicle Data Codes in the *NCIC 2000 Code Manual* contain appropriate coding of personal identifiers and license and vehicle data.

## **16.8 MESSAGE FIELD CODE EDITS FOR GMC SUPPLEMENTAL ENTRY**

### **1. ALIAS FIELD (AKA)**

1. The field code AKA followed by a slash is used to identify an alias(es) and monikers. An alias includes any name(s) in which any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, i.e., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.
2. An alias is to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial if any, space, and suffix meaning seniority, if any, e.g., SR or III.
3. Nicknames (monikers) can be entered without using commas. AKAs and/or variations in name spelling must be separated by a period without repeating the MFC AKA.

The term nickname in NCIC is defined as a name added to or substituted for the proper name of a person, such as their street name (i.e., Shorty). It is not a familiar form of a proper name, such as Jim for James.

### **2. OPERATOR'S LICENSE SET (OLN)**

The field code OLN followed by a slash is used to identify additional operator's license data in an entry. The three data elements making up this field are the operator's license number, state of issue, and year of expiration. All three elements must be included in the order listed in the format and must be separated by a period. For example:

OLN/L234526677238.VA.1976 .

In the event more than one operator's license is to be entered at the same time, each set of operator's license data must be preceded by MFC OLN/.

### 3. LICENSE PLATE SET (LIC)

The field code LIC followed by a slash is used to identify additional license plate data in an entry. This field contains four data elements: LIC, LIS, LIY, and LIT. Elements must be entered in the order listed and must be separated by a period. For example:

LIC/CBA321.MD.1977.TK.

In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data must be preceded by message field code LIC/.

### 4. VEHICLE SET (VIN)

1. The field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This field contains six data elements: VIN, VYR, VMA, VMO, VST, and VCO.

2. The VIN, VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods and each data element must be accounted for. For example:

VIN/1L69X6J023456.1976.CHEV.IMP.4D.BLK

or

VIN/1D37Q6R001225.1976.CHEV..2D.

3. In the event data related to other vehicles are entered at the same time, each set of vehicle data must be preceded by MFC VIN/.

## 16.9 ADDITIONAL IDENTIFYING DATA IN GMC SUPPLEMENTAL ENTRY

Additional dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; citizenships; and Social Security numbers follow the field codes DOB/, SMT/, MNU/, CTZ/, and SOC/, respectively, without repeating the MFC and separated only by periods. For example:

DOB/19370102.19350823.SMT/SC L CHK.POCKMARKS.  
MNU/AF-123456789.SOC/123456789.

## 16.10 MODIFICATION OF GMC SUPPLEMENTAL DATA

No one-step procedure is available to modify an alias or other identifier in a GMC supplemental record.

To modify, the incorrect AKA or other identifier should be canceled and reentered. Cancellation procedures are set forth in Section 8 of this chapter.

### **16.11 EXAMPLE OF A GMC SUPPLEMENTAL DATA CANCELLATION**

```
1N01HEADER.XGMN.MD1012600.NAM/SMITH, JOHN J.NIC/T000069216.  
AKA/ROE, EDWARD.JONES, EDWARD.DOB/19651012.19630912
```

#### **Acknowledgment:**

```
1L01HEADER  
MD1012600  
CANCEL SUPP NAM/SMITH, JOHN NIC/T000069216  
AKA/ROE, EDWARD  
AKA/JONES, EDWARD  
DOB/19651012  
DOB/19630912
```

The preceding example of a cancellation of aliases and other additional identifiers in a supplemental record to a GMC record contains: header (1N01HEADER), message key (XGMN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/ SMITH, JOHN J and NIC/T000069216), and data to be canceled (AKA/ROE, EDWARD.JONES, EDWARD and DOB/19651012.19630912).

### **16.12 IDENTIFICATION OF A GMC RECORD FOR SUPPLEMENTAL DATA CANCELLATION**

When canceling an AKA and/or other additional identifiers contained in a supplemental record, the GMC record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order, with each data element preceded by the proper MFC. Next come the supplemental data to be canceled, with each field preceded by the proper MFC.

### **16.13 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN GMC SUPPLEMENTAL DATA CANCELLATION**

A maximum of nine identifiers of various kinds may be canceled in one cancel message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA (or name spelling variation), DOB, SMT, MNU, CTZ, or SOC is counted as **one** identifier. Each set of OLN, LIC, or vehicle data (multiple data element fields) is counted as **one** identifier.

### **16.14 ADDITIONAL GUIDELINES FOR GMC SUPPLEMENTAL DATA CANCELLATION**

1. Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; citizenships; and/or Social Security numbers to be canceled are to be set out in the cancellation message in the same manner as in a supplemental record entry. That is, more than one identifier

of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

2. Each set of operator's license or license plate data (multiple data element fields) must be preceded by OLN/ or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicle data, only the vehicle identification number and make are required following VIN/, with periods accounting for the intervening VYR Field. For example:

VIN/1L69X6JO23456..CHEV

3. When a GMC record is canceled, its entire supplemental record is automatically canceled.

## **16.15 ADDITIONAL GUIDELINES FOR NCIC 2000 GMC SUPPLEMENTAL DATA CANCELLATION**

### **1. IMAGE SET (IMN)**

Up to nine images can be canceled in a supplemental cancel transaction. The format is IMN/<IMN>.<IMT>. The IMN is the NCIC Number of the image and the image type is either S, M, or I. If the image type of the record is not the same type as defined by the IMT, the supplemental data will be rejected.

### **2. CAUTION AND MEDICAL CONDITIONS (CMC)**

Up to nine CMC codes may be canceled in a supplemental cancel transaction. The CMC/ may be followed by the codes to be deleted, separated by periods, or the CMC/ may be repeated for each code to be deleted.

### **3. SUPPLEMENTAL ACKNOWLEDGMENT MESSAGE**

A cancel supplemental transaction can contain up to nine supplemental data. All supplemental data will be processed except data that do not meet field edits or do not exist. The cancel supplemental message will list all supplemental data that were successfully canceled, list all supplemental data not on file, and list all supplemental data that failed due to a REJ SUPP MFC ERROR.

1L01HEADER.XGMN.MD1012600.NAM/SMITH, JOHN J.NIC/T000069216.  
AKA/ROE, EDWARD.JONES, EDWARD.DOB/19651012.19309612

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
CANCEL SUPP NAM/SMITH, JOHN NIC/T000069216  
AKA/ROE, EDWARD  
DOB/19651012

REJ SUPP MFC ERROR  
DOB/19309612  
REJ SUPP NOT ON FILE  
AKA/JONES, EDWARD

The acknowledgment shows the identifiers that were canceled as well as those that failed their edits.

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## **SECTION 1--INTRODUCTION**

### **1.1 DEFINITION**

1. For NCIC 2000 purposes, a gun is defined as any weapon, including a starter gun, which is designed to or may be readily converted to expel a projectile by air, carbon dioxide, or the action of an explosive. Included in this definition are antique guns; cannons; machine guns; pistols; rifles; shotguns; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; destructive devices such as grenades, mines, missiles, and rockets; and disguised guns such as knife guns, pen guns, belt buckles, and cane guns. BB guns are excluded and should be entered in the Article File because the manufacturers of BB guns are not bound by the same statutes as are the manufacturers of the above-mentioned weapons.

2. A recovered gun is defined as an abandoned, seized, or found weapon for which no stolen or lost report is on file.
3. A record for a lost or missing gun might be traceable to a crime and may assist in the identification of a recovered gun.

## **1.2 CRITERIA FOR ENTRY**

1. Records for serially numbered weapons that are stolen may be entered into the file if a theft report has been made.
2. A record for a recovered (abandoned, seized, or found) weapon for which no stolen, lost, or felony report is on file may be entered in NCIC 2000. The weapon must remain in the possession of the entering agency or be readily available for examination as long as the record is in NCIC 2000. If the entering agency loses custody of the recovered gun, the recovered gun record must be canceled.
3. A record for a lost or missing weapon may be entered in NCIC 2000 if the entering agency has supporting documentation.
4. A record may be entered for a weapon believed to have been used in the commission of a felony as long as this fact is documented in the case file and the location of the weapon is unknown.
5. Agencies must have documentation (electronic or hard copy) on file to support a gun entry. Only the agency
  - 1) holding the theft report and having primary jurisdiction over the place of actual theft,
  - 2) possessing the recovered weapon,
  - 3) maintaining documentation supporting a lost or missing weapon, or
  - 4) maintaining documentation supporting a weapon believed to have been used in the commission of a felony may make an NCIC entry.

The only exception is that any criminal justice agency or regional dispatch center may act as holder of the record for another agency that has no telecommunications equipment. When such an entry is made, the agency holding the record may place its own Originating Agency Identifier (ORI) in the ORI Field only if there is a written agreement between the two agencies that delineates the legal responsibility of the record. Additional information concerning these responsibilities can be found in the Introduction of this manual.

## **1.3 MESSAGE KEY (MKE) CODES**

<b>Message</b>	<b>MKE</b>	<b>Translation</b>
Entry	EG	STOLEN GUN

	ELG*	LOST GUN
	ERG	RECOVERED GUN
	EFG*	FELONY GUN
Modify	MG	
	MLG*	
	MRG	
	MFG*	
Cancel	XG	
	XLG*	
	XRG	
	XFG*	
Inquiry	QG	
	ZG	
	QGB	
Locate	LG	LOCATE GUN
	LLG*	LOCATE LOST GUN
	LFG*	LOCATE FELONY GUN
Clear	CG	
	CLG*	
	CRG	
	CFG*	

\*NCIC 2000 format only

If the gun entered in a stolen or felony gun record should be held for latent fingerprint examination, -P should be entered as part of the message key code; for example, EG-P translates as STOLEN GUN - HOLD FOR LATENTS, and EFGP translates as FELONY GUN - HOLD FOR LATENTS.

#### 1.4 RECORD RETENTION PERIOD

1. Stolen, lost, and felony gun records will remain on file until action is taken by the originating agency to clear or cancel the record.
2. Recovered gun records will remain on file for the remainder of the year entered plus 2 years.
3. An exception to record retention periods will occur in the event a serious error is detected in the record on file. Additional information concerning serious errors can be found in the Introduction chapter of this manual
4. Ten days after a locate is placed on a stolen, lost, or felony gun record, the record is retired.

## **1.5 VALIDATION**

For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

The Name of Validator (VLN) Field will be returned only when the requester of the record is the entering agency. For all other inquiries, the VLN Field will be suppressed.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

## **1.6 MESSAGE FIELD CODES (MFCs) AND EDITS**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
CAL	Caliber	First character must be numeric (greater than zero). If only one character is used, then the value must be greater than 2. Codes can be found in Gun Data Codes, <i>NCIC 2000 Code Manual</i> .
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date, and equal to or greater than DOT or DOL.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one, and equal to or greater than DOT or DOL.
DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date, and equal to or greater than DOT or DOL.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
MAK	Make	Must be a valid NCIC 2000-assigned code as listed in Gun Data Codes, <i>NCIC 2000 Code Manual</i> . For NCIC 2000, positions 4 through 23 should be used to expand on the make. When ZZZ is followed by no information, the MAK Field will be translated in a

		response as MAK/UNKNOWN. Any other information provided in positions 4 through 23 is translated literally.
MIS	Miscellaneous	Must contain the manufacturer's name or identifying characteristic(s) if the MAK is ZZZ (NCIC format).
MKE	Message Key	Must be a valid message key.
MOD	Model	Must be alphabetic or numeric characters with intervening blanks.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (G in the Gun File) followed by nine numeric characters automatically assigned by NCIC 2000 to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
ORI	Originating Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
RCA	Recovering Agency	Must not contain a single zero only, a run of zeros only, Case Number the word NONE, or a single alphabetic only. The first seven characters of the RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen.
RRI	Recovering Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
SER	Serial Number	Must not contain a single zero only, a run of zeros only, single alphabetic only, or run of alphabetics only, indicating the gun serial number is not known.  If the MAK Field is SW or GLC, the serial number may contain a string of alphabetics together with a single zero or a string of zeros. GLC weapons manufactured with the sequential production number 000 will be accepted if the MAK Field contains GLC.
		All inquiries (QG and ZG) that contain a string of zeros grouped with a string of alphabetics, regardless of the MAK, will be accepted.

TYP	Type	Must be a valid NCIC 2000-assigned code as listed in Gun Data Codes, <i>NCIC 2000 Code Manual</i> .
<b>NCIC 2000-formatted Messages May Also Contain the Following Fields:</b>		
DOL	Date of Loss	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System).
LKI	Linkage Agency Identifier	Must be a valid NCIC-assigned ORI.
NOA	Notify Originating Agency	Must be Y or N. If left blank, the field will default to N.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating stolen gun. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
NPF	Number of Missing	First three characters must be numeric. Fourth Persons Found character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in NCIC 2000. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
RPP	Reason for Property Record Removal	Must be a valid NCIC 2000-assigned code as listed in the Introduction chapter of this manual.
RSH	Related Search Hit	Must be Y or N
VLN	Name of Validator	Any valid characters representing validator.
VNP	Value of Recovered Property	Fair market value (in whole dollars) of the recovered stolen gun identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
VOR	Value of Other Property	Fair market value (in whole dollars) of property Recovered recovered as a result of locating the stolen gun identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating the stolen gun identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUS RECOVERY.

## 1.7 CRITERIA FOR REJECTING DUPLICATE RECORDS

1. If the ORI, SER, MAK, CAL, and TYP Fields of a stolen, recovered, lost, or felony gun message are the same as those field codes of a record already on file in NCIC 2000, the second entry will be rejected with the message REJECT ON FILE. When the message REJECT ON FILE is sent, the record on file will also be transmitted.
2. A duplicate stolen, recovered, lost, or felony gun record will be accepted if the ORI in the second entry is different. If accepted, the first entry (record on file) will be furnished as a response to the second entry.
3. When there are three or more gun records on file in NCIC 2000 with matching data in the SER, MAK, CAL, and TYP Fields, the FBI CJIS Division staff researches the validity of the SER with the Bureau of Alcohol, Tobacco and Firearms (ATF). If ATF advises that the number is not a unique manufacturer-assigned serial number, the FBI CJIS Division staff cancels the records and enters an ATTENTION message containing the same SER, MAK, CAL, and TYP to alert users that the serial number is nonunique

Any subsequent entry with the same SER, MAK, CAL, and TYP will be rejected with the following message:

REJECT SERIAL NUMBER IS NOT UNIQUE, SEE  
FOLLOWING:  
\*\*ATTENTION \*\*

IF SER/XXXX-11-XXX IS FOR MAK/XXX,  
CAL/XXXX, AND TYP/XX, IT IS NOT UNIQUE ACCORDING  
TO NCIC QUALITY CONTROL, ASCERTAIN CORRECT SERIAL  
NUMBER.

1N01HEADER.EG.MD1012600.XXXX-11-  
XXX.REM.MOHAWK.308.RC.19990901.12

The same reject message and caveat will be furnished to any modify transaction changing a gun record to matching SER, MAK, CAL, and TYP.

## **1.8 INVESTIGATIVE INTEREST**

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC 2000.

---

## **SECTION 2--ENTRY**

### **2.1 EXAMPLE OF A GUN RECORD ENTRY**

1N01HEADER.EG.MD1012600.62564.REM.MOHAWK.308.RC.199909  
 01.  
 12234233...HAND CARVED DEER ON STOCK.Y

**Acknowledgment:**

1L01HEADER  
 MD1012600  
 NIC/G000039842 SER/62564  
 OCA/12234233

**2.2 MESSAGE FIELD CODES FOR ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
SERIAL NUMBER	MANDATORY	SER	1-11 1-20*	ALPHABETIC, NUMERIC
MAKE	MANDATORY	MAK	2-3 2-23*	ALPHABETIC
MODEL	OPTIONAL	MOD	1-11 1-20*	ALPHABETIC, NUMERIC
CALIBER	MANDATORY	CAL	1-4	NUMERIC
TYPE	MANDATORY	TYP	1-2	ALPHABETIC
DATE OF THEFT (STOLEN GUN),		DOT		
DATE OF RECOVERY (RECOVERED GUN),	MANDATORY	DOR	8-8	NUMERIC
DATE OF LOSS (LOST GUN)				

DOL*				
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKAGE AGENCY IDENTIFIER	OPTIONAL SET	LKI*	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	SET	LKA*	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTER
MISCELLANEOUS	OPTIONAL	MIS	1-22 1-200*	ALPHABETIC, NUMERIC, SPECIAL CHARACTER
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA*	1-1	ALPHABETIC

\*NCIC 2000 format only

### **2.3 MANDATORY FIELDS FOR ENTRY**

The following fields are mandatory for a stolen gun record to be accepted into NCIC 2000: HDR, MKE, ORI, SER, MAK, CAL, TYP, DOT, and OCA. The MIS Field is mandatory when the make is ZZZ (NCIC format).

The same fields are mandatory for a recovered or a lost gun record to be accepted, except the date of recovery (DOR) is entered in the DOT Field for recovered guns, the date of loss (DOL) is entered for lost guns, and the date of felony is entered for felony guns.

### **2.4 ADDITIONAL GUIDELINES FOR ENTRY**

1. The agency entering the record must account for all fields in the Gun File record. The agency must ensure that all available data are entered when the original entry is made. Missing data obtained at a later time should be promptly added through the use of a modification message (MKEs/MG, MRG, MLG, MFG).
2. For training and administrative purposes, agencies may enter test records into NCIC 2000 by using the header TL01 or TN01. The test records will not generate any notifications nor will batch processing be performed in the test system.
3. When a recovered gun record is entered, the acknowledgment message will contain the following caveat to remind the entering agency to perform a trace request through the ATF's ETRACE:

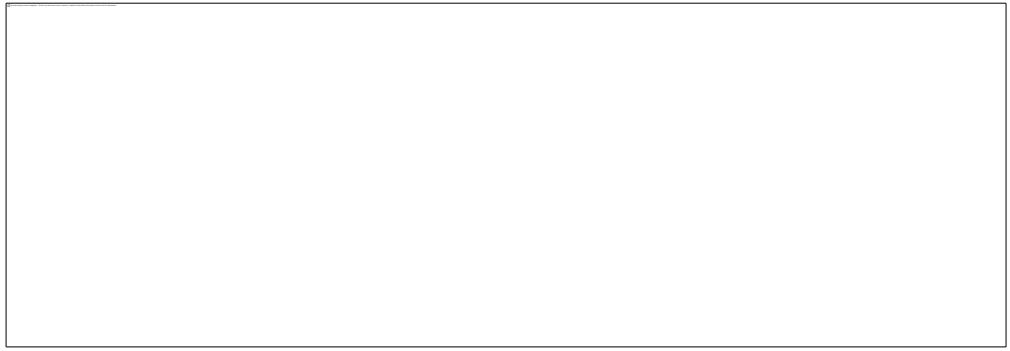
\*\*\*\*\*YOU MAY SUBMIT A TRACE REQUEST FOR THIS WEAPON THROUGH THE ATF'S ETRACE APPLICATION AT WWW.ATFONLINE.GOV/ETRACE OR BY CALLING 1-800-788-7133 OR BY FAX TO 1-800-578-7223. AN AGENCY MUST HAVE AN ETRACE MOU/ACCOUNT IN ORDER TO SUBMIT A TRACE VIA ETRACE. PLEASE CONTACT THE ETRACE CUSTOMER SERVICE GROUP VIA EMAIL AT ETRACEADMIN@ATF.GOV FOR ADDITIONAL INFORMATION.\*\*\*\*\*

## 2.5 MESSAGE FIELD EDITS

### 1. SERIAL NUMBER (SER) DATA

1. Serial numbers should be entered omitting spaces, hyphens, and symbols. If the serial number exceeds 20 characters, the rightmost 20 characters should be entered in the SER Field and the full serial number should be entered in the MIS Field.
2. **Alphabetic characters that are part of the serial number must be included in the entry.** Alphabetic characters appearing between numeric characters (embedded alphabetic characters) in a serial number are not considered for matching purposes since some agencies formerly placed records on file after deleting the embedded alphabetic characters. Thus, an entry of a record with the serial number 369J257 may receive a response of records already on file with serial numbers 369257, 369M257, 36925K7, and 369J257. Letters appearing as a prefix or suffix to the numerics in a serial number are considered in the matching process and, therefore, are not affected by the rule applicable to embedded alphabetic characters.
3. Each separate wartime manufacturer of Luger pistols used its own system of serializing the weapons, thus duplicating serial numbers. Therefore, the make, serial number, type, and caliber do not sufficiently describe a Luger for entry in NCIC 2000. Accordingly, it is essential to include the following:
  1. Any letter prefix or suffix that appears with the serial number (without the letter, if present, the serial number is incomplete).
  2. The year of manufacture engraved over the chamber.

3. Identifying trademark of the manufacturer. With reference to the toggle link on top of the gun should be placed in the MIS Field. For example, BYF appears on Luger manufactured by Mauser. A chart of script letters that may appear prefixed or suffixed to Luger serial numbers follows:



- In the event more than one number appears on the firearm, the frame or receiver number should be entered in the SER Field, and other number(s) should be entered in the MIS Field.
- The true (manufacturer) serial number of the gun should be entered.
  1. If the number on the gun is determined not to be a unique serial number but rather a national match number, stock control number, or owner-applied number assigned in connection with a theft prevention program, etc.,

the record  
should not be  
entered.

2. The exceptions to the above would occur when a stolen, lost, recovered, or a felony gun has a distinct point of identification or is connected with a major criminal investigation, in which case the point of identification or the connection to the major criminal investigation must be fully described in the MIS Field.

## 2. MAKE (MAK) FIELD

Valid MAK Field codes are listed in Gun Data Codes, *NCIC 2000 Code Manual*. For NCIC 2000, the make of the firearm should be taken from the frame or receiver only, except for U.S. military-issue weapons. This field has been expanded to 23 characters in NCIC 2000 transaction formats. NCIC 2000 allows for the entry of free text in positions 4 through 23 of the MAK Field.

### 1. MAK Code When Gun Make Not Listed

If the make code is not listed in the *NCIC 2000 Code Manual*, the code ZZZ should be placed in the MAK Field, and the make of the firearm should be entered in positions 4 through 23 or as the first item in the MIS Field for an NCIC-formatted transaction. If the MAK code is ZZZ and positions 4 through 23 are blank, the MAK field will be translated as

MAK/UNKNOWN in the message response. If there are any data in positions 4 through 23, they will be included in the response as entered. (The FBI CJIS Division staff at 304-625-3000 should be advised of any unlisted MAK so it can be included when the *NCIC 2000 Code Manual* is revised.)

2. MAK Code When Gun Make Unknown but Country Where Manufactured Is Known

If the make of a firearm is unknown but the country of manufacture is known, the appropriate code for that country should be entered in the MAK Field and positions 4 through 7 should contain UNKN, or MAK UNKN should be placed as the first item in the MIS Field for NCIC-formatted transactions. Country codes are listed in the *NCIC 2000 Code Manual*, State and Country Codes

The code US should be entered in the MAK Field when **all** of the following conditions exist: 1) The make of the firearm is not known. 2) The country of manufacture is the United States. 3) The firearm is not a U.S. military-issue weapon as described in this chapter.

3. MAK Code If Neither Make Nor Country Where Manufactured Is Known

1. If a firearm has a distinct point(s) of identification or is connected with a major criminal investigation, and neither the make of the gun nor the country where it was manufactured is known, a gun record can be entered in NCIC 2000 provided the gun has a serial number. Otherwise, a record for the firearm should not be entered.
2. The code ZZZ should be entered in the MAK Field with positions 4 through 23 blank, or MAK UNKN should be placed as the first item in the MIS Field. The distinct point(s) of identification or connection to major criminal investigation should be noted in the MIS FIELD.

- MAK Codes for U.S. Military-issue Weapons

For a firearm (including surplus weapons) that is a U.S. military-issue weapon, the MAK Field code USA should be used. Common U.S. military-issue weapons are the following:

.45 caliber and/or 9mm U.S. Submachine Guns:  
M1, M1A1, M1928, M1928A1 (Thompson),  
M50, M55 (Reising), M42 (United Defense),  
M3, M3A1 (Grease Gun)

.45 caliber U.S. (Colt) Pistols, M1911 and M1911A1

- .45 caliber U.S. Revolvers, M1917
- .30 caliber U.S. Carbines, M1, M2, M3
- .30 caliber U.S. Rifles
  - Models 1892, 94, 96, 98 (Krag)
  - Models 1903 and 1903A3, etc. (Springfield)
  - M1 (Garand) M1917 (Enfield)
- 7.62mm U.S. Rifle, M14
- 5.56mm U.S. Rifle, M16 and M16A1, etc.
- .30 caliber U.S. Machine Guns (Browning Automatic Rifle)
- .410 gauge and/or .22 caliber U.S. Survival guns, M4 and M6
- MAK Codes for Nonmilitary U.S. Government Weapons

The manufacturer MAK Field code should be used for a nonmilitary weapon bearing a U.S. Government property inscription and the manufacturer's name on the frame or receiver; for example, Smith and Wesson or Colt revolvers bearing the inscription U.S. Border Patrol, Naval Investigative Service, U.S. Air Force, Treasury Department, etc., should be entered with the MAK codes SW or CLT, respectively.
- MAK Codes for Foreign Military Weapons

Foreign military firearms should be coded according to the make on the firearm. If the make is undeterminable, the firearm should be coded according to the country where it was manufactured. If neither the make nor the country of manufacture is known, instructions set forth in this section should be followed.

### 3. MODEL (MOD) FIELD

Gun File record entries may contain a Model (MOD).

The model number or a recognizable abbreviation of the model name should be entered. For example, Smith and Wesson Chiefs Special Model revolver should be entered in the model field as CHIEF SPEC; Remington Model 870 pump action shotgun should be entered as 870.

### 4. CALIBER (CAL) FIELD

American and British calibers are expressed in decimals of an inch. Metric calibers are expressed in millimeters (mm). Frequently, the caliber description for a specific firearm contains not only the caliber, but also a partial or complete description of the appropriate cartridge for its chamber. Caliber descriptions are commonly compounded to show the following:

1. Standard weights of smokeless powder first used in loading the cartridge, for example, .30-30 (.30 is the caliber and 30 is the weight of the powder).
2. Year of adoption, for example, .30-06 (.30 is the caliber and 06 represents the year of adoption)
3. Relative case length where more than one case length exists in a specific caliber, for example, 8x57mm (8mm is the caliber and 57mm is the case length).
4. Originating firm, country of issue, designer, etc., for example, .375 Holland and Holland Magnum (.375 is the caliber and Holland and Holland is the originating firm); .41 Swiss (.41 is the caliber and Swiss indicates the country of issue); .257 Roberts (.257 is the caliber and Roberts is the designer).
5. CAL Field codes for American, British, and metric calibers listed in Gun Data Codes, *NCIC 2000 Code Manual*, have been stripped of suffix descriptors and decimal points and should be entered as shown; for example, Caliber .30-30 is listed under American calibers as 30 and should be entered as 30. Caliber 8x57mm is listed under metric calibers as 8 and should be entered as 8.
6. Since periods are not permitted in any message text, decimal points should not be used when entering the appropriate caliber. Also, measurements should not be converted from American to British, American to metric, British to American, etc.
7. The gun's actual caliber should be entered even though it may not be included in the *NCIC 2000 Code Manual*. It should be noted, however, that the maximum number of numerals cannot exceed four.
8. When entering the caliber for a combination rifle-shotgun, the agency should enter the rifle caliber in the CAL Field. The shotgun gauge should be entered in the MIS Field.

## 5. TYPE (TYP) FIELD

The type of firearm must contain a valid code as listed in Gun Data Codes, *NCIC 2000 Code Manual*.

## 6. MISCELLANEOUS (MIS) FIELD

1. When the gun make is not listed in the Gun Data Codes, *NCIC 2000 Code Manual*, and code ZZZ is entered in the MAK Field, the manufacturer's name must be placed in the MIS Field (NCIC format only). Gun descriptors such as barrel length, color and finish, cartridge capacity,

inscription, and silencer length may be expanded in the NCIC 2000 MIS Field, which increased from (1-22) to (1-200) characters.

2. If the serial number exceeds 20 characters, the rightmost 20 characters should be entered in the SER Field, and the complete serial number must be listed in the MIS Field.
3. Barrel Length (BBL)

If the barrel length is available, it should be entered and expressed in inches and/or fractions of an inch. Barrel length may be in exact or closely approximated dimensions, depending on available data. A slash should separate numerator and denominator of fractions of an inch, for example, 2½-inch barrel would be entered as BBL21/2 and a 4-inch barrel as BBL4. For example, a record for a Smith and Wesson snub-nose revolver, two-inch barrel, blue finish, and cartridge capacity of six shots should contain the following information in the MIS Field:

BBL2 BLU 6SHOT

The chamber (that part of the inside of the barrel of a gun, at the breech, formed to accept the cartridge) is included when measuring the length of pistol (nonrevolver), rifle, and shotgun barrels since the barrel and chamber are usually one piece. The chamber is not included when measuring the barrel length of a revolver since the chamber is part of the cylinder.

4. Color and Finish Data

Codes for color and finish can be found in Gun Data Codes, *NCIC 2000 Code Manual*.

5. Cartridge Capacity

Cartridge capacity should be expressed as maximum capacity. Those firearms fed from a clip magazine or a tubular magazine should be indicated as CLIP or TUBL rather than by cartridge capacity, for example: 6SHOT, 5SHOT, CLIP, or TUBL MAG.

6. Inscription (INSC) Data

When a gun is inscribed with a name, monogram, date, etc., the code INSC followed by a dash and the exact or abbreviated inscription should be listed. For example:

INSC-MDM (MDM represents a person's initials)  
INSC-US PROP

INSC-TOM 120592 (Name and date represented)

7. Silencer Length (SSL)

If the silencer length is available, it should be entered and expressed in inches and/or fractions of an inch. Silencer length may be in exact or closely approximated dimensions, depending on available data. A slash should separate numerator and denominator of fractions of an inch; for example, 2 $\frac{1}{4}$ -inch silencer would be entered as SSL21/4 and a 2-inch silencer as SSL2.

8. In a case in which the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the gun is known, the entering agency should place the code NOAH (Notify ORI of All Hits) in the MIS Field (NCIC format only). When using an NCIC 2000 format, the entering agency should enter Y in the NOA Field.
9. The MIS Field should also be used to show alphabetic and numeric characters, for example, Social Security number, driver's license number, etc., that have been engraved on the gun as the result of a theft prevention program.

## 7. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

## 2.6 NCIC 2000 MESSAGE FIELD EDITS

### 1. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the gun is known, Y should be entered into the NOA Field. Previously, this was indicated by placing NOAH in the MIS Field. Currently, if the NOA is left blank, the field will default to N.

The NOA Field will be returned in record responses when the inquiring agency ORI matches the entering agency ORI and in unsolicited notifications (\$. messages) to the ORI of record.

### 2. LINKAGE ORI AND OCA (LKI/LKA)

The Linkage ORI and OCA fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record that shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The NCIC System will automatically link records entered within 30 days of the original entry that

contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCSa entered more than 30 days after the original record entry. In the entry message, the LKI and LKA fields immediately follow the OCA field entry. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI. The LKI and LKA must both be valid NCIC ORI and OCA.

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## SECTION 3--MODIFICATION

### 3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in a gun record, or to validate the record. A gun record cannot be modified if it is in a located status (MKE/ LOCATED GUN).

### 3.2 EXAMPLE OF A MODIFICATION MESSAGE

1N01HEADER.MG.MD1012600.NIC/G000039842.OCA/14443.SER/B  
512673

#### Acknowledgment:

1L01HEADER  
MD1012600  
MODIFY NIC/G000039842

The modification example contains: header (1N01HEADER), message key (MG), Originating Agency Identifier (MD1012600), two record identifiers (NIC/G000039842 and OCA/14443), the field being modified, and the data being changed (SER/B512673).

### 3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-11 1-20*	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL*	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN*	1-30	ALPHABETIC, NUMERIC,  SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

\*NCIC 2000 format only

### **3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED**

A stolen, lost, or felony gun record to be modified must be identified by NIC and OCA, in that order, or SER and OCA, in that order, preceded by the proper MFC.

A recovered gun record to be modified must be identified by NIC and OCA, in that order; NIC and SER, in that order; or SER and OCA, in that order, preceded by the proper MFC.

### **3.5 ADDITIONAL GUIDELINE FOR MODIFICATION**

1. If modifying the date of recovery for a recovered gun record, the agency must use the MFC DOT. For lost gun records, the MFC DOL should be used to modify date of loss. If modifying the date of felony for a felony gun record, the agency must use the MFC DOT.
2. When a recovered gun record is modified, the acknowledgment message will contain the following caveat reminding the entering agency to perform a trace request through the ATF's ETRACE:

\*\*\*\*\*YOU MAY SUBMIT A TRACE REQUEST FOR THIS WEAPON THROUGH THE ATF'S ETRACE APPLICATION AT WWW.ATFONLINE.GOV/ETRACE OR BY  
CALLING 1-800-788-7133 OR BY FAX TO 1-800-578-7223. AN  
AGENCY MUST  
HAVE AN ETRACE MOU/ACCOUNT IN ORDER TO SUBMIT A TRACE VIA  
ETRACE.  
PLEASE CONTACT THE ETRACE CUSTOMER SERVICE GROUP VIA EMAIL  
AT

ETRACEADMIN@ATF.GOV FOR ADDITIONAL INFORMATION.\*\*\*\*\*

### **3.6 VALIDATION GUIDELINES FOR NCIC MODIFICATION**

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a gun record to indicate that the record has been validated. When data are entered into the VLN Field, NCIC stores the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

```
1N01HEADER.MG.MD1012600.NIC/G123423534.OCA/12324342325.VLN/JONES, DAVID  
E
```

#### **Acknowledgment:**

```
1L01HEADER  
MD1012600  
VALIDATE NIC/G123423534 OCA/12324342325
```

---

## **SECTION 4--CANCELLATION**

### **4.1 WHEN TO USE A CANCELLATION MESSAGE**

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the agency determines that the record is invalid; for example, a record resulted from a fictitious or false theft report. A cancellation message is also used when the entering agency loses custody of the recovered gun.

### **4.2 EXAMPLE OF A CANCELLATION MESSAGE**

```
1N01HEADER.XG.MD1012600.NIC/G000039842.OCA/123132.1999  
0912.CASE DROPPED
```

#### **Acknowledgment:**

```
1L01HEADER  
MD1012600  
CANCEL NIC/G000039842
```

The cancellation example contains: header (1N01HEADER), message key (XG), Originating Agency Identifier (MD1012600), two record identifiers

(NIC/G000039842 and OCA/123132), the date of cancellation (19990912), and the reason for property record removal (CASE DROPPED).

#### **4.3 MESSAGE FIELD CODES FOR CANCELLATION**

<b>FIELD NAME</b>	<b>REQUIREMENTS</b>	<b>MESSAGE FIELD CODE</b>	<b>FIELD LENGTH</b>	<b>DATA TYPE</b>
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY ORIGINATING AGENCY IDENTIFIER	MANDATORY	MKE	2-3	ALPHABETIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-11 1-20*	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCEL REASON FOR PROPERTY RECORD REMOVAL	MANDATORY OPTIONAL	DOC RPP*	8-8 8-21	NUMERIC ALPHABETIC, NUMERIC

\*NCIC 2000 format only

#### **4.4 IDENTIFICATION OF A RECORD TO BE CANCELLED**

Stolen, lost, or felony gun records to be canceled must be identified by NIC and OCA, in that order, or SER and OCA, in that order, preceded by the proper MFC. Date of cancellation (DOC) must be the current date or the current date minus one.

Recovered gun records to be canceled must be identified by NIC and OCA, in that order; NIC and SER, in that order; or SER and OCA, in that order, with each data element preceded by the proper MFC. DOC must follow the two record identifiers and must be the current date or the current date minus one.

#### **4.5 ADDITIONAL GUIDELINE FOR NCIC 2000 CANCELLATION**

When cancelling a record in an NCIC 2000 format, the user is expected to enter the Reason for Property Record Removal (RPP). The RPP Field is entered directly after the DOC Field. For a cancel transaction, the RPP value will be either CASE DROPPED, NOT LOST, ADMIN CLOSING, or NOT STOLEN.

---

## SECTION 5--INQUIRY

### 5.1 EXAMPLE OF AN INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

An inquiry on a gun serial number gives access to stolen, recovered, lost, and felony gun records in the Gun File.

1N01HEADER.QG.WA1230000.SER/B512673.MAK/REM.CAL/308

#### Negative Response:

1L01HEADER  
WA1230000

NO RECORD SER/B512673 MAK/REM

#### Positive Response:

1L01HEADER  
WA1230000

MKE/STOLEN GUN  
ORI/MD1012600 SER/B512673 MAK/REM CAL/308 MOD/MOHAWK  
TYP/RC DOT/19991205  
OCA/12423143  
MIS/BBL 28  
NIC/G000039842 DTE/19991207 1400 EST DLU/20070115 1208 EST  
ORI IS ANY CITY PD MD 301 555-1234  
IMMED CONFIRM RECORD WITH ORI

### 5.2 MESSAGE FIELD CODES FOR INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING	MANDATORY	ORI	9-9	ALPHABETIC,

AGENCY IDENTIFIER				NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-11 1-20*	ALPHABETIC, NUMERIC
CALIBER	OPTIONAL	CAL	1-4	NUMERIC
MAKE	OPTIONAL	MAK	2-3 2-23*	ALPHABETIC
MODEL	OPTIONAL	MOD	1-11 1-20*	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
RELATED SEARCH HIT	OPTIONAL	RSH*	1-1	ALPHABETIC

\*NCIC 2000 format only

### **5.3 REQUIREMENTS FOR INQUIRY**

Inquiry of the Gun File can be made by using SER, MAK, and CAL; SER and MAK; SER and CAL; or SER only. Inquiry by SER and MAK is preferred as this type of inquiry may limit the search and minimize the number of false positive responses. Inquiries may include the MOD Field, but will not limit the response. Inquiry may be made using the NIC only, if available.

### **5.4 ADDITIONAL GUIDELINES FOR INQUIRY**

1. It is essential that all identifying data in a positive response be compared with the weapon in question before further action is taken.
2. In the event that more than one number appears on a weapon, the number on the frame should be inquired on first. If the response is negative, the agency should query the remaining numbers.
3. If the serial number exceeds 20 characters, the rightmost 20 characters should be inquired upon first. If the response is negative, the leftmost characters should be queried.
4. Alphabetic characters appearing between numeric characters (embedded alphabetic characters) in a serial number are not considered for matching purposes since some agencies formerly placed records on file after deleting the embedded alphabetic characters.

Thus, a search of serial number 369J257 would retrieve records with serial numbers 369257, 369M257, and 369J257. Letters appearing as a prefix or suffix to the numerics in a serial number are considered in the matching

process and, therefore, are not affected by the rule applicable to embedded alphabetic characters.

5. If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be included after the first 20 hit responses to indicate a file is being created up to an additional 100 hit responses.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

6. An agency making an inquiry on a gun with data that matches only the data contained in a QC ATTENTION message will be furnished the ATTENTION caveat and a NO RECORD response as follows:

\*\* ATTENTION \*\*  
IF SER/XXXXXXX-20-XXXXXXX IS FOR MAK/XXX,  
CAL/XXXX, AND TYP/XX, IT IS \* NOT UNIQUE  
ACCORDING TO NCIC QUALITY  
CONTROL. ASCERTAIN CORRECT NUMBER

NO RECORD SER/XXXXXXX-20-XXXXXXX  
or

NO RECORD SER/XXXXXXX-20-XXXXXXX MAK/XXX

7. If other records are found in the search of the SER, they will be furnished following the ATTENTION caveat. These records will have the same SER but may have different data in the MAK, CAL, and TYP Fields.
8. If a gun SER is more than 20 characters, the NCIC 2000 gun SER search method uses the rightmost 11 characters of the gun SER. Complete gun SERs should be used for inquiry whenever available. A caveat will appear to warn agencies that receive a positive gun response that any match(s) is not exact as to all SER characters. The following will appear at the beginning of the record immediately before the message key translation:

RECORD NIC/G123456789 IS BASED ON PARTIAL SER  
SEARCH - VERIFY ALL  
DATA BEFORE TAKING FURTHER ACTION BASED ON THIS  
RESPONSE

9. NCIC 2000 will search a Gun File inquiry in the following manner:
  1. An inquiry that contains serial number only or serial number and caliber will retrieve any record on file with a matching serial number.

2. An inquiry that contains make, serial number, and CAL/45 will retrieve any record on file with a matching serial number regardless of the MAK Field code or CAL code.
3. An inquiry that contains serial number, a make other than CLT, REM, SW, or WIN, with a caliber other than 45 or without caliber, will retrieve any record on file with a make other than CLT, REM, SW, or WIN, and a matching serial number.
4. Any inquiry that contains serial number, with caliber other than 45 or without caliber, and MAK/CLT, REM, SW, or WIN will retrieve any record on file with a matching serial number and the same make (CLT, REM, SW, or WIN), or MAK/US or USA.

## **5.5 ADDITIONAL GUIDELINES FOR NCIC 2000 INQUIRY**

### **RELATED SEARCH HIT (RSH)**

Inquiries may contain a Related Search Hit (RSH) Field. If RSH is Y, secondary hit responses will be returned for all linked records. The NCIC System links records when: 1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other and 2) the LKI/LKA are the same as ORI/OCA contained in the primary hit response.

If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be included after the first 20 hit responses to indicate a file is being created with up to an additional 100 hit responses.

### **ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW**

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

## **5.6 BATCH QUERY (QGB)**

1. The batch inquiry allows users to create a file of individual QG/ZG inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific inquiry from which they were generated. Prior to each response SEQUENCE NUMBER: <SEQ> will be returned to identify those responses with that sequence number.
2. The sequence numbers do not have to be sequential but they do have to be unique. The HDR, ORI, MKE, and SEQ are entered without the MFC. The identifiers available in the QG/ZG inquiry are available for use in the QGB message, including the RSH indicator, and are preceded by the proper MFC.

3. There is a limit of 1,800 characters for a batch inquiry, including the header and all control characters.

1N01HEADER.QGB.DC1014300.001.SER/B512673.MAK/REM.  
CAL/308&002.NIC/G000012341&005.SER/1289341&010.  
NIC/G123456789

**Acknowledgment:**

1L01HEADER  
DC1014300

BATCH INQUIRY RECEIVED

The results of the batch inquiry are transmitted via a file to be retrieved by the user. The maximum number of inquiry batched records is 2,000. If the maximum number is exceeded, the Introduction chapter of this manual provides the necessary message translation. The user is notified of the file by the \$B. administrative message. The following is an example of the contents of the file.

1L01HEADER  
DC1014300

SEQUENCE NUMBER: 001  
MKE/STOLEN GUN  
ORI/MD1012600 SER/B512673 MAK/REM CAL/308 MOD/MOHAWK  
TYP/RC DOT/19981010  
OCA/123424242  
NIC/G039436535 DTE/19981012 0000 EDT DLU/20001015  
1305 EDT  
ORI IS ANY CITY PD MD 301 555-1212

SEQUENCE NUMBER: 002  
NO RECORD NIC/G000012341

SEQUENCE NUMBER: 005  
MKE/STOLEN GUN  
ORI/GAAP0000 SER/1289341 MAK/REM CAL/308  
MOD/1432HC1891B  
TYP/RC DOT/19981009  
OCA/96745643355  
MIS/GUN STOLEN DURING A HOUSE ROBBERY  
NIC/G000100823 DTE/19981011 0001 EDT DLU/20001015  
1305 EDT  
ORI IS ATLANTA PD ATLANTA GA 404 555-1212  
IMMED CONFIRM RECORD WITH OR

SEQUENCE NUMBER: 010  
NO RECORD NIC/G123456789

## **5.7 HIT CONFIRMATION PROCEDURES**

1. When an agency receives a record in response to an inquiry, and the whereabouts of the stolen, lost, or felony gun inquired upon is known, and the gun inquired upon appears to be identical with one or more of the records, the agency that can seize the stolen, lost, or felony gun must contact the originating agency of each record that is possibly identical with the gun in question to confirm the hit prior to seizing the gun.
2. "To confirm the hit" means to verify that the theft report is still outstanding, to ensure that the gun inquired upon is identical to the gun described in the record, and to obtain information concerning return of the gun to the rightful owner.
3. When an agency receives a record(s) in response to an inquiry and the whereabouts of the stolen, lost, or felony gun inquired upon is not known, the hit(s) should not be confirmed.
4. This system is based upon two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.
5. When an agency receiving a record response to an NCIC query contains investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

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## **SECTION 6--LOCATE**

### **6.1 WHEN TO USE A LOCATE MESSAGE**

Any agency, except the agency that entered the record, that recovers a gun that is indexed in NCIC 2000 must place a locate message on the active gun record. When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen, lost, or felony gun must contact the ORI of each record possibly identical with the gun in question to confirm the hit. Following confirmation with the originating agency, a locate message must be transmitted for each record on file for the gun. Ten days after a record is located, it is retired.

Locates cannot be placed on recovered gun records since the weapon is already in the possession of the agency entering the record for it.

### **6.2 EXAMPLE OF A LOCATE MESSAGE**

1N01HEADER.LG.WA1230000.NIC/G000039842.OCA/1434423.199  
 91205.106923.  
 HIT NCIC 19991205.4.003J10020N.1500.400.1000

**Acknowledgment:**

1L01HEADER  
 WA1230000  
 LOCATE NIC/G000039842

The locate example contains: header (1N01HEADER), message key (LG), recovering agency's identifier (WA1230000), two record identifiers (NIC/G000039842 and OCA/1434423), date of recovery (19991205), the recovering agency's case number (106923), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991205), number of persons apprehended (4), number of missing persons found (003J10020N), value of recovered property (1500), value of other recovered property (400), and value of recovered contraband (1000).

### 6.3 MESSAGE FIELD CODES FOR LOCATE

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY ORIGINATING AGENCY IDENTIFIER	MANDATORY	MKE	2-3	ALPHABETIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-11 1-20*	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 or 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

REASON FOR PROPERTY RECORD OPTIONAL REMOVAL		RPP*	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA*	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF*	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP*	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR*	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC*	1-8	NUMERIC

\*NCIC 2000 format only

#### **6.4 IDENTIFICATION OF A RECORD TO RECEIVE LOCATE**

The record to be located must be identified by either NIC and OCA, in that order, or SER and OCA, in that order, with each data element preceded by the MFC. The OCA used as an identifier is the OCA of the agency that entered the record.

#### **6.5 LOCATE PROCEDURE**

The locate gun transaction applies to both stolen, lost, and felony guns. Following the two record identifiers, the date of recovery (DOR) and recovering agency's case number are entered, in that order, without field codes. The DOR (which cannot be prior to the date of theft or the date of loss) must be entered or the locate message will be rejected. There are no locate procedures associated with recovered gun transactions.

#### **6.6 AUTOMATIC NOTIFICATION OF LOCATE**

When an agency places a locate against another agency's record, NCIC 2000 will automatically notify the entering agency of the placement of the locate with a \$.L. administrative message. Additional information concerning the \$.L. administrative message can be found in the Introduction chapter of this manual.

#### **6.7 ADDITIONAL GUIDELINE FOR NCIC 2000 LOCATE**

Following the date of recovery and recovering agency case number, agencies are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent; therefore, any field not entered should be accounted for with a period. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

---

## **SECTION 7--CLEAR**

### **7.1 WHEN TO USE A CLEAR MESSAGE**

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

1. When the agency recovering the stolen, lost, or felony weapon is the agency that entered the record.
2. When the agency that entered the record is officially advised that another agency has recovered the weapon and placed a locate message on the record
3. When the agency that entered the recovered gun record is officially furnished information concerning the theft or loss of the gun.

### **7.2 EXAMPLES OF CLEAR MESSAGES**

1. Stolen, Lost, or Felony Gun Records

```
1N01HEADER.CG.MD1012600.NIC/G000039842.OCA/123134
3.19991205.
WA1230000.1069.HIT NCIC 19991204.4..1500.400.1000
```

#### **Acknowledgment:**

```
1L01HEADER
MD1012600
CLEAR NIC/G000039842
```

The clear example contains: header (1N01HEADER), message key (CG), Originating Agency Identifier (MD1012600), two record identifiers (NIC/G000039842 and OCA/1231343), date of clear (19991205), the recovering agency's identifier (WA1230000), the recovering agency's case number (1069), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991204), number of persons apprehended (4), value of property recovered (1500), value of other recovered property (400), and value of recovered contraband (1000).

- Recovered Gun Records

1N01HEADER.CRG.MD1012600.NIC/G000023456.OCA/2000-1234.

ORI/WA1230000.DOT/19991205.OCA/1069.RPP/HIT NCIC 19991204

**Acknowledgment:**

1L01HEADER  
MD1012600  
CLEAR NIC/G000023456

The clear example contains: header (1N01HEADER), message key (CRG), Originating Agency Identifier (MD1012600), two record identifiers (NIC/G000039842 and OCA/1231343), the agency's identifier (ORI/WA1230000) that received the theft or loss report, date of theft (DOT/19991205), the case number (OCA/1069) for the agency that received the stolen or lost report, and benefits and effectiveness data: reason for property record removal (RPP/HIT NCIC 19991204).

### 7.3 MESSAGE FIELD CODES FOR CLEAR

#### 1. Stolen, Lost, or Felony Gun Records

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-11 1-20*	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY IDENTIFIER	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 or 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA*	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF*	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY*	OPTIONAL	VNP*	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR*	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC*	1-8	NUMERIC

\*NCIC 2000 format only

## 2. Recovered Gun Records

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-3	ALPHABETIC
RECOVERING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC

SERIAL NUMBER	CONDITIONAL	SER	1-11 1-20*	ALPHABETIC, NUMERIC
RECOVERING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	OPTIONAL	ORI	9-9	ALPHABETIC, NUMERIC
DATE OF THEFT	OPTIONAL	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	OPTIONAL	OCA	1-9 or 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA*	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF*	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY*	OPTIONAL	VNP*	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR*	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC*	1-8	NUMERIC

\*NCIC 2000 format only

#### 7.4 IDENTIFICATION OF A RECORD TO BE CLEARED

A stolen, lost, or felony gun record to be cleared must be identified by NIC and OCA, in that order, or SER and OCA, in that order, preceded by the proper MFC. The OCA used as an identifier is the OCA of the agency that originally entered the record.

A recovered gun record to be cleared must be identified by NIC and OCA, in that order; NIC and SER, in that order; or SER and OCA, in that order, with each data element preceded by the proper MFC. The OCA used as an identifier is the OCA of the recovering agency that originally entered the record.

## **7.5 CLEAR PROCEDURES IF GUN RECOVERED BY AGENCY THAT ENTERED RECORD**

If the agency that entered the record recovers the gun, the DCL (which cannot be prior to the date of theft) must be entered following the two record identifiers. Additionally, benefits and effectiveness data should be included.

If the agency that entered the recovered gun record also receives a theft or lost report at a later time, the agency needs only two record identifiers to clear the message.

## **7.6 CLEAR PROCEDURES IF GUN RECOVERED BY AGENCY OTHER THAN ORI**

If an agency other than the ORI of the record recovers the gun, the agency should use the following procedures to ensure that the cleared record contains complete recovery data (date of recovery, locating agency's identifier, and locating agency's case number).

1. If the record being cleared is in a located status (MKE/LOCATED GUN), only the DCL must be entered following the two record identifiers.
2. If the record being cleared is a stolen, lost, or felony gun in an active status (MKE/STOLEN GUN, MKE/LOST GUN, MKE/FELONY GUN), the DCL followed by the recovering agency's identifier and the recovering agency's case number, in that order, without field codes must be entered after the two record identifiers. Additionally, benefits and effectiveness data should be included.
3. If the record being cleared is a recovered gun in an active status (MKE/RECOVERED GUN), the identifier for the agency that received the theft or lost report, followed by the date of theft or loss and the agency's case number, in that order, with all field codes must be entered after the two record identifiers. Additionally, benefits and effectiveness data should be included.

## **7.7 ADDITIONAL GUIDELINE FOR NCIC 2000 CLEAR**

Following the date of clear and recovering agency identifier and recovering agency case number, agencies are expected to enter benefits and effectiveness data. For stolen, lost, and felony gun clear transactions, the entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period. For recovered gun clear transactions, the entry of benefits data is MFC-dependent. Therefore, only fields containing data should be included in the transaction. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

***NCIC Operating Manual***  
***IDENTITY THEFT FILE***

*This portion of the NCIC Operating Manual was added per TOU 04-2, issued April 30, 2004,  
effective April 2005.*

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**SECTION 1--INTRODUCTION**

**1.1 BACKGROUND**

The Identity Theft File will serve as a means for law enforcement to "flag" stolen identities and identify the imposter when encountered by law enforcement.

When an identity theft victim becomes aware that his/her identity has been stolen and reports the incident to law enforcement, the agency's handling of the identity theft case should parallel the criteria as outlined in this chapter. The police officer should complete an incident report and collect pertinent information from the victim to create a victim profile that is entered into the Identity Theft File. The agency enters the information only after the victim signs a consent waiver. The waiver states that the victim provides permission for the information to be entered in the Identity Theft File. It also acknowledges that the victim may withdraw the consent by providing a written request to the entering agency. At that time, the record will be canceled from

the Identity Theft File. The profile should include information such as the victim's name, date of birth, Social Security number, and the type of identity theft. In addition, a password is established either by the victim or the police officer and entered into the Identity Theft File. The password will identify the person as the victim and should be provided to the victim when the police report is filed. (The victim should retain the password to use during any potential future police encounters.) Agencies may also enter a mugshot of the victim into NCIC. The mugshot may be used as an additional form of identification for the victim. When the mugshot is retrieved, it must clearly specify that the mugshot is that of the victim and not that of the offender.

During a subsequent encounter by law enforcement, including routine traffic stops, a persons query into NCIC will automatically search the Identity Theft File and, if positive, generate a response to the inquiring agency. The officer will receive a response listing the victim profile, including the password, thereby providing the officer with the information necessary to verify that the person encountered is the victim or that the person **may** be using a false identity.

The officer should be cognizant that the individual should not be arrested or detained based solely upon the information provided in the positive response from the Identity Theft File. The response should be considered along with additional information or circumstances surrounding the encounter before the officer takes action.

Information on deceased persons may also be entered into the Identity Theft File. If a police officer becomes aware of a deceased person's identity being stolen, that information can be entered into the file noting that the person is deceased.

## **1.2 CRITERIA FOR ENTRY**

### **1. GENERAL CRITERIA**

An entry in the Identity Theft File must be supported by an official complaint (electronic or hard copy) recorded by and on file at a law enforcement agency. Documentation for the identity theft complaint must meet the following criteria before an entry can be made into the Identity Theft File:

1. Someone is using a means of identification of the victim (denoted in the Identity Theft and Assumption Deterrence Act of 1998 as any name or number that may be used, alone or in conjunction with any other information, to identify a specific individual).
2. The identity of the victim is being used without the victim's permission.
3. The victim's identity is being used or intended to be used to commit an unlawful activity.

4. The victim must sign a consent waiver prior to the information being entered into the Identity Theft File. The following waiver may be used independently or incorporated into a state form.

5. Information on deceased persons may be entered into the file if it is deemed by the police officer that the victim's information has been stolen. No consent form is required with the entry of deceased person information.

#### IDENTITY THEFT FILE CONSENT DOCUMENT

By signing this document, I hereby provide the \_\_\_\_\_ (Insert local, state, or federal law enforcement agency name) permission to enter my personal data into the Federal Bureau of Investigation's (FBI's) Identity Theft File. This information may include, but is not limited to, physical descriptors and identifying information including my name, date of birth, place of birth, Social Security number, the type of identity theft, and a password provided to me for future identification verification purposes. I am also providing permission to enter my photograph and fingerprints into this file when that capability becomes available.

I understand that this information is being submitted as part of a criminal investigation of a crime of which I was a victim and will be available to entities having access to the FBI's National Crime Information Center (NCIC) files for any authorized purpose. I am providing this data voluntarily as a means to document my claim of identify theft and to obtain a unique password to be used for future identity verification purposes.

I understand that the FBI intends to remove this information from the NCIC active file no later than five years from the date of entry. I also understand that I may at any time submit a written request to the entering agency to have this information removed from the active file at an earlier date. I further understand that information removed from the active file will not thereafter be accessible via NCIC terminals, but it will be retained by the FBI as a record of the NCIC entry until such time as its deletion may be authorized by the National Archives and Records Administration.

I understand that this is a legally binding document reflecting my intent to have personal data entered into the FBI's Identity Theft File. I declare under penalty of perjury that the foregoing is true and correct. (See Title 28, United States Code [U.S.C.], Section 1746.)

---

SIGNATURE

---

DATE

**PRINTED NAME**

The Privacy Act of 1974 (5 U.S.C. § 552a) requires that local, state, or federal agencies inform individuals whose Social Security number is being requested whether such disclosure is mandatory or voluntary, the basis of authority for such solicitation, and the uses which will be made of it. Accordingly, disclosure of your Social Security number is voluntary; it is being requested pursuant to 28 U.S.C. § 534 and \_\_\_\_\_ (add any applicable state authorization, if desired) for the purposes described above. The Social Security number will be used as an identification tool; consequently, failure to provide the number may result in a reduced ability to make such identifications or provide future identity verifications.

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If the identity of the thief is known and an arrest warrant has been issued, the agency should enter the victim information in the S/F Fields in the Wanted Person File.

Only the agency that takes the identity theft complaint may make an NCIC identity theft entry. The only exception is that any criminal justice agency or regional dispatch center may act as a holder of the record for another agency that has no telecommunications equipment. When such an entry is made, the agency holding the record may place its own Originating Agency Identifier (ORI) in the ORI Field only when there is a written agreement between the two agencies that delineates the legal responsibility of each for the record. Additional information concerning these responsibilities can be found in the ORI File Chapter.

### **1.3 MESSAGE KEY (MKE) CODES**

<b>Message</b>	<b>MKE</b>	<b>Translation</b>
Entry	EID EIDC	ENTRY IDENTITY THEFT ENTRY IDENTITY THEFT - CAUTION
Modify	MID	
Cancel	XID	
Inquiry	QID	
Entry of supplemental record of aliases and/or additional identifiers	EIN	

Cancellation  
of supplemental  
record

XIN

1. A caution indicator should be added to the MKE EID when it is appropriate to the particular circumstances of the individual.
2. The reason for the caution must be entered in the Caution and Medical Conditions (CMC) Field. For example, a record with MKE/EIDC might include one of the following in the MIS Field or a corresponding code in CMC:

SUICIDAL TENDENCIES  
HEMOPHILIAC  
HEROIN ADDICT  
DIABETIC

3. The MKE EIDC translates IDENTITY THEFT - CAUTION.

#### **1.4 RECORD RETENTION PERIOD**

1. An identity theft record will remain active until the entering agency cancels it or until the Date of Purge (DOP) is equal to the current date. When the DOP is reached, a \$.P. administrative message will be sent to the originating agency. The maximum retention period for an identity theft record is 5 years.
2. Other exceptions to the record retention periods will occur in the event a serious error is detected in the record. Additional information on serious errors can be found in the Introduction chapter of this manual.

#### **1.5 VALIDATION**

For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

The Name of Validator (VLN) Field will be returned only when the requester of the record is the entering agency. For all other inquiries, the VLN Field will be suppressed.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

#### **1.6 MESSAGE FIELD CODES AND EDITS**

(Please note: These identifiers describe the **victim** of the Identity Theft.)

<b>Code</b>	<b>Field</b>	<b>Edits</b>
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CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
CMC	Caution and Medical Conditions	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD) and cannot be later than the current date.
DOP	Date of Purge	Must be a valid Gregorian date, YYYYMMDD. The DOP is optional and must be greater than the current date but not more than 5 years greater. If not entered, NCIC will set the DOP to the current date plus five years.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD) and cannot be greater than the current date.
ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
EBS	Expanded Date of Birth Search	Must be 1, 2, 3, or blank. The default value is blank. If 2 or 3 is entered, the day of birth in the DOB Field must be 12 or less.
ENS	Expanded Name Search	Must be Y or N.
EYE	Eye Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
FBI	FBI Number	May be up to seven numerics or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetics followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, C, D, or E; and the check digit will be 0 to 9. The alphabetic characters I and O are always invalid. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

FPC	Fingerprint Classification	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used.
HAI	Hair Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
HGT	Height	The first character represents feet, and the second and third characters represent inches. May be a minimum of 400 but not more than 711. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
IDT	Identity Theft Type	Must be a valid NCIC-assigned code as listed in the <i>NCIC 2000 Code Manual</i> .
IMN	Image NCIC Number	A self-checking number automatically assigned by NCIC to each accepted image record and consists of the alphabetic character I followed by nine numeric characters. Must have a valid check digit.
IMT	Image Type	Must be a valid NCIC-assigned code as listed in the Image File chapter of this manual.
IND	Image Indicator	Must be Y or N.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System.)
LKI	Linkage Agency Identifier	Must be a valid ORI.
MKE	Message Key	Must be a valid message key.
MIS	Miscellaneous	Free text.

MNU	Miscellaneous Number	The first two characters must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . The third character must be a hyphen. Entry of one zero only or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number in MNU cannot be the only numeric identifier in the record. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU field. The full MNU should be entered in the MIS Field.
NAM	Name	The name may include alphabets, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The <i>NCIC 2000 Code Manual</i> , Personal Descriptors, provides coding instructions.
NOA	Notify Originating Agency	Must be Y or N. NCIC will default to N if left blank.
OLN	Operator's License Number	One zero only or a run of zeros only may not be used. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
OLS	Operator's License State	Must be a valid NCIC-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> . More information also in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
OLY	Operator's License Year of Expiration	Must present the year the license expires (XXXX), the alphabetic NX to represent nonexpiring, or the code UNKN for unknown. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
ORI	Originating Agency	Must be a valid NCIC-assigned ORI.Identifier
POB	Place of Birth	Must be a valid NCIC-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> . More information also in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

PWD	Password	May be up to 20 alphabetics, numerics, or special characters.
RAC	Race	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
RSH	Related Search Hit	Must be Y or N.
SEX	Sex	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SKN	Skin Tone	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SOC	Social Security Number	Must not be less than 001010001. The SOC cannot have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth positions. Invalid and/or unissued numbers are accepted but cause a SOC attention message. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
VLN	Name of Validator	Any valid characters representing validator.
WGT	Weight	Minimum of 050 and maximum of 499. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

## 1.7 CRITERIA FOR REJECTING DUPLICATE RECORDS

If the following fields of an NCIC Identity Theft File message are the same as those field codes of an Identity Theft File record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OCA, NAM, and ORI; OLN, OLS, and ORI; OCA, NAM, ORI; DOB, NAM, and ORI.

Whenever the message REJECT ON FILE is sent by NCIC, the record on file will also be transmitted. A duplicate record will be accepted if the ORI in the second message is different or the person type is other than Identity Theft, for example, Protection Order File, Gang File, etc.

## **1.8 IMAGE CAPABILITY**

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC.

## **1.9 INVESTIGATIVE INTEREST**

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC.

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## **SECTION 2--ENTRY**

### **2.1 EXAMPLE OF AN ENTRY**

1N01HEADER.EID.MD1017830.SMITH, JOHN J.M.W.TX.  
19311012.510.175.BRO.BRO..DRK.SC R HND..121011CO141159TTCI13.  
AS-123456789.123456789.20051213.....PASSWORD.CFRD.20041015

### **Acknowledgment:**

1L01HEADER  
MD1017830  
NAM/SMITH, JOHN J NIC/J146203706

### **2.2 MESSAGE FIELD CODES FOR ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PLACE OF BIRTH	MANDATORY	POB	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

DATE OF BIRTH	MANDATORY	DOB	8-8	NUMERIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER	OPTIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF PURGE	OPTIONAL WITH DEFAULT	DOP	8-8	NUMERIC
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PASSWORD	MANDATORY	PWD	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ID THEFT TYPE	MANDATORY	IDT	4-4	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF THEFT	OPTIONAL	DOT	8-8	NUMERIC
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	2-2	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	ALPHABETIC

OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	4-4	ALABETIC, NUMBERIC
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

## 2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory for acceptance of an identity theft entry into NCIC: HDR, MKE, ORI, NAM, SEX, DOB, POB, RAC, HGT, WGT, HAI, EYE, OCA, PWD, and IDT.

## 2.4 ADDITIONAL GUIDELINES FOR ENTRY

1. The entering agency (ORI) must account for all fields in the Identity Theft File record format. In the original entry, all available data must be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MID). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to an identity theft record are located in Section 8 of this chapter.
2. For training and administrative purposes, agencies may enter test records into NCIC by using the header TN01. The test records will not generate any notifications, nor will batch processing be performed in the test system.
3. If a DOB is the only known numerical identifier, it must be a valid Gregorian date (YYYYMMDD) or the entry will be rejected.
4. All numerical identifiers except the ORI and the MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen is used to separate the first two alphabetics from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU field. The full MNU should be entered in the MIS Field.
5. An ORI attempting to enter a record on a person it already has entered will receive a reject message. An entry on the same individual will be accepted providing the originating agencies are different. The agency making the second entry will receive the record already on file at the time the second entry is acknowledged. This notification should lead to some form of communication between the two agencies because valuable lead information might be available.
6. If the person is deceased, agencies must enter the characters DECEASED in the PWD Field. The password DECEASED must never be used for a live victim.
7. When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos,

photographs, Social Security number, operators license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.

## **2.5 MESSAGE FIELD CODE EDITS FOR ENTRY**

### **1. PERSONAL DESCRIPTORS**

Entry instructions for name; sex; race; ethnicity; date of birth; height; weight; eye color; hair color; FBI number; skin tone; scars, marks, and tattoos; fingerprint classification; miscellaneous number; and Social Security number can be found in Personal Descriptors, *NCIC 2000 Code Manual*. Codes for entering the place of birth and citizenship can be found in State and Country Codes, *NCIC 2000 Code Manual*. It is recommended that the victim's photographs be included in the identity theft record to serve as an additional form of identification.

### **2. IDENTITY THEFT TYPE (IDT) FIELD**

The IDT Field is mandatory and must have one of the codes as listed in the *NCIC 2000 Code Manual*.

### **3. DATE OF PURGE (DOP) FIELD**

The following are valid entries in the DOP Field:

<b>Field Entry</b>	<b>Result</b>
DOP is blank.	NCIC generates DOP, current date plus 5 years.
DOP contains a date 5 years or less from date of entry or the date of modification. The DOP must be greater than the current date.	Purge date set.

The DOP Field cannot be greater than 5 years from the date of entry or the date of modification. The DOP must be greater than the current date.

### **4. MISCELLANEOUS (MIS) DATA**

1. Aliases, nicknames (monikers), dates of birth, and Social Security numbers should not be entered in the MIS Field. All additional searchable data should be entered as a supplemental record (MKE/EIN) as illustrated and explained in Section 8 of this chapter, as this procedure increases the chances of a hit on the record. Information in the MIS Field is not searchable.
2. If the entry contains an FBI number, the entering agency may obtain a copy of the subject's manual identification record by entering the alphabetic code Send

Identification Record (SIR) as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field.

#### 5. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, Y should be entered into the NOA Field. If the NOA is blank, the field will default to N.

The NOA Field will be returned in record responses when the inquiring agency ORI matches the entering agency ORI and in unsolicited notifications (\$ messages) to the ORI of record.

#### 6. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency shall ensure the OCA is a unique number assigned within the agency to the case.

#### 7. CAUTION AND MEDICAL CONDITIONS (CMC)

When an Identity Theft record is entered with a caution indicator (the MKE ends with C), the CMC Field must contain a valid caution and medical code. Section 8 of this chapter describes procedures for entry of additional CMC codes as a supplemental record to an identity theft record. The allowable CMC codes and their translations are listed in the *NCIC 2000 Code Manual*.

#### 8. LINKAGE DATA (LKI and LKA)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The NCIC System will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry. In the entry message the LKI and LKA Fields immediately follow the OCA Field entry. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.

#### 9. DATE OF THEFT (DOT)

The DOT represents the date the victim's identity was stolen or the date the police report was filed if the date of incident is unknown.

#### 10. PASSWORD

When possible, the password should be determined by the victim. The victim should select a password that he/she can readily recall during any subsequent encounter with law enforcement personnel. If the person is deceased, the agency must enter the characters DECEASED as the password.

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## SECTION 3-- MODIFICATION

### 3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an identity theft base record. A MID message to delete information in a field of the base record will cause the same data in the supplemental record to move up to the base record.

### 3.2 EXAMPLE OF A MODIFICATION MESSAGE

1N01HEADER.MID.MD1017830.NAM/SMITH, JOHN  
J.NIC/J146203706.SOC/212665661

#### Acknowledgment:

1L01HEADER  
MD1017830  
MODIFY NAM/SMITH, JOHN J NIC/J146203706

The above modification example contains header (1N01HEADER), message key (MID), Originating Agency Identifier (MD1017830), two record identifiers (NAM/SMITH, JOHN J and NIC/J146203706), the field being modified, and the data being changed (SOC/212665661).

### 3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

### **3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED**

The record to be modified must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC. The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

### **3.5 ADDITIONAL GUIDELINES FOR MODIFICATION**

1. Section 8 of this chapter provides further instructions for modifying an alias and/or an additional identifier previously appended to an identity theft record by means of a supplemental record.
2. An agency modifying an identity theft record to insert the FBI number may also request a copy of the subject's identification record by modifying the MIS Field to place SIR as the last item in the field. If any other information is already entered in the MIS Field, it must all be reentered in the modify transaction, and a blank character must precede SIR. Only the agency that entered the record may request a copy of the identification record through this means.
3. **LINKAGE DATA (LKI and LKA)**
  1. The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. A record which shares the same incident of a record entered with a different ORI and/or OCA can be modified to link the records by entering the associated ORI and OCA into the linkage fields (LKI and LKA) of both records. If a modify transaction is used to add a linkage to another record, then both LKI and LKA must be entered.
  2. LKI and LKA Fields already existing in the identity theft record can be modified individually.
  3. The LKI and LKA Fields must be deleted as a pair; otherwise, the message will be rejected.
4. **VALIDATOR DATA**

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of an identity theft record to indicate that the record has been validated. When data are entered into the VLN Field, NCIC enters the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

1N01HEADER.MID.MD1012600.NAM/SMITH, JOHN J.NIC/J000069216.

VLN/JONES, DAVID

**Acknowledgment:**

1L01HEADER  
MD1012600  
VALIDATE NAM/SMITH, JOHN J NIC/J000069216

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## **SECTION 4--CANCELLATION**

### **4.1 WHEN TO USE A CANCELLATION MESSAGE**

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is no longer valid; for example, the identity theft complaint was found to be invalid.

### **4.2 EXAMPLE OF A CANCELLATION MESSAGE**

1N01HEADER.XID.MD1017830.NAM/SMITH, JOHN  
J.NIC/J146203706.20030605

**Acknowledgment:**

1L01HEADER  
MD1017830  
CANCEL NAM/SMITH, JOHN J NIC/J146203706

The above cancellation example contains header (1N01HEADER), message key (XID), Originating Agency Identifier (MD1017830), two record identifiers (NAM/SMITH, JOHN J and NIC/J146203706), and date of cancellation (20030605).

### **4.3 MESSAGE FIELD CODES FOR CANCELLATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC,

				SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS	10-21	ALPHABETIC, NUMERIC

#### **4.4 IDENTIFICATION OF A RECORD TO BE CANCELED**

The record to be canceled must be identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC. The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. The Date of Cancellation (DOC) must follow the two record identifiers and must be the current date or the current date minus one.

#### **4.5 ADDITIONAL GUIDELINE FOR CANCELLATION**

Information regarding the cancellation of an alias and/or additional identifiers appended to an identity theft record by means of a supplemental record can be found in Section 8 of this chapter.

### **SECTION 5--INQUIRY**

#### **5.1 EXAMPLES OF IDENTITY THEFT INQUIRIES**

The message key QID is used for Identity Theft File inquiries. It will search the identity theft records and the Article File if the transaction includes MNU, SOC, or OLN. A QW, QWA, QWE, QWF, QWS, or ZW inquiry also searches the Identity Theft File in addition to other identifiable person (excluding the NICS Denied Transaction File), Article, Boat, License Plate, Vehicle, and Vehicle/Boat Part Files.

##### **Examples:**

1N01HEADER.QID.WA1230000.NAM/SMITH, JOHN J.DOB/19511012

##### **Negative Response:**

1L01HEADER  
WA1230000

NO NCIC IDENTITY THEFT RECORD DOB/19511012 NAM/SMITH, JOHN J

##### **Positive Response:**

1L01HEADER  
WA1230000

WARNING - THE IDENTITY OF THE SUBJECT IDENTIFIED IN THIS RECORD HAS BEEN REPORTED STOLEN. REVIEW THE VICTIM PROFILE AND USE CAUTION IN VERIFYING THE IDENTITY OF THIS PERSON. THE PASSWORD INCLUDED IN THIS RESPONSE HAS BEEN ASSIGNED TO THE IDENTITY THEFT VICTIM. VERIFY THAT THE SUBJECT OF INQUIRY CAN CONFIRM THE PASSWORD.

MKE/IDENTITY THEFT PERSON  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/MD  
DOB/19511012 HGT/601 WGT/202 EYE/BRO HAI/BRO CTZ/US  
SKN/ALB SMT/SC R HND  
DOP/20100505 FPC/121011CO141159TTCI13 MNU/AS-326141811 SOC/212665660  
OLN/M46063494C OLS/MD OLY/2004  
OCA/123456  
MIS/IDENTITY HAS BEEN USED IN CREDIT CARD FRAUD  
PWD/ TOPGUN IDT/CFRD DOT/20100504  
ORI IS ANY CITY PD 410 555-5555  
NIC/J123456789 DTE/20100505 1400 EDT DLU/20101015 1600 EDT  
\*\*\*\*\*WARNING - STANDING ALONE, NCIC IDENTITY THEFT FILE INFORMATION  
DOES NOT FURNISH GROUNDS FOR THE SEARCH AND SEIZURE OF ANY  
INDIVIDUAL, VEHICLE, OR DWELLING.\*\*\*\*\*  
IMMED CONFIRM IF THIS PERSON IS THE VICTIM OR PERPETRATOR

If a hit response includes a mugshot image, the following caveat will be included after the initial warning caveat:

ATTENTION - THE FOLLOWING MUGSHOT IS ASSOCIATED WITH A  
VICTIM OF AN IDENTITY THEFT RECORD. PLEASE BE AWARE THAT THE MUGSHOT  
SPECIFIES THE VICTIM AND NOT THE OFFENDER.

### **Positive Response (for deceased person):**

1L01HEADER  
WA1230000

WARNING - THE SUBJECT OF THIS RECORD IS REPORTED AS DECEASED.  
THE IDENTITY OF THE SUBJECT IDENTIFIED IN THIS RECORD HAS BEEN  
REPORTED STOLEN. REVIEW THE SUBJECT'S PROFILE AND USE CAUTION  
IN VERIFYING THE IDENTITY OF THE ENCOUNTERED PERSON.

MKE/IDENTITY THEFT PERSON  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/MD  
  
DOB/19511012 HGT/601 WGT/202 EYE/BRO HAI/BRO CTZ/US  
  
SKN/ALB SMT/SC R HND  
DOP/20100505 FPC/121011CO141159TTCI13 MNU/AS-326141811 SOC/212665660  
OCA/123456  
MIS/IDENTITY HAS BEEN USED IN CREDIT CARD FRAUD  
PWD/DECEASED IDT/CFRD DOT/20041015  
ORI IS ANY CITY PD 410 555-5555  
NIC/J123456789 DTE/20100505 1400 EDT DLU/20100607 1600 EDT  
\*\*\*\*\*WARNING - STANDING ALONE, NCIC IDENTITY THEFT FILE INFORMATION  
DOES NOT FURNISH GROUNDS FOR THE SEARCH AND SEIZURE OF ANY

INDIVIDUAL, VEHICLE OR DWELLING.\*\*\*\*\*  
IMMED CONFIRM IF THIS PERSON IS THE VICTIM OR PERPETRATOR

## 5.2 MESSAGE FIELD CODES FOR INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH	OPTIONAL	EBS	1-1	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC

## 5.3 REQUIREMENTS FOR INQUIRY

1. An inquiry of the Identity Theft File may be made by name and one, more than one, or all of the following alphanumeric identifiers: DOB (including year, month, day), FBI, MNU, OLN, and SOC with each data element preceded by the proper MFC. Additionally, inquiries may be made using NAM and OCA only, in that order; or NIC only, with each data element preceded by the proper MFC.

**NOTE:** Exact spelling of the name as contained in the record is required when inquiring with only NAM and OCA.

## 5.4 ADDITIONAL GUIDELINES FOR INQUIRY

1. When only one numeric identifier is used in an Identity Theft File inquiry, the response will include only the record on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response(s) will include records on file

with that Social Security number even though there may be other records on file for the same individual that do not contain that particular number

2. An agency making an inquiry with limited personal descriptors should make a second inquiry using all available identifiers contained in the response record to ensure the receipt of all records on file that could possibly pertain to the person in question.
3. An NCIC inquiry containing a DOB will search on the exact date of birth. Some state systems employ a search method to automatically extend the search parameter to a period before and after the DOB in the inquiry (e.g., plus or minus 5 years). If a record from the state system is received via this search method, the new DOB should be used in an NCIC inquiry.
4. When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the date of birth in a record before a record will be retrieved.

When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC will search for all matching records that contain the same DOB and a surname that is a phonetic match to the surname in the inquiry.

Sex and race should be included to minimize multiple hits by limiting the scope of the name search. When the inquiry contains a SEX code, NCIC will search only those records containing the same SEX code as the SEX code or an unknown SEX code in the inquiry. Also, the inclusion of race in an inquiry can limit the search made by NCIC. The race field codes and the race codes that NCIC will search in an inquiry follow:

<b>Race Code In Inquiry</b>	<b>Race Codes Searched</b>
A Asian or Pacific Islander	All
I American Indian or Alaskan Native	All
B Black	All except W
W White	All except B
U Unknown	All

5. When the inquiry contains a name and an alphanumeric identifier other than DOB, i.e., the SOC, FBI, or MNU, a name search is not generated. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search.

6. If an alphanumeric identifier is not available, an alphabetical search by NAM can be requested by contacting the FBI CJIS staff.

## 7. IMAGE INDICATOR (IND)

QID inquiries may also contain an Image Indicator (IND) to specify whether an image should be returned if available. If the image indicator is Y, image data related to each primary hit response will be returned. For a person, this would be a mugshot, if available; for property, it would be either the identifying image or the generic image, if available.

1N01HEADER.QID.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19691012.IND/Y

The following would be returned after the immediate confirm caveat for a mugshot image:

IMR/M NAM:SMITH, JOHN J DOB:19691012  
RAC:W HGT:510 WGT:165 DOI:19821210  
NIC:T000069216 IMN:I000001233  
MIS: PHOTO OF ID THEFT VICTIM

00256  
<image>.

The Image Response (IMR) is composed of the following data: the Image Type (M for mugshot) and standard person MFCs (NAM, DOB, RAC, HGT, and WGT). The Date of Image (DOI) is next, then the NIC of the base record is provided along with the Image NCIC Number (IMN). Following the IMN is the IMAGE MIS Field, then image size in bytes (00256) and <image> will be replaced with the actual image.

## 8. RELATED SEARCH HIT (RSH)

A QID inquiry may also contain a Related Search Hit (RSH) Field. If the RSH Field is Y, secondary hit responses will be returned for all linked identity theft records. The NCIC System links records when: 1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other and 2) the LKI/LKA are the same ORI/OCA contained in the primary hit response.

If the hit response contains more than ten secondary hit responses, the following will be included in the hit response to indicate a file is being created with up to an additional 100 hit responses.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions Chapter of this manual contains additional information on retrieving the file.

## 9. EXPANDED NAME SEARCH (ENS)

Inquiries may also contain an Expanded Name Search (ENS) Field. If the ENS is Y and both NAM and DOB are specified as search criteria, then each name part included in the inquiry will be used as a surname, interchanging the remaining name pairs as given names.

If the ENS is not entered, the field will default to N. Additional information can be found in the Introduction chapter of this manual.

## 10. EXPANDED DATE OF BIRTH SEARCH (EBS)

When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB. When an inquiry transaction includes the numeric 2 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact year of birth with the month and day transposed. When the inquiry transaction includes the numeric 3 in the EBS Field, the expanded date of birth search will return the following: records with the exact input DOB, records with the exact month and day and a range of plus or minus 1 year of the input DOB, and records with the exact year of birth with the month and day of the input DOB transposed.

11. If an inquiry hits on more than 100 records, the NCIC System will discontinue processing the response and return the first 100 records with the following caveat.

**MAXIMUM RECORD COUNT EXCEEDED FOR AN ON-LINE  
SEARCH. RESUBMIT MODIFIED SEARCH PARAMETERS OR  
SUBMIT A GLOBAL INQUIRY TO RETRIEVE ALL RECORDS.**

To modify the search parameters to possibly prevent excessive hits, omit DOB and use NAM and a different numeric identifier. Also, using SEX and RAC with NAM and DOB may reduce the number of hits. To request a Global Inquiry, contact your CSA or the FBI's CJIS Division.

12. An Identity Theft File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the image data field will be sorted by IMN.

## **5.5 PROCEDURES FOR HANDLING A HIT**

When an agency receives a record response to an NCIC query containing identity theft information and the person inquired upon does not appear to be identical with the subject of the Identity Theft File record and/or does not know the assigned password, the inquiring agency must contact the ORI of the record to confirm the record information prior to taking official action based on the record information. The subject of the inquiry may be the identity thief, and the location of the subject could be beneficial to the identity theft case of the entering agency. If the originating agency requests notification of all hits, this agency should place a Y in the Notify Originating Agency (NOA) Field.

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## **SECTION 6--LOCATE**

There are no locate procedures for the Identity Theft File.

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## **SECTION 7--CLEAR**

Procedures to remove identity theft records are detailed in Section 4--Cancellation. This file does not have a MKE code for clear.

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## SECTION 8--SUPPLEMENTAL RECORD

### 8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL**	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL**	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL**	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
IMAGE NCIC NUMBER SET	OPTIONAL SET	IMN*		
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN***		

\*IMN/<IMN>.<IMT>

\*\*Base record identifier

\*\*\*OLN/<OLN>.<OLS>.<OLY>

## **8.2 WHEN TO ENTER A SUPPLEMENTAL RECORD**

An enter supplemental record transaction is utilized when additional identifiers, such as an alias or scars, marks, tattoos, and other characteristics must be added to an identity theft record (to be placed in NCIC by an entry separate from the identity theft entry). The enter supplemental record message may be made only by the agency that entered the identity theft record.

## **8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY**

1N01HEADER.EIN.MD1012600.NAM/DOE, JOHN J.OCA/1234523.  
AKA/DEER, JIM.BUCK, ROBERT J.DOB/19521012.19520912.  
SMT/CAUL L EAR.TAT R ARM

### **Acknowledgment:**

1L01HEADER  
MD1012600  
SUPP NAM/DOE, JOHN J OCA/1234523

The above supplemental record entry example contains header (1N01HEADER), message key (EIN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and OCA/1234523), and the supplemental data added to the record: two aliases (AKA/DEER, JIM and BUCK, ROBERT J), two dates of birth (DOB/19521012 and 19520912), and two scars, marks, and tattoos (SMT/CAUL L EAR and TAT R ARM).

## **8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY**

The identity theft record to which a supplemental record of alias(es) and/or other additional identifiers is to be added must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

## **8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD**

The AKA Field and all other identifying data fields that may be included in a supplemental record with their field codes and the maximum number of aliases and/or other identifiers that may be added to an identity theft record are the following:

<b>Field</b>	<b>Field Code</b>	<b>Maximum Number Permitted</b>
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other	SMT	9

Characteristics		
Miscellaneous Identifying Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9
Caution and Medical Conditions	CMC	10
Image NCIC Number and Image Type (entered as a set)	IMN	12
Citizenship	CTZ	9

## **8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY**

1. A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias (or variation of name spelling); date of birth; scar, mark, tattoo, etc.; miscellaneous number; Social Security number; citizenship; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license is counted as one identifier.
2. For example, a record relating to JOHN HARRY DOE might have appended supplemental data consisting of three other names (AKAs), nine dates of birth, five scars, and two miscellaneous numbers (e.g., army serial number and a mariner's document number). Entry of these additional data would require several supplemental record entry messages because all of these additional identifiers could not be included in one supplemental record entry message.

## **8.7 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY**

1. After the identity theft record has been identified, each field included in a supplemental record entry, except those entered as sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data, e.g., AKA/<AKA>.SOC/<SOC>.DOB/<DOB>. The data elements must be separated by a period, and each field must end with a period. Fields that are not part of sets of data may be entered in any order in a supplemental record entry. The OLN Fields in a supplemental record format are multiple element data fields, i.e., it has more than one data element following the field code and slash and is entered as a set, e.g., OLN/<OLN>.<OLS>.<OLY>.
2. The IMN Field in the supplemental record format is a multiple element data field; i.e., this field has more than one data element following the field code and slash and is entered as a set, e.g., IMN/<IMN>.<IMT>.
3. Each set of data must be preceded by the appropriate field code followed by a slash. The data elements within a set of data must be entered in sequence after the slash, and each data element must be accounted for.

4. The field in the base record must be filled before any supplemental entry for that same field will be accepted. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the base record does not contain a Social Security number in the SOC Field.
5. All numeric identifiers excluding the OCA and MNU Fields are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA, and a hyphen must be used to separate the two alphabetics from the number itself in the MNU Field.
6. The criteria for rejecting duplicate records as defined in the Introduction section of this chapter apply to the entry of supplemental information.
7. Personal Descriptors, *NCIC 2000 Code Manual*, contain appropriate coding of personal identifiers data.

## **8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY**

1. ALIAS (AKA)
  1. Field code AKA followed by a slash is used to identify an alias(es). An alias includes any name in which any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, i.e., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.
  2. An alias is to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial, if any, space, and suffix indicating seniority, if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the MFC AKA.
  3. Nicknames (monikers) are to be entered in the AKA Field of the Identity Theft record. The term nickname in NCIC is defined as a name added to or substituted for the proper name of a person, such as their street name (i.e., Shorty). It is not a familiar form of a proper name, such as Jim for James.

The nickname is to be entered in the AKA Field, followed by a comma (space after comma is optional), then an X (i.e., Peanut, X).

4. Further guidelines for the coding of aliases are provided in Personal Descriptors, *NCIC 2000 Code Manual*.
2. ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

The MFCs followed by a slash are used to identify additional data to be included in a supplemental record, i.e, DOB/, SMT/, MNU/, and SOC/. Multiples can be

entered without repeating the MFC and separated only by periods. For example, an entry might include:

DOB/19570102.19550823.SMT/SC L CHK.POCKMARKS.MNU/AF-2252333.  
SOC/303055378

When identifying data are entered in a supplemental record, the corresponding fields in the corresponding base record must be filled.

## **8.9 MODIFICATION OF ALIAS(ES) AND/OR OTHER IDENTIFIERS IN A SUPPLEMENTAL RECORD**

No one-step procedure is available to modify an alias or other identifier in a supplemental record to an identity theft record.

To modify (change) an alias or other identifier in a supplemental record, the incorrect alias or other identifier must be canceled and reentered.

## **8.10 EXAMPLE OF A SUPPLEMENTAL RECORD ALIAS AND OTHER IDENTIFIERS CANCELLATION**

1N01HEADER.XIN.MD1012600.NAM/DOE, JOHN J.NIC/J146203706.  
AKA/BUCK, ROBERT J.DOB/19520912

### **Acknowledgment:**

1L01HEADER.  
MD1012600  
CANCEL SUPP NAM/DOE, JOHN J NIC/J146203706  
AKA/BUCK, ROBERT J  
DOB/19520912

This example of a cancellation of an alias and other additional identifiers in a supplemental record contains header (1N01HEADER), message key (XIN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and NIC/J146203706), and data to be canceled (AKA/BUCK, ROBERT J) and (DOB/19520912).

## **8.11 IDENTIFICATION OF A RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS**

When canceling an alias(es) and/or other additional identifiers contained in a supplemental record, the identity theft record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element

preceded by the proper MFC. The supplemental data to be canceled, with each field preceded by the proper MFC, are then entered.

## **8.12 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE**

A maximum of nine identifiers of various kinds may be canceled in one message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA, DOB, SMT, MNU, or SOC is counted as one identifier. Each set IMN (multiple data element field) is counted as one identifier.

## **8.13 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION**

1. Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; citizenships; and caution and medical conditions to be canceled should be set out in the cancellation message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.
2. When an Identity Theft File record is canceled, its entire supplemental record is automatically canceled.
3. IMAGE SET (IMN)

Up to nine images can be canceled in a supplemental cancel transaction. The format is IMN/<IMN>.<IMT>. The IMN is the NCIC number of the image, and the image type is either signature (S), mugshot (M), or identifying image (I). If the image type of the record is not the same type as defined by the IMT, the supplemental data will be rejected.

## **4. SUPPLEMENTAL CANCELLATION ACKNOWLEDGMENT MESSAGE**

A cancel supplemental transaction can contain up to nine supplemental data. All supplemental data will be processed except data that do not meet field edits or do not exist. The cancel supplemental message will list all supplemental data that were successfully canceled, list all supplemental data not on file, and then list all supplemental data that failed due to a REJ SUPP MFC ERROR.

For example:

1N01HEADER.XIN.MD1012600.NAM/DOE, JOHN J.NIC/J000069216.  
AKA/ROE, EDWARD.DOE, EDWARD.DOB/19651012.19300932

**Acknowledgment:**

1L01HEADER  
MD1012600  
CANCEL SUPP NAM/DOE, JOHN J NIC/J000069216  
AKA/ROE, EDWARD  
DOB/19651012  
REJ SUPP MFC ERROR  
DOB/19300932  
REJ SUPP NOT ON FILE  
AKA/DOE, EDWARD

This example of a supplemental cancellation acknowledgment message indicates that the AKA (ROE, EDWARD) and DOB (19651012) were successfully canceled. However, the DOB (19300932) was rejected due to a field edit error, as was the AKA (DOE, EDWARD) which was not on file.

*NCIC Operating Manual*  
**INTERSTATE IDENTIFICATION INDEX (III) File**  
This file chapter was completed replaced per TOU 08-3, issued June 2, 2008

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## **SECTION 1--SECURITY AND CONFIDENTIALITY**

### **SECURITY AND CONFIDENTIALITY OF CRIMINAL HISTORY RECORD INFORMATION (CHRI) OBTAINED VIA THE III**

Authorization to obtain records via the Interstate Identification Index (III) is governed by federal laws and state statutes approved by the U.S. Attorney General that are applicable to the U.S. Department of Justice, the Federal Bureau of Investigation (FBI), and the National Crime Information Center (NCIC) System. Refer to the *CJIS Security Policy* for requirements related to personnel, physical, and technical security, as well as user authorization and dissemination.

## **SECTION 2--INTRODUCTION**

### **2.1 OVERVIEW**

The III Program provides for the decentralized interstate exchange of criminal history record information and functions as part of the Integrated Automated Fingerprint Identification System (IAFIS). The III provides a means of conducting national criminal history record searches for criminal justice and other purposes as specified by existing local, state, and/or federal laws. Each criminal history record is supported by a criminal fingerprint submission.

The criminal history inquiry (QH) allows authorized agencies to determine the existence of a criminal history record for a subject. The criminal history record request (QR) is used to retrieve the criminal history from the FBI and III/National Fingerprint File (NFF) participating states.

When the FBI receives an online request for a record supported by a III participating state, the III automatically sends a message through the NCIC System to the participating state's computer system. The state responds directly to the requesting agency over the International Justice and Public Safety Information Sharing Network (Nlets). The FBI's CJIS Division responds to requests for records of federal and foreign offenders; for persons arrested in non-III states, the District of Columbia, and U.S. Territories; and for criminal arrests that III states are unable to support.

The Privacy Act of 1974 requires that the FBI's CJIS Division maintain an audit trail of the purpose of each disclosure of a criminal history record and the recipient of that record. Therefore, all III QH and QR transactions must include the purpose for which the criminal history record information is to be used. In addition to the purpose code requirement for each III transaction, all users are required to provide the reason for all III transactions upon request by CJIS System managers/representatives, CJIS Systems Agency (CSA) representatives, and local agency administrators. While the purpose code provides some lead information, it only provides a minimal audit trail. Requiring the reason for all III transactions assists in ensuring that they are run for authorized purposes and that purpose codes are correctly used. The purposes for which authorized agencies may use III and the appropriate codes for use are:

### **Purpose Code A--Administrative File Maintenance**

Purpose Code A is used by authorized participating state agencies to retrieve records for internal review. Purpose Code A responses cannot be disseminated for any other purpose. A QR for Purpose Code A allows a state to review CHRI, want, and sex offender registry notifications that are in the III for that state.

### **Purpose Code C--Criminal Justice**

Purpose Code C is used for official duties in connection with the administration of criminal justice.

The following examples provide clarification of authorized uses of Purpose Code C in situations that are not part of a criminal justice investigation but are duties of the agency where a criminal record check is necessary to accomplish the agency's mission. These examples are not all encompassing.

1. Authorized uses of Purpose Code C in relation to the security of the criminal justice facility include:
    - A. Vendors or contractors at the criminal justice agency who are *not* involved with the actual administration of criminal justice at the criminal justice agency, e.g., carpet cleaners, individuals responsible for maintaining vending machines, janitors, and cooks.
    - B. Volunteers at a criminal justice agency who are *not* involved with the actual administration of criminal justice at the criminal justice agency, e.g., participants in community ride-along programs and volunteers at a confinement facility who are providing social or community services rather than rehabilitative services.
    - C. Confinement facility visitors.
    - D. Inmates of a confinement facility.
    - E. Inmate mail (a prisoner's list of names and addresses of those wishing to correspond with the prisoner). The III may be used when there is reason to believe that criminal activity is occurring or has occurred.
    - F. Participants of law enforcement-sponsored firearms training classes held at a public firing range that are handling firearms, and individuals attending firearms training events held at law enforcement facilities.
2. Purpose Code C is used by Governmental Social Service agencies with child protection responsibilities and the National Center for Missing and Exploited Children to access FBI criminal history record information under Section 151 of the Adam Walsh Child Protection and Safety Act of 2006 (Public Law 109-248). An NCIC Originating Agency Identifier (ORI) ending in the alpha character "F" has been established for Section 151 access.

### **Purpose Code D--Domestic Violence and Stalking**

Purpose Code D is used when the III transaction is for use by officials of civil or criminal courts in domestic violence or stalking cases. Civil courts may be issued ORIs containing a D in the ninth position, at the discretion of the appropriate state CJIS Systems Officer (CSO) and the FBI's CJIS Division. ORIs ending in D are limited to QH and QR transactions for Purpose Code D.

### **Purpose Code F--Weapons-Related Background Checks**

Purpose Code F is used by criminal justice agencies for the purposes of (a) issuing firearms-related permits and explosives permits pursuant to state law, regulation, or local ordinance; (b) returning firearms to their lawful owners; and (c) enforcing federal and state laws prohibiting

certain persons with criminal records from possessing firearms in circumstances in which firearms have been pawned.

### **Purpose Code H--Housing**

Purpose Code H is used when the III inquiry is made under the authority of the Housing Opportunity Extension Act of 1996. The use of this purpose code is limited to QH transactions. The FBI's CJIS Division may assign Public Housing Agencies ORIs containing the letter Q in the ninth position for use by authorized agencies.

It is important to note that, based on Pub. L. 104-120, QH inquiry information is provided to PHAs [Public Housing Authorities] only to inform them of the probable existence or nonexistence of a criminal history record. QH inquiries for PHAs will be made using the name and personal descriptive information supplied by an adult applicant for, or tenant of, public housing. The PHA will use the results of the QH response as a factor in deciding if a fingerprint based search of criminal history records should be requested. Only with the submission of fingerprints can a positive identification be made and a record provided, if such a record exists. Therefore, the result of the QH should not be used as the basis for disqualification, lease enforcement, or eviction. (NCIC Technical and Operational Update, Section 2, 2.1, December 6, 1996)

To receive a copy of a criminal history record, the PHA must submit a civil applicant fingerprint card on the applicant for, or tenant of, public housing. This fingerprint card must contain the requesting PHA's ORI. These cards are being issued, by the FBI, to the initial 122 PHAs and will be provided to additional PHAs as they are assigned ORIs.

Again, the fingerprints may be submitted to either the FBI or the SIB of the state where the PHA is located for processing, providing that the SIB has agreed to process the cards. (NCIC Technical and Operational Update, Section 2, 2.2, December 6, 1996)

### **Purpose Code I--Interstate-Approved Noncriminal Justice**

Purpose Code I is used for interstate-approved, noncriminal justice purposes that involve noncriminal justice employment and/or licensing background checks authorized by federal law, Federal Executive Order, or a state statute approved by the U.S. Attorney General. Purpose Code I may be used by only one authorized agency in each state. QH transactions may be sent using this purpose code by including the FBI Number or State Identification Number (SID). All requests for background checks for noncriminal justice purposes must be accompanied by fingerprints. QR transactions shall be made only after positive fingerprint identification by the State Identification Bureau (SIB). If the state agency does not make an identification, the fingerprints must be forwarded to the FBI's CJIS Division for searching.

### **Purpose Code J--Criminal Justice Employment**

Purpose Code J is used when the III transaction involves employment with a criminal justice agency or the screening of employees of other agencies over which the criminal justice agency is required to have management control. Such screening may include the use of III on friends,

relatives, and associates of the employee or applicant, unless restricted or prohibited by state statute, state common law, or local ordinance. Criminal Justice Employment (Purpose Code J) has been separated from other Criminal Justice Purposes (Purpose Code C) due to the varying requirements of some state agencies participating in the III.

Purpose Code J is used for initial background checks of agency personnel as well as the following:

- A. Noncriminal justice agencies that are involved with the administration of criminal justice on behalf of the criminal justice agency.
- B. Vendors or contractors who are involved with the administration of criminal justice for the criminal justice agency, e.g., personnel involved with maintenance of computer systems, upgrading records systems, data entry clerks, etc.
- C. Volunteers at the criminal justice agency who are involved with the administration of criminal justice for the criminal justice agency, e.g., volunteer dispatchers, volunteer data entry clerks, volunteers at a confinement facility who are providing inmate rehabilitation, etc.

### **Purpose Code R--Departmental Order 556-73**

Purpose Code R is used in an unsolicited criminal history request (\$.A.CHR) sent by the FBI to an NFF state for record requests resulting from Departmental Order (DO) 556-73 fingerprint processing. Purpose Code R is authorized for use only by the FBI and only for DO processing. See Section 2.2 of this chapter for additional information on the DO.

### **Purpose Code S--National Security**

Purpose Code S is used by a federal agency authorized by the Security Clearance Information Act (SCIA), Title 5, *United States Code*, Section 9101, when investigating individuals for any of the following:

- A. Access to classified information.
- B. Assignment to or retention in sensitive national security duties.
- C. Acceptance or retention in the armed forces.
- D. Appointment, retention, or assignment to a position of public trust or a critical or sensitive position while either employed by the government or performing a government contract.

Authorized agencies include: the Department of Defense (DOD), the U.S. Office of Personnel Management (OPM), Department of Transportation (DOT), the FBI, Central Intelligence Agency (CIA), and the Department of State (DOS).

Appropriate ORIs must be used when conducting III transactions using Purpose Code S. ORI numbers containing the alpha character R in the ninth position are assigned to (a) the DOD, which includes the Defense Security Service (formerly the Defense Intelligence Service) and the National Security Agency, (b) OPM, and (c) DOT. Other authorized ORIs include those with FBI, CIA, or DOS in positions 3, 4, and 5.

### **Purpose Code V--Visa Applicants**

Purpose Code V is used by the Department of State, Consolidated Immigrant Processing Visa Center, when a QH is made for the purpose of determining eligibility for a visa application.

### **Purpose Code X--Exigent Procedures**

Purpose Code X is used when a QH is made during an emergency situation when the health and safety of a specified group may be endangered. Following a QH, a QR may be used to review the individual's record. All requests for background checks for exigent purposes must be accompanied by fingerprints. When the SIB does not make a positive identification, the delayed submission of fingerprints to the FBI must occur within the time frame agreed to by the National Crime Prevention and Privacy Compact Council. Purpose Code X must be used by agencies authorized under an approved statute to receive criminal history record information preceding the delayed submission of fingerprints or by law enforcement agencies servicing the record needs of such agencies. Purpose Code X must be pre-approved before it can be used. The FBI may assign a T in the ninth position of the ORI for use by authorized noncriminal justice agencies. Contact your CSA to determine if your agency has authority to use Purpose Code X.

## **2.2 INDIVIDUAL ACCESS, REVIEW, AND CHALLENGE**

The DO 556-73 established the rules and regulations for the subject of an FBI Identification Record to obtain a copy of his or her own record for review or to challenge information on the record. In accordance with the DO, the FBI will release to the subject of an identification record a copy of such record upon submission of a written request, satisfactory proof of identity of the person whose identification record is requested, and a processing fee. The remote accessing of III for individual access and review is not allowed.

The subject of an identification record may obtain a copy of his/her criminal history record maintained in the III by submitting a written request via the U.S. mail directly to the FBI Criminal Justice Information Services Division, Record Request, 1000 Custer Hollow Road, Clarksburg, WV 26306. Such request must be accompanied by satisfactory proof of identity consisting of name, date and place of birth, and a set of rolled-inked fingerprint impressions. Each written request for production of an identification record must be accompanied by a processing fee in the form of a certified check or money order, payable to the Treasury of the

United States. Additional information may be obtained at:  
<http://www.fbi.gov/hq/cjis/frequest.htm>.

### **2.3 MESSAGE KEY (MKE) CODES**

<b>MKE</b>	<b>Message</b>
QH	Inquiry to determine the existence of a III record.
QR	Request for a criminal history record from the FBI and/or a participating state(s) maintaining such record.
ZR	Inquiry to determine if a record for a particular FBI or SID Number is available using the III.
QWI	Inquiry of the NCIC person files and the III.

1. A QH is used to determine if an individual has a criminal history record in the III. In response, the III will provide: single matching index record, multiple matching index records, or no record responses. The response will include information regarding the identity of the database(s) maintaining the criminal history record information.  
Additional information can be found in Section 3 of this chapter.
2. A QR is used to obtain a specific criminal history record. Only the FBI or SID Fields can be used to identify the record being requested. A QR response will provide the criminal history record for the FBI or SID Number provided. The response may include portions of the record from the FBI and/or one or more III states. Additional information can be found in Section 4 of this chapter.
3. A ZR is used to determine if a record for a particular FBI or SID Number is available through the III. The response will advise whether the record is on file. Additional information can be found in Section 5 of this chapter.
4. A QWI performs a check of NCIC person files (QWA) and simultaneously conducts a III QH transaction. The NCIC and III Systems will return positive and/or negative responses independently. Additional information on procedures for conducting QWI inquiries can be found in the Wanted Person File chapter.
5. See the *III/NFF Operational and Technical Manual* for additional information regarding III MKEs that are available to SIBs in III participating states.

### **2.4 HEADERS**

1. Each III transaction requires a header of at least 9 but not more than 19 alphabetic, numeric, and/or special characters. The first 4 characters of a III transaction must be

"2L01." The remaining 15 characters are used by the originating agency or CSA to code the transaction for routing and/or record-keeping purposes.

2. When the incoming message header consists of fewer than 19 characters, the message header in the response will be left-justified, and padded with blanks to create 19 characters.
3. The III response header identifies the type of response. The III uses 15 different characters in the first position of the III response header to identify the type of response. The characters used and their definitions are as follows:

<b><u>Character</u></b>	<b><u>Response Definition</u></b>
2	QH, QR, QWI, and ZR response when the record is no longer on file due to record consolidation, deletion, expungement, retirement, or the subject's death.
3	QH and QWI multiple matching candidate response (other than Purpose Code F).
5	ZR positive response.
7	QH and QWI single-candidate response (other than Purpose Code F).
D	QH and QWI single candidate response for Purpose Code F when the record contains an Identification for Firearms Sales (IFFS) status flag indicating at least one federally disqualifying firearms conviction.
E	QR initial positive response when one or more states are providing the criminal history record.
F	QR initial positive response when the FBI's CJIS Division is providing the entire criminal record or a portion of the record.
G	QH, QWI, and QR response when file or technical problems are encountered.
H	QR response advising that the response is being delayed.
I	QH and QWI single candidate response for Purpose Code F when the record contains an IFFS status flag indicating no federally disqualifying firearms conviction and no pending court action.

- J QH, QWI, and QR reject response.
- L QH and QWI single candidate response for Purpose Code F when (a) the record indicates no federally disqualifying convictions or the record disqualification status is unknown, or (b) a multiple candidate response regardless of the IFFS status flag indication.
- M Nlets response.
- N QH, QR, QWI, and ZR no record response.
- P QR response advising that a record request will not be provided because it has been queued for 4 hours.

## **2.5 III ADMINISTRATIVE MESSAGES**

The NCIC System sends unsolicited notifications to advise users of the III system's status. III notifications are sent to each NCIC CSA regardless of III participation.

When included in a system status administrative message, the time and date appear in the following manner:

Time appears in four numerics, <HHMM>, according to the 24-hour time system, i.e., 0001 (1 minute after midnight) to 2400 (midnight). The abbreviation EST indicates the time shown is Eastern Standard Time. The abbreviation for Eastern Daylight Time (EDT) is substituted when appropriate. The date appears in eight numeric characters representing century, year, month, and day, <CCYY/MM/DD>.

NOTE: When the NCIC sends a \$.1. notification stating that the NCIC System is out of service, the III is not accessible.

### **\$U. III Out-of-Service Notification**

#### **Operator-Generated**

\$ .U.

\*\*\*\*\*NOTICE---NOTICE\*\*\*\*\*  
NCIC III OUT OF SERVICE UNTIL 1200 EST.  
WATCH FOR FULL SERVICE MESSAGE.  
XXX-80-XXX

The sixth line of this message contains up to 80 characters of variable data describing the reason, e.g., TODAY FOR FILE MAINTENANCE.

### **System-Generated**

\$ .U.

\*\*\*\*\*NOTICE---NOTICE\*\*\*\*  
NCIC III OUT OF SERVICE.  
WATCH FOR FULL SERVICE MESSAGE.

The NCIC sends this notification when the III is out of service.

### **\$.V. III Return To Full Service Notification**

\$ .V.

NCIC III IN FULL SERVICE 1500 EDT 20070110.

The NCIC sends this notification when:

- The III has been out of service and is back in full service.
  
- The III has been in restricted service (a period during which only certain types of messages are accepted) and is now back in full service.

### **\$.W. III Restricted Service Notification**

\$ .W.

NCIC III SERVICE RESTRICTED TO INQUIRY MESSAGES FROM 1500 UNTIL ABOUT 1700 EST. NO ENTRY, MODIFY, CANCEL, OR EXPUNGEMENT MESSAGES ACCEPTED.  
WATCH FOR FULL SERVICE MESSAGE.

The NCIC sends this notification when the III begins restricted service.

### **\$.X. III Continuing Restricted Service Notification**

\$ .X.

\*\*\*\*\*NOTICE---NOTICE\*\*\*\*  
NCIC III CONTINUING RESTRICTED SERVICE UNTIL ABOUT 1900 EST.  
WATCH FOR FULL SERVICE MESSAGE.

The NCIC sends this notification when restricted service is extended 30 minutes or more beyond the time stated in the last \$.W. or \$.X. notification.

### **\$ . Y. III Reopened/Full Service Notification**

\$ . Y.

YOUR NCIC LINE REOPENED 0900 EST.  
NCIC III IN FULL SERVICE.  
NCIC VEHICLE, PROPERTY AND PERSON FILES IN RESTRICTED SERVICE.

The NCIC sends this notification to a CSA when that agency's communications line is reopened after a period during which the terminal's line was out of service and NCIC was in service. The NCIC Missing Person, Wanted Person, and Property Files are in restricted service status, and the III is in full service when the line is reopened.

### **\$ . Z. III Reopened/Restricted Service Notification**

\$ . Z.

YOUR NCIC LINE REOPENED 0900 EST.  
NCIC VEHICLE, PROPERTY AND PERSON FILES IN FULL SERVICE.  
NCIC III IN RESTRICTED SERVICE.

The NCIC sends this notification to a CSA when that agency's communications line is reopened after a period during which the terminal's line was out of service and the NCIC was in service. NCIC Missing Person, Wanted Person, and Property Files are in full service status and the III is in restricted service when the line is reopened.

## **2.6 FILE/TECHNICAL PROBLEM RESPONSE**

Occasionally, technical or other types of problems may prevent the III from transmitting a standard or an immediate response to a QH, QR, or a maintenance message. Whenever file or technical problems occur in the transmittal of a response, the III will notify the user with a message containing a response header beginning with "GL01."

### **1. Example of a Response When the III is Experiencing a File Problem**

When the III experiences problems responding to an inquiry or record request, the III will send the following response:

GL01HEADERXXXX01234  
VAVSP0000  
THE FBI IS UNABLE TO PROVIDE A RESPONSE FOR FBI/9030300. FBI PERSONNEL WILL RESEARCH THE PROBLEM AND YOU WILL BE ADVISED.

END

As appropriate, the III will replace the FBI/(FBI number) with a SID/(SID Number). For QH responses, the III will replace the FBI/(FBI number) with a NAM/(name) and the other search fields from the inquiry.

## **2. Example of a Response When the NCIC Encounters a Technical Problem with the Transmission of a Response from the III**

When a problem is encountered in the transmission of a III response, III will send the following response:

```
GL01HEADERXXXX01234
VAVSP0000
THE FBI EXPERIENCED A TECHNICAL PROBLEM WHILE PROCESSING YOUR REQUEST FOR
FBI/9040400. IF YOU DID NOT RECEIVE YOUR RESPONSE, PLEASE MAKE ANOTHER
REQUEST.
```

END

As appropriate, the III will replace the FBI/(FBI Number) with a SID/(SID Number). For QH responses, the III will replace the FBI/(FBI Number) with a NAM/(name) and the other search fields from the inquiry.

### **2.7 TEST RECORDS**

Specific test records have been established to allow user agencies to test the operation of III without risking the integrity of the FBI's database. These test records rather than "live" records should be used for testing and training purposes. The FBI's CJIS Division has coordinated the contents of these test records with the individual states.

### **2.8 III QH, QR, and ZR FORMAT REQUIREMENTS**

Formats for III QH, QR, and ZR transactions have three basic requirements:

1. Whenever a message field code (MFC) is used, it must be followed by a slash (/).
2. A period (.) must be used to end each data field in the message except the last data field in which case the period is optional.
3. The period is used as a field delimiter and cannot be used within a data field.

### **2.9 MESSAGE FIELD CODES AND EDITS**

The field edit specifications in this subsection pertain to data fields used for the III QH, QR, and ZR transactions.

<b>Code</b>	<b>Field</b>	<b>Edits</b>
ADR	Street Address	Mandatory when DPT, CIS, and ZIP Fields are used. Valid special characters are comma, dollar sign, ampersand, hyphen, slash, left and right parentheses, asterisk, semicolon, and

		plus sign.
ATN	Attention	Free text.
BLD	Building	Valid special characters are comma, dollar sign, ampersand, hyphen, left and right parentheses, asterisk, semicolon, plus sign, and slash.
CIS	City and State	A comma between city and state is required. At least one alphabetic character must precede the comma, and at least two alphabetic characters must follow the comma. The only additional valid special character is the hyphen. Mandatory when DPT, ADR, and ZIP Fields are used.
DOB	Date of Birth	Must be a valid Gregorian date. The year of birth must not be less than 8 or more than 99 years prior to the year of inquiry.
DPT	Department	Mandatory when the ADR, CIS, and ZIP Fields are used. Valid special characters are comma, dollar sign, ampersand, hyphen, slash, left and right parentheses, asterisk, semicolon, and plus sign.
FBI	FBI Number	May be up to seven numerics or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetics followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, C, D, or E; and the check digit will be 0 to 9. The alphabetic characters I and O are always invalid.
MNU	Miscellaneous Number	The first two characters must be a valid code

		as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . The third character must be a hyphen.
NAM	Name	Valid special characters are the comma and hyphen. First position cannot be a blank, comma, or hyphen. Must contain one comma that cannot be immediately preceded or followed by a hyphen, or be immediately preceded by a space. Must not contain two or more consecutive blanks or hyphens. Hyphens must be preceded and followed by alpha characters. The <i>NCIC 2000 Code Manual</i> , Personal Descriptors, provides additional information.
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.
PUR	Purpose Code	Must be A, C, D, F, H, I, J, S, V, or X.
RAC	Race	Must be a valid code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SEX	Sex	Must be M (male), F (female), or X (unknown).
SID	State Identification Number	State Identification First two characters must be a valid state code. Imbedded blanks are not permitted. If first two characters are NY, OR, or PA, last position may be a hyphen.
SOC	Social Security Number	Must not contain 123456789, 000000000, 999999999, 111111111, or 000000001.
ZIP	ZIP Code	Mandatory when DPT, ADR, and CIS Fields are used. Must contain either 5 or 9 numeric characters.

### **SECTION 3--INQUIRY TO DETERMINE IF A III RECORD EXISTS (QH)**

#### **3.1 QH**

1. The QH searches the III using an individual's personal identifiers (NAM, SEX, RAC, DOB), and assigned SOC, MNU, SID, and FBI. The QH is used to determine if an index record for a person's criminal history record is in the III. A positive QH response will list how many record responses to expect when the inquirer uses the QR to request the specific criminal history record.
2. In response to a QH, the III will provide one of the following:
  1. A single matching III index response.
  2. Multiple matching III index responses (up to 15).
  3. A no record response.
3. A no record response does not mean that there is absolutely no criminal history record on the individual. The records indexed in the III include persons with an FBI record who were born in 1956 or later; persons born prior to 1956 whose first arrest fingerprint card was submitted to the FBI on July 1, 1974, or later; and numerous older records. Therefore, if an agency receives a no record response, the agency may send a fingerprint submission to the FBI for further searching. In addition, there may be records at the local or state level for which arrest fingerprint submissions are not on file with the FBI.
4. A positive QH response provides the requester with the following:
  1. The individual's name(s), physical descriptors, and numeric identifiers.
  2. The identity of the database(s) maintaining the criminal history record information.
  3. Guidance on how to obtain the record(s).
5. When applicable, a positive QH response will also provide the requester with a Sex Offender Registry Notice and Identification for Firearms Sales information.

For example:

**Sex Offender Registry notice:**

\*\*\*\*\*NOTICE\*\*\*\*\*  
SUBJECT OF RECORD IS A REGISTERED SEXUAL OFFENDER

**Identification for Firearms Sales information:**

THE CRIMINAL HISTORY RECORD IS MAINTAINED AND  
AVAILABLE FROM THE FOLLOWING:

FBI	- FBI/123456X11	- NO DISQUALIFICATION FOR FIREARMS
VIRGINIA	- STATE ID/VA12345678	- DISQUALIFICATION FOR FIREARMS
GEORGIA	- STATE ID/GA3332345	- COURT DISPOSITION PENDING CONVICTION STATUS UNKNOWN

### 3.2 EXAMPLE OF A QH

2L01HEADERXXXX01234.QH.MD1012600.NAM/SAMPLE, JOHN. SEX/M. RAC/W.  
DOB/19561125.PUR/C.ATN/SGT EXAMPLE

### 3.3 MESSAGE FIELD CODES FOR QH

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	CONDITIONAL	SEX	1-1	ALPHABETIC
RACE	CONDITIONAL	RAC	1-1	ALPHABETIC
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STATE IDENTIFICATION NUMBER	CONDITIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
PURPOSE CODE	MANDATORY	PUR	1-1	ALPHABETIC
ATTENTION	OPTIONAL	ATN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

### 3.4 REQUIREMENTS FOR QH

The QH must contain the following fields: HDR, MKE, ORI, PUR, and one of the following search groups:

NAM, SEX, RAC, and DOB

NAM, SEX, RAC, DOB, and SOC

NAM, SEX, RAC, DOB, and MNU

NAM and SOC

NAM and MNU

SID or NAM and SID

FBI or NAM and FBI

Each search field must be preceded by its message field code.

If known, the inquirer should use the SID or FBI search fields to provide an exact hit and eliminate the possibility of multiple responses. If the SID or FBI Number is not known, the FBI's CJIS Division recommends the use of the first three search groups listed above to ensure maximum search potential.

### **3.5 QH SEARCH AND MATCH CRITERIA**

An inquiry using NAM, SEX, RAC, and DOB must match on all four search fields in order to produce a positive response. The following is an explanation of the matching criteria:

#### **1. NAM**

1. For matching purposes, the III compares the name included in a QH with the master names and aliases contained in the III.
2. It is important that a QH contains last name, first name, and middle name or initial when available. If a QH contains only a last name and a first initial, or only a last name and a first and middle initial, insufficient comparisons may prevent the selection of matching records if the name is common. The requester should use the first initial only if the person does not have a given first name. In the event an individual has a single name as his/her entire name, the requesting agency must enter the name in the inquiry with the single name as the last name, comma, and "XX" as the first name/initial.
3. The III name search uses a surname and a combination of a first name and middle initial. The III identifies nicknames and converts them to their true name before the search process begins, e.g., Bill equals William, Betty equals Elizabeth. The III compares names in the III database using a computer-coded phonetic technique that treats vowels (A, E, I, O, and U) equally and eliminates double consonants in order to provide hits on records with names that are not spelled exactly alike. Names are grouped

according to the resulting phonetic code beginning with the first character of the coded name. A common surname will result in a wider search based on a combination of the first name and a generic middle initial.

4. Compound surnames such as SAENZ-PARADA-LOPEZ should have hyphens separating surname components. The III will create separate searches on each component.
5. The III does not search JANE DOE or JOHN DOE in the NAM Field. If used, the III will send the following reject message: UNSEARCHABLE IDENTIFIER NAM.

## 2. SEX AND RAC

A match on SEX and RAC enhances the capability to identify the correct candidate. The match on SEX and RAC is more crucial in cases where the NAM and DOB are not exact matches.

## 3. DOB

When a complete date of birth is used in a QH, the search will provide records that score sufficiently high based on matching name, sex, race, and date of birth (plus or minus 3 years on the year of birth).

The III rejects a QH with an incomplete date of birth (e.g., 19600000, 120060, 19601200, or 19600030).

## 4. ADDITIONAL CRITERIA

The III conducts a search on all identifiers when the QH contains NAM, SEX, RAC, DOB, and either SOC or MNU. If the III finds a match on the SOC or MNU and on the NAM, SEX, RAC, and DOB, it will transmit the record only once (i.e., duplicates will be suppressed).

QH transactions containing NAM and SOC, NAM and MNU, NAM and FBI, or NAM and SID will be searched on SOC, MNU, FBI, or SID only; however, the inclusion of NAM with SOC or MNU is mandatory. The inclusion of NAM with FBI or SID is optional.

### 3.6 EXAMPLE OF A QH AND NEGATIVE RESPONSE

#### QH:

2L01HEADERXXXX01234.QH.VAVSP0000.NAM/SAMPLE,MICHAEL(SEX/M.RAC/W.  
DOB/19760125.PUR/C

#### Response:

NL01HEADERXXXX01234

VAVSP0000

NO IDENTIFIABLE RECORD IN THE NCIC INTERSTATE IDENTIFICATION INDEX (III) FOR  
NAM/SAMPLE, MICHAEL. SEX/M. RAC/W. DOB/19760125. PUR/C.

END

### **3.7 EXAMPLE OF QHs AND POSITIVE RESPONSES**

#### **1. Example of a QH and Single Matching Record Response:**

**QH:**

2L01HEADERXXXX01234.QH.VAVSP0000.NAM/TEST,T J.SEX/M.RAC/W.  
DOB/19620825.PUR/C

**Response:**

7L01HEADERXXXX01234

VAVSP0000

THIS NCIC INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR  
INQUIRY ON NAM/TEST,T J SEX/M RAC/W DOB/19620825 PUR/C

NAME	FBI NO.	INQUIRY DATE
TEST, THOMAS JOSEPH	9013000	2000/12/01

SEX	RACE	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR	BIRTH
PLACE	PHOTO						
M	W	1962/08/25	600	185	BLU	BRO	
PENNSYLVANIA	N						

FINGERPRINT CLASS	PATTERN CLASS
23 17 18 19 17	RS WU RS WU RS WU RS WU LS LS
24 18 19 19 17	WU WU RS LS LS WU RS RS WU WU

ALIAS NAMES  
TEST, TOM

OTHER	SCARS-MARKS-	SOCIAL SECURITY	MISC NUMBERS
BIRTH DATES	TATT00S	563-43-5916	AS-563435916
1962/11/25	TAT R ARM		

MISC COMMENTS-PA SINGLE-SOURCE TEST RECORD

IDENTIFICATION DATA UPDATED 1990/11/07

THE CRIMINAL HISTORY RECORD IS MAINTAINED AND AVAILABLE FROM THE FOLLOWING:  
PENNSYLVANIA - STATE ID/PA80003048

THE RECORD(S) CAN BE OBTAINED THROUGH THE INTERSTATE IDENTIFICATION INDEX BY  
USING THE APPROPRIATE NCIC TRANSACTION.

END

## 2. Example of a QH and Multiple Matching Record Response:

QH:

2L01HEADERXXXX01234.QH.VAVSP0000.NAM/SAMPLE,JOHN.SEX/M.RAC/W.  
DOB/19571225.PUR/C

## **Response:**

3L01HEADERXXXX01234

VAVSP0000

THIS NCIC INTERSTATE IDENTIFICATION INDEX MULTIPLE RESPONSE IS THE  
RESULT OF YOUR INQUIRY ON NAM/SAMPLE, JOHN SEX/M RAC/W DOB/19571225 PUR/C

NAME	FBI NO.	INQUIRY DATE
SAMPLE, JOHN PATRICK	9015174	1990/12/01

SEX	RACE	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR	BIRTH
PLACE	PHOTO						
M	W	1957/12/25	601	189	BLU	BRO	
MICHIGAN	N						

FINGERPRINT CLASS	PATTERN CLASS
PO PM 14 CO 09	RS LS WU WU LS RS WU WU RS WU
01 12 XX 17 62	LS WU WU WU LS RS RS WU WU WU WU

ALIAS NAMES  
SAMPLE, PATRICK

OTHER	SCARS-MARKS-		
BIRTH DATES	TATTOOS	SOCIAL SECURITY	MISC NUMBERS
1957/11/25	TAT R ARM	563-43-5916	AS-563435916
1957/10/25	TAT CHEST	463-34-8119	AS-88104

MISC COMMENTS-PERSON IS DIABETIC-THIS IS AN FBI TEST RECORD

IDENTIFICATION DATA UPDATED 1984/04/23

THE CRIMINAL HISTORY RECORD IS MAINTAINED AND AVAILABLE FROM THE FOLLOWING:

FLORIDA - STATE ID/FL00000123  
FBI - FBI/9015174

END - 1ST NCIC III RECORD FOR MULTIPLE RESPONSE

NAME	FBI NO.	INQUIRY DATE
SAMPLE, JAMES	9026285	1990/12/01

SEX	RACE	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR	BIRTH PLACE	
M	W	1958/12/25	511	155	BRO	RED	GEORGIA	N

FINGERPRINT CLASS	PATTERN CLASS
AA TT 21 PM 22	RS LS WU WU LS RS WU WU RS WU
10 51 13 25 02	RS LS WU WU LS RS WU WU RS WU

MISC COMMENTS-THIS IS AN FBI TEST RECORD

IDENTIFICATION DATA UPDATED 1984/04/24

THE CRIMINAL HISTORY RECORD IS MAINTAINED AND AVAILABLE FROM THE FOLLOWING:

MICHIGAN - STATE ID/MI054321

END - LAST NCIC III RECORD FOR MULTIPLE RESPONSE

THE RECORD(S) CAN BE OBTAINED THROUGH THE INTERSTATE IDENTIFICATION INDEX BY USING THE APPROPRIATE NCIC TRANSACTION.

END

**3.8 EXAMPLE OF A QH AND RESPONSE WHEN THE RECORD HAS BEEN REMOVED FROM THE III DUE TO ITS CONSOLIDATION WITH ANOTHER RECORD, DELETION, EXPUNGEMENT, RETIREMENT, OR THE SUBJECT'S DEATH**

The III provides one of the following responses when a record has been removed from the III due to its consolidation with another record, deletion, expungement, retirement, or the subject's death. These responses will be provided only when the QH is made using an FBI Field or NAM and FBI Fields.

A III record can be deleted either permanently (e.g., when a record was established in error or if the subject has reached 99 years of age) or temporarily (e.g., when internal corrections are needed and the record will be reentered).

**QH:**

2L01HEADERXXXX01234.QH.VAVSP0000.FBI/9015174.PUR/C

**Response:**

2L01HEADERXXXX01234  
VAVSP0000

THIS NCIC INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR INQUIRY ON FBI/9015174 PUR/C

RECORD NO LONGER ON FILE - CONSOLIDATED WITH FBI/9026285 19901201  
END

OR

RECORD NO LONGER ON FILE - DELETED 19901201  
END

OR

RECORD NO LONGER ON FILE - EXPUNGED 19901201  
END

OR

RECORD NO LONGER ON FILE - RETIRED 19901201

OR

RECORD NO LONGER ON FILE - DECEASED  
PER POLICE DEPARTMENT SUMTER SC 19901201  
END

### **3.9 ADDITIONAL INFORMATION**

Information is provided below regarding fields contained in the QH response:

1. The QH response will include one or two types of categories of fingerprint classifications, FINGERPRINT CLASS or PATTERN CLASS, dependent upon when the record was established at the FBI's CJIS Division. For records established after July 28, 1999, the QH response will contain only the PATTERN CLASS category.

The III furnishes the FINGERPRINT CLASS category on two lines in its messages. The first line represents the fingerprint classification of the right hand; the second line represents the fingerprint classification of the left hand.

The PATTERN CLASS category may be up to three lines. The first line represents all ten fingers and each finger's pattern classification. The second and third lines of the PATTERN CLASS represent additional reference points.

2. The notation "IDENTIFICATION DATA UPDATED" provides the date of the latest addition, modification, or cancellation of data contained in an FBI record.
3. The word DECEASED will appear in conjunction with a III state's SID Number when the record is multi-source and one of the states has received information that the individual is deceased.
4. When a QH includes an SOC that contains an 8 or 9 in the first position and/or 00 in the fourth and fifth positions, the III will append the following warning caveat to the QH response immediately preceding the word END:

ATTENTION -- THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION, PLEASE CHECK FOR A DATA ENTRY ERROR IN YOUR QUERY AND RESUBMIT IF NECESSARY.

5. In a multiple-record response, the end of the first record furnished is identified by END - 1ST NCIC III RECORD FOR MULTIPLE RESPONSE. The subsequent records will be numbered consecutively except for the final record which will be identified with END - LAST NCIC III RECORD FOR MULTIPLE RESPONSE.
6. A maximum of 15 records will be provided in a multiple record response. When 16 or more records match the QH, the following caveat will be appended to the multiple record response containing the FBI Number(s) of the additional matching records.

NOTICE: AS A RESULT OF YOUR INQUIRY THE III PROVIDED A MAXIMUM OF 15 MATCHING RECORDS. TO OBTAIN ADDITIONAL MATCHING RECORD(S), USE A SEPARATE III INQUIRY(S), CONTAINING THE FOLLOWING FBI NUMBER(S) :

1234561 1234562 1234563

## **SECTION 4--CRIMINAL HISTORY RECORD REQUEST (QR)**

### **4.1 QR**

1. To obtain a specific criminal history record via the III, a QR containing either the subject's FBI or SID Number is used. The FBI or SID Number may be obtained from a positive response to a QH, matching fingerprints, or from other sources available to the inquiring agency (i.e., local investigative file). The III responds with either a positive response (indicating that a record is available via the III) or a negative response (indicating that a record may exist but is not indexed in the III). A positive QR response will provide the complete criminal history record (also known as a rap sheet) of the subject based on the FBI or SID Number used in the QR. The response may include portions of the record from the FBI and/or one or more III/NFF states.
2. When a record is available via the III, the III will send the requester an initial response providing a listing of the states/agencies responsible for providing CHRI. The III will also notify each state/agency that maintains a portion of the subject's record to respond to the requester with the CHRI contained in its criminal history database. These records will be provided via the Nlets. When state-maintained records are not provided immediately, an acknowledgement will be sent via the Nlets advising when the record will be provided. Should a user receive a state record that requires clarification, the Nlets Help Files include a state contact that can answer questions regarding that state's record. The Nlets Help Files can be accessed by sending an administrative message to ORI/\_ \_SIRHELP using the state's code as the first two characters of the ORI.
3. The FBI's CJIS Division is working jointly with III/NFF participating states to implement an Extensible Markup Language (XML) format for sending and receiving III QR responses. The FBI and III/NFF participating states may receive responses in a format

that is linked to their capability to send and/or receive responses in XML format. The formats include the current state format, Nlets Presentation Format (NPF), and State Presentation Format (SPF).

## **4.2 EXAMPLE OF A QR**

2L01HEADERXXXX01234.QR.MDBPD0000.FBI/9015174.PUR/C.ATN/DET JOHN  
PUBLIC

## **4.3 MESSAGE FIELD CODES FOR QR**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
STATE IDENTIFICATION NUMBER	CONDITIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
NAME	OPTIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PURPOSE CODE	MANDATORY	PUR	1-1	ALPHABETIC
ATTENTION	MANDATORY	ATN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DEPARTMENT OR AGENCY NAME	CONDITIONAL	DPT	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STREET ADDRESS OR P.O. BOX	CONDITIONAL	ADR	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITY AND STATE	CONDITIONAL	CIS	4-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ZIP CODE	CONDITIONAL	ZIP	5-5 9-9	NUMERIC
BUILDING	OPTIONAL	BLD	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

## **4.4 REQUIREMENTS FOR QR**

The QR transaction must contain the following fields in the order shown: HDR, MKE, ORI, FBI or SID, PUR, and ATN Fields.

The mailing address, which includes the DPT, ADR, CIS, and ZIP Fields, is optional. If the mailing address is used, all four fields must be completed. The BLD Field is optional.

## **4.5 EXAMPLES OF INITIAL QR RESPONSES**

### **1. When the FBI's CJIS Division, or the FBI's CJIS Division and One or More III States, Provides the Record**

FL01HEADERXXXX01234  
DCFBIIWA10  
THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR RECORD REQUEST FOR FBI/9021100. INDIVIDUAL'S RECORD WILL BE COMPLETE WHEN ALL RESPONSES ARE RECEIVED FROM THE FOLLOWING SOURCES EXCEPT FOR THOSE INDICATED AS DECEASED:

FBI	- FBI/9021100
NORTH CAROLINA	- STATE ID/NC00000008 - DECEASED
TEXAS	- STATE ID/TX00000007

AN ADDITIONAL RECORD MAY BE OBTAINED FROM FILES WITHIN YOUR STATE.  
END

### **2. When a III State(s) Provides the Record**

EL01HEADERXXXX01234  
VAVSP0000  
THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR RECORD REQUEST FOR FBI/9011100. INDIVIDUAL'S RECORD WILL BE COMPLETE WHEN ALL RESPONSES ARE RECEIVED FROM THE FOLLOWING SOURCES EXCEPT FOR THOSE INDICATED AS DECEASED:

NORTH CAROLINA	- STATE ID/NC00000005
TEXAS	- STATE ID/TX00000003

END

The phrase "EXCEPT FOR THOSE INDICATED AS DECEASED:" will be appended when a multi-source record contains a SID Number that has been flagged by the state as deceased.

The phrase "AN ADDITIONAL RECORD MAY BE OBTAINED FROM FILES WITHIN YOUR STATE" will be appended when a QR originates from a state whose SID Number is indexed in the subject's record; an exception exists for record requests from federal agencies.

### **3. When a Requesting Agency's State Repository Maintains the Only Record on the Subject**

III state database(s) should be programmed to avoid the transmission of a QR via the III if the QR relates to a record maintained by that state and the record is

flagged in the requesting state's database as a single-source record. However, in those instances when such a QR is inadvertently forwarded to the III, the following is an example of the III response.

```
EL01HEADERXXXX01234
VAVSP0000
THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF
YOUR
RECORD REQUEST FOR FBI/9007000. THE RECORD MAY BE OBTAINED FROM
FILES
WITHIN YOUR STATE. THE INTERSTATE IDENTIFICATION INDEX CONTAINS
NO
ADDITIONAL DATA.
END
```

#### **4. When the Record is Not Indexed in the III**

##### **Other Than Firearms-Related Record Requests**

```
NL01HEADERXXXX01234
MDBPD0000
NO IDENTIFIABLE RECORD IN THE INTERSTATE IDENTIFICATION INDEX
(III) FOR
FBI/9126285.PUR/C.
NOTICE -- THIS DOES NOT PRECLUDE THE POSSIBLE EXISTENCE OF
MATCHING
RECORDS IN LOCAL, STATE, OR FBI CJIS DIVISION FILES THAT ARE NOT
INDEXED
IN THE NCIC/III. IF YOU DESIRE A SEARCH OF THE FBI CJIS DIVISION
FILES,
A FINGERPRINT CARD SHOULD BE SUBMITTED.
END
```

##### **Firearms-Related Record Requests**

```
FL01HEADERXXXX01234
MDBPD0000
ATN/DET JOHN PUBLIC
THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF
YOUR
RECORD REQUEST FOR FBI/9126285. SUBJECT RECORD WILL BE AUTOMATED
AS A RESULT OF YOUR REQUEST AND WILL BE MADE AVAILABLE VIA
INTERSTATE IDENTIFICATION INDEX 2 BUSINESS DAYS AFTER YOUR
RECEIPT OF THIS MESSAGE.
END
```

#### **5. When the Record Has Been Removed From the III**

The following is an example of a QR response when the record has been removed from the III because it has been consolidated with another record, deleted, expunged, retired, or the subject is deceased. This type of response will be provided only when the record request is made using the FBI Field, or NAM and

FBI Fields. III records can be deleted permanently (e.g., when a record was established in error or when the subject has reached 99 years of age) or temporarily (e.g., if internal corrections are needed and the record must be reentered).

2L01HEADERXXXX01234

VAVSP0000

THIS NCIC INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR RECORD REQUEST FOR FBI/9015174 PUR/C ATN/DET J Q PUBLIC

RECORD NO LONGER ON FILE - CONSOLIDATED WITH FBI/9000001 19901201  
END

OR

RECORD NO LONGER ON FILE - DELETED 19901201  
END

OR

RECORD NO LONGER ON FILE - EXPUNGED 19901201  
END

OR

RECORD NO LONGER ON FILE - RETIRED 19901201  
END

OR

RECORD NO LONGER ON FILE - DECEASED  
PER POLICE DEPARTMENT SUMTER SC 19901201  
END

#### 4.6 EXAMPLE OF AN FBI QR RESPONSE

CR.WVFBINFO0

04:23 03/30/2004 00051

04:23 03/30/2004 00049 DCFBINFO0

\*5678901234 TXT

HDR/2L01HEADER

ATN/SGT SMITH

\*\*\*\*\* CRIMINAL HISTORY RECORD \*\*\*\*\*

Data As Of 2004-03-30

\*\*\*\*\* INTRODUCTION \*\*\*\*\*

This rap sheet was produced in response to the following request:

FBI Number 9039000  
State Id Number 676323  
Social Security Number  
Date of Birth 1968-08-22  
Driver's License Number  
Miscellaneous Number  
Request Id 5678901234  
Purpose Code C

Attention SGT SMITH

The information in this rap sheet is subject to the following caveats:

This record is based only on the FBI number in your request-9039000. Because additions or deletions may be made at any time, a new copy should be requested when needed for subsequent use. (US; 2004-03-30) All arrest entries contained in this FBI record are based on finger-print comparisons and pertain to the same individual. (US;2004-03-30) The use of this record is regulated by law. It is provided for official use only and may be used only for the purpose requested. (US;2004-03-30)

\*\*\*\*\* IDENTIFICATION \*\*\*\*\*

Subject Name(s)

KILLER, COPY CAT  
KILLER, CC (AKA)  
KIL, COPY (AKA)  
KILLER, CAT (AKA)

Subject Description

FBI Number State Id Number DOC Number  
9039000 676323

Social Security Number Driver's License Number  
234567890

Miscellaneous Numbers

3217	Alien Registration	Unknown
3218	Marine Corps Serial	Unknown
Sex	Race	Skin Tone
Female	Black	Bro
Height	Weight	Date of Birth
5'05"	140 Pounds	1968-08-22
Hair Color	Eye Color	Fingerprint Pattern
Brown (19970714)	Brown (19970714)	170811171103TT091611 LS LS WU RS WU RS WU

RS

Scars, Marks, and Tattoos  
Code Description, Comments, and Images  
NCIC SC L KNEE ; SCAR ON LEFT KNEE (WVFBINFO0)  
NCIC SC HEAD ; SCAR ON HEAD (WVFBINFO0)

Blood Type Medical Condition

Place of Birth Citizenship Ethnicity  
TX US

Marital Status Religion

Employment  
Dog Catcher

Residence

Fingerprint Images

Palmpoint Images

Photo Images  
Type  
Other Arresting agency has photo associated with  
arrest date of 1997/07/11 (DCFBIIIZ)

DNA Data

Caution Information

Caution WANTED - CONFIRM THAT WANT IS STILL OUTSTANDING.  
AGENCY-FBI CLEVELAND (OHFBICV00) WANTED-NCIC  
#W048400000 MULDER, FOX X CONSPIRACY TO OBSTRUCT  
ALIENS CASE#X234789XX DATE OF WARRANT 01/05/1998  
NOTIFY OHFBICV00 FBI CLEVELAND OHIO (FBI;1998-01-05)

\*\*\*\*\* CRIMINAL HISTORY \*\*\*\*\*

-----

===== Cycle 001 =====  
Tracking Number 00000003  
Earliest Event Date 1997-07-11  
Arrest Date 1997-07-11  
Arrest Case Number A00000000  
Arresting Agency DCFBIIIZ  
Subject's Name KILLER, COPY CAT  
Offender Id Number  
Arrest Type ADULT

Charge

Charge Number 1  
Charge Sequence 1  
Charge Tracking Number 00000001  
Charge Case Number  
Agency DCFBIIIZ  
Offense Date 1997-07-11  
Charge Description BANK ROBBERY  
Statute 3331  
NCIC Offense Code  
State Offense Code 02212  
Counts 1  
Severity Unknown  
Inchoate Charge  
Enhancing Factor  
Reducing Factor  
Disposition Unknown  
Comment

===== Cycle 002 =====

Tracking Number 00000005  
Earliest Event Date 2001-12-06  
  
-----  
Arrest Date 2001-12-06  
Arrest Case Number  
Arresting Agency KYKSP0000  
Subject's Name KILLER, CC (AKA)  
Offender Id Number  
Arrest Type ADULT

Charge

Charge Number 2  
Charge Sequence 2  
Charge Tracking Number 00000004  
Charge Case Number  
Agency KYKSP0000  
Offense Date 2001-12-06  
Charge Description COUNTERFEITING IMMIGRATION DOCUMENTS  
Statute  
NCIC Offense Code

State Offense Code 44444

Counts

Severity Unknown

Inchoate Charge

Enhancing Factor

Reducing Factor

Disposition

Comment

---

Court Disposition (Cycle 002)

Court Case Number

Court Agency NOT KNOWN

Subject's Name

Charge

Charge Number

Charge Sequence 2

Charge Tracking Number

Charge Case Number

Agency

Offense Date 2001-12-06

Charge Description COUNTERFEITING IMMIGRATION DOCUMENTS

Statute

NCIC Offense code

State Offense Code

Counts 1

Severity UNKNOWN

Inchoate charge

Enhancing Factor

Reducing Factor

Disposition Guilty

Comment

---

Sentencing (Cycle 002)

Sentencing Agency NOT KNOWN

Court Case Number

Charge Number

Charge Tracking Number 1B09876

Charge Sequence

Sentence 18 MTHS IMPR, FINE: \$500.00

---

Corrections (Cycle 002)

Corrections Agency KY0000000

Subject's Name

Correctional ID Number

Court Case Number

Correction Action SUPERVISED RELEASE

\*\*\*\*\* INDEX OF AGENCIES \*\*\*\*\*

Agency FBI Clarksburg; WVFBINF00;

Mailing Address 1000 CUSTER HOLLOW RD  
CLARKSBURG, WV 26306

---

Agency Kentucky State Police; KYKSP0000

Mailing Address 664 Obine Avenue  
Lexington, KY 34501

\* \* \* END OF RECORD \* \* \*

1. When the QR contains Purpose Code I, J, or S, the following caveat will be inserted in the INTRODUCTION section of the record response:

THIS RECORD IS SUBJECT TO THE FOLLOWING USE AND DISSEMINATION RESTRICTIONS. UNDER PROVISIONS SET FORTH IN TITLE 28, CODE OF FEDERAL REGULATIONS (CFR), SECTION 50.12, BOTH GOVERNMENTAL AND NONGOVERNMENTAL ENTITIES AUTHORIZED TO SUBMIT FINGERPRINTS AND RECEIVE FBI IDENTIFICATION RECORDS MUST NOTIFY THE INDIVIDUALS FINGERPRINTED THAT THE FINGERPRINTS WILL BE USED TO CHECK THE CRIMINAL HISTORY RECORDS OF THE FBI. IDENTIFICATION RECORDS OBTAINED FROM THE FBI MAY BE USED SOLELY FOR THE PURPOSE REQUESTED AND MAY NOT BE DISSEMINATED OUTSIDE THE RECEIVING DEPARTMENT, RELATED AGENCY OR OTHER AUTHORIZED ENTITY. IF THE INFORMATION ON THE RECORD IS USED TO DISQUALIFY AN APPLICANT, THE OFFICIAL MAKING THE DETERMINATION OF SUITABILITY FOR LICENSING OR EMPLOYMENT SHALL PROVIDE THE APPLICANT THE OPPORTUNITY TO COMPLETE, OR CHALLENGE THE ACCURACY OF, THE INFORMATION CONTAINED IN THE FBI IDENTIFICATION RECORD. THE DECIDING OFFICIAL SHOULD NOT DENY THE LICENSE OR EMPLOYMENT BASED ON THE INFORMATION IN THE RECORD UNTIL THE APPLICANT HAS BEEN AFFORDED A REASONABLE TIME TO CORRECT OR COMPLETE THE INFORMATION, OR HAS DECLINED TO DO SO. AN INDIVIDUAL SHOULD BE PRESUMED NOT GUILTY OF ANY CHARGE/ARREST FOR WHICH THERE IS NO FINAL DISPOSITION STATED ON THE RECORD OR OTHERWISE DETERMINED. IF THE APPLICANT WISHES TO CORRECT THE RECORD AS IT APPEARS IN THE FBI'S CJIS DIVISION RECORDS SYSTEM, THE APPLICANT SHOULD BE ADVISED THAT THE PROCEDURES TO CHANGE, CORRECT OR UPDATE THE RECORD ARE SET FORTH IN TITLE 28, CFR, SECTION 16.34.

- When the QR contains Purpose Code D, the following caveat will be inserted in the INTRODUCTION section of the record response:

THE RECORD IS SUBJECT TO THE FOLLOWING USE AND DISSEMINATION RESTRICTIONS. THIS RESPONSE MAY BE USED FOR ONLY PURPOSES OF THE VIOLENT CRIME CONTROL ACT OF 1994, PUBLIC LAW 103-322, SUBTITLE F-- NATIONAL STALKER AND DOMESTIC VIOLENCE REDUCTION.

- When the QR contains Purpose Code X, the following caveat will be inserted immediately prior to the END in a no record response:

THIS RESPONSE IS PROVIDED DUE TO EXIGENT CIRCUMSTANCES FOR USE BY AN AGENCY AUTHORIZED BY BOTH YOUR STATE RECORD REPOSITORY AND THE FBI. THE SUBMISSION OF FINGERPRINTS TO THE STATE/FBI IS REQUIRED WITHIN THE NUMBER OF DAYS AS SPECIFIED BY THE COMPACT COUNCIL AND AS PUBLISHED IN THE FEDERAL REGISTER.

- When the QR contains Purpose Code X, the following caveat will be inserted in the III initial record response:

THIS RESPONSE IS PROVIDED DUE TO EXIGENT CIRCUMSTANCES FOR USE BY AN AGENCY AUTHORIZED BY BOTH YOUR STATE RECORD REPOSITORY AND THE FBI. THE SUBMISSION OF FINGERPRINTS TO THE STATE/FBI IS REQUIRED WITHIN THE NUMBER OF DAYS AS SPECIFIED BY THE COMPACT COUNCIL AND AS PUBLISHED IN THE FEDERAL REGISTER.

Additionally, the following caveat will be inserted in the INTRODUCTION section of the record response:

THIS RECORD IS SUBJECT TO THE FOLLOWING USE AND DISSEMINATION RESTRICTIONS: THIS RESPONSE IS PROVIDED DUE TO EXIGENT CIRCUMSTANCES FOR USE BY AN AGENCY AUTHORIZED BY BOTH YOUR STATE RECORD REPOSITORY AND THE FBI. THE SUBMISSION OF FINGERPRINTS TO THE STATE/FBI IS REQUIRED WITHIN THE NUMBER OF DAYS AS SPECIFIED BY THE COMPACT COUNCIL AND AS PUBLISHED IN THE FEDERAL REGISTER. UNDER PROVISIONS SET FORTH IN TITLE 28, CODE OF FEDERAL REGULATIONS (CFR), SECTION 50.12, GOVERNMENTAL ENTITIES AUTHORIZED TO SUBMIT FINGERPRINTS AND RECEIVE FBI IDENTIFICATION RECORDS MUST NOTIFY THE INDIVIDUALS FINGERPRINTED THAT THE FINGERPRINTS WILL BE USED TO CHECK THE CRIMINAL HISTORY RECORDS OF THE FBI. IDENTIFICATION RECORDS OBTAINED FROM THE FBI MAY BE USED SOLELY FOR THE PURPOSE REQUESTED AND MAY NOT BE DISSEMINATED OUTSIDE THE RECEIVING DEPARTMENT, RELATED AGENCY OR OTHER AUTHORIZED ENTITY. IF THE INFORMATION ON THE RECORD IS USED TO DETERMINE SUITABILITY, THE OFFICIAL MAKING THE DETERMINATION SHALL PROVIDE THE INDIVIDUAL THE OPPORTUNITY TO COMPLETE, OR CHALLENGE THE ACCURACY OF, THE INFORMATION CONTAINED IN THE FBI IDENTIFICATION RECORD. PROCEDURES FOR AN INDIVIDUAL TO CHANGE, CORRECT OR UPDATE AN FBI RECORD ARE SET FORTH IN 28, CFR, SECTION 16.34.

- When an FBI Number is entered in the NCIC Wanted Person File, select data from the subject's wanted notice will append to the criminal history record in the III. The wanted

data will display on the FBI record response from the FBI's CJIS Division. Various types of wanted notices, including local, state, and federal notices can be entered in the Wanted Person File; the data fields in these notices vary, but the basic information is the same. Each Wanted Person File notice contains an NCIC number (NIC) that is included in the wanted data appended to the III and displayed in the FBI record. Record recipients can use the NIC to query the Wanted Person File to obtain the complete record.

In the case of state-maintained III records that contain a wanted notice, the state will respond to requesters with the criminal history portion of the record, and the CJIS Division will respond with the wanted data via the FBI record.

The following is an example of a wanted notice contained in the identification section of a record response.

Caution WANTED - CONFIRM THAT WANT IS STILL OUTSTANDING.  
AGENCY-FBI CLEVELAND (OHFBICV00) WANTED-NCIC  
#W04840000 MULDER,FOX X CONSPIRACY TO OBSTRUCT  
ALIENS CASE#X234789XX DATE OF WARRANT 01/05/1998  
NOTIFY OHFBICV00 FBI CLEVELAND OHIO(FBI;1998-01-05)

6. When a subject has a record in the NCIC's National Sex Offender Registry, a sex offender notice is appended to the criminal history record in III. The sex offender data will display on the FBI record response from the FBI's CJIS Division. Each sex offender notice contains an NIC that is included in the sex offender data appended to the III and displayed in the FBI record. Record recipients can use the NIC to query the NCIC's National Sex Offender Registry to obtain the complete sex offender record.

In the case of state-maintained III records that contain a sex offender notice, the state will respond to requesters with the criminal history portion of the record, and the CJIS Division will respond with the sexual offender data via the FBI record.

The following is an example of a sex offender notice contained in the identification section of the record response.

REGISTERED SEX OFFENDER POLICE DEPARTMENT NEW YORK (NY0303000)  
2000-01-25 AGENCY CASE 333333 NIC/X12345678 REGISTERED AS - DUCK,  
DONALD CEE REGISTRY EXPIRATION - NONEXP

#### **4.7 EXAMPLE OF A STATE OR RESPONSE**

Provided below is an example QR record response in the current state format and Nlets Presentation Format.

#### **(Current State Format)**

CR.VAII0000  
11:52 06/26/86 01054  
11:52 06/26/86 00197 TXDPD0000

\*1234567890

TXT

HDR/2L01HEADER

ATN/DET JAMES PUBLIC

THIS RECORD IS BASED ONLY ON THE FBI NUMBER IN YOUR REQUEST-FBI/9015174. BECAUSE ADDITIONS OR DELETIONS MAY BE MADE AT ANY TIME, A NEW COPY SHOULD BE REQUESTED WHEN NEEDED FOR SUBSEQUENT USE.

- VIRGINIA CRIMINAL HISTORY -

WHEN EXPLANATION OF A CHARGE OR DISPOSITION IS NEEDED, COMMUNICATE DIRECTLY WITH THE AGENCY THAT CONTRIBUTED THE FINGERPRINTS.

NAME REQUESTED	STATE ID NO.	FBI NO.	DATE
SAMPLE, JOHN PATRICK 1998/06/23	VA00000009	9015174	

SEX	RACE	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR
M	W	1956/12/25	601	189	BLU	BRO
MICHIGAN						

ARREST-1 1982/10/18

AGENCY-WILLIAMSBURG PD VA (VAWLGO000)  
AGENCY CASE-29831 NAME USED-SAMPLE, JOHN  
CHARGE 1-BURGLARY - 2 COUNTS

COURT-8TH DISTRICT COURT TOWSON VA (VA003025J)  
1983/01/18 COURT NO.-CR98554 DISPOSITION-CONVICTED  
FELONY-BURGLARY  
SENTENCE-1Y-3Y CONFINEMENT  
FOUND GUILTY

SUPPLEMENTAL COURT DATA-

COURT - 8TH DISTRICT COURT TOWSON VA (VA003025J)  
1985/07/29 DISPOSITION-CONVICTED  
FELONY-BURGLARY  
SENTENCE-1Y-3Y CONFINEMENT  
SUBJECT RETRIED BASED ON APPELLATE COURT DECISION

SUPERVISION OR CUSTODY-

AGENCY-DIV OF CORR RECEPT CTR WILLIAMSBURG VA (VA004025C)  
AGENCY CASE-BC10151  
1985/07/30 STATUS-RECEIVED

THIS IS A SINGLE-STATE RECORD. NO ADDITIONAL CRIMINAL HISTORY INFORMATION IS INDEXED AT NCIC FOR OTHER STATE OR FEDERAL OFFENSES.

THE USE OF THIS RECORD IS CONTROLLED BY STATE AND FEDERAL REGULATIONS.

IT IS PROVIDED FOR OFFICIAL USE ONLY AND MAY BE USED ONLY FOR THE PURPOSE REQUESTED.

END OF RECORD

**(Nlets Presentation Format)**

CR.VAVSP0000  
04:23 03/30/2004 00051  
04:23 03/30/2004 00049 TXDPD0000  
\*1234567890  
TXT  
HDR/2L01HEADER  
ATN/DET JAMES PUBLIC

\*\*\*\*\* CRIMINAL HISTORY RECORD \*\*\*\*\*

Data As Of 2004-04-23

\*\*\*\*\* INTRODUCTION \*\*\*\*\*

This rap sheet was produced in response to the following request:

FBI Number 9015174  
State Id Number VA00000009  
Social Security Number  
Date of Birth  
Driver's License Number  
Miscellaneous Number  
Request Id  
Purpose Code C  
Attention DET JAMES PUBLIC

The information in this rap sheet is subject to the following caveats:

NOTE 1: WHERE DISPOSITION DATA IS NOT SHOWN OR FURTHER EXPLANATION OF CHARGE OR DISPOSITION IS DESIRED, CONTACT THE CONTRIBUTING AGENCY. (VA)  
NOTE 2: THIS RECORD DOES NOT NECESSARILY CONTAIN ALL ARREST DATA, BUT ONLY THAT WHICH HAS BEEN REPORTED TO THE VIRGINIA STATE POLICE AND WHICH IS AVAILABLE FOR DISSEMINATION UNDER STATE AND FEDERAL LAW. (VA)

\*\*\*\*\* IDENTIFICATION \*\*\*\*\*

Subject Name(s)

SAMPLE, JOHN PATRICK

Subject Description

FBI Number	State Id Number	DOC Number
9015174	VA00000009	

Social Security Number      Driver's License Number

Miscellaneous Numbers

Sex                              Race                              Skin Tone  
Male                            White                            Light

Height                         Weight                         Date of Birth  
6'01"                         189 Pounds                    1956-12-25

Hair Color                    Eye Color                      Fingerprint Pattern  
Brown                         Blue

Scars, Marks, and Tattoos

Blood Type                    Medical Condition

Place of Birth                Citizenship                    Ethnicity  
MI

Marital Status                Religion

Employment

Residence  
Residence as of              2001-12-06  
Mailing Address                104 ANYTIME ST, ANYPLACE, VA, US

Fingerprint Images

Palmprint Images

Photo Images

DNA Data

Caution Information

Comment(s)

\*\*\*\*\* CRIMINAL HISTORY \*\*\*\*\*

===== Cycle 001 =====

Tracking Number  
Earliest Event Date 1982-10-18

-----  
Arrest Date                    1982-10-18  
Arrest Case Number            29831  
Arresting Agency              VAWLG0000

Subject's Name SAMPLE, JOHN PATRICK

Offender Id Number

Arrest Type ADULT

Charge

Charge Number 1

Charge Sequence

Charge Tracking Number 000000001

Charge Case Number

Agency VAWLG0000

Offense Date 1982-10-18

Charge Description BURGLARY

Statute

NCIC Offense Code

State Offense Code

Counts 2

Severity Unknown

Inchoate Charge

Enhancing Factor

Reducing Factor

Disposition

Comment

---

Court Disposition (Cycle 001)

Court Case Number CR-98554

Court Agency VA003025J

Subject's Name SAMPLE, JOHN PATRICK

Charge

Charge Number 1

Charge Sequence

Charge Tracking Number

Charge Case Number CR-98554

Agency VAWLG0000

Offense Date 1982-10-18

Charge Description BURGLARY

Statute

NCIC Offense code

State Offense Code

Counts 1

Severity	
Inchoate charge	
Enhancing Factor	
Reducing Factor	
Disposition	CONVICTED
Comment	SUBJECT RETRIED BASED ON APPELLATE COURT DECISION

---

Sentencing	(Cycle 001)
Sentencing Agency	VA003025J
Court Case Number	CR-98554
Charge Number	1
Charge Tracking Number	
Charge Sequence	
Sentence	1Y-3Y CONFINEMENT

---

Corrections	(Cycle 001)
Corrections Agency	VA004025C
Subject's Name	SAMPLE, JOHN
Correctional Id Number	BC10151
Court Case Number	CR-98554
Correction Action	1Y-3Y CONFINEMENT

\*\*\*\*\* INDEX OF AGENCIES \*\*\*\*\*

Agency	WILLIAMSBURG PD, VA; VAWLG0000;
Mailing Address	8888 MAIN STREET WILLIAMSBURG, VA 34406

\* \* \* END OF RECORD \* \* \*

#### **4.8 EXAMPLE OF QR RESPONSES WHEN THE III IS UNABLE TO CONTACT THE III STATE RESPONSIBLE FOR THE RECORD**

When the state's database is temporarily out of service or otherwise unable to accept a record request from the III, there is a delayed response. When a response is delayed, the agency requesting the record should not make additional requests because this would result in multiple responses providing the same record when the affected state system resumes full service. When a record request has been queued for more than 20 minutes, the following is an example of the response III sends.

HL01HEADERXXXX01234

VAVSP0000

THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR REQUEST FOR FBI/9001100. THE NCIC HAS BEEN UNABLE TO NOTIFY THE FOLLOWING BUT WILL CONTINUE TO RETRY:

TEXAS - STATE ID/TX01346790  
END

When a record request has been queued for 4 hours, it will be destroyed. The following is an example of the response the III sends.

PL01HEADERXXXX01234

VAVSP0000

THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR REQUEST FOR FBI/9001100. THE NCIC HAS BEEN UNABLE TO NOTIFY THE FOLLOWING AND WILL NO LONGER CONTINUE TO RETRY:

TEXAS - STATE ID/TX01346790

YOUR RECORD REQUEST MAY BE RESUBMITTED IF THE RECORD IS STILL NEEDED.  
END

## **SECTION 5--INQUIRY TO DETERMINE IF A RECORD CORRESPONDING TO AN FBI OR SID NUMBER IS AVAILABLE USING THE III (ZR)**

### **5.1 INTRODUCTION**

A ZR is used to determine if a record corresponding to a particular FBI or SID Number is available using the III. The response to the ZR will advise whether the record is on file. This capability is provided primarily for administrative record maintenance; however, it is available to all users.

### **5.2 ZR**

The following is an example of a ZR.

2L01HEADERXXXX01234.ZR.VAVSP0000.FBI/9015174.PUR/C

### **5.3 MESSAGE FIELD CODES FOR ZR**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

STATE IDENTIFICATION NUMBER	CONDITIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
PURPOSE CODE	OPTIONAL	PUR	1-1	ALPHABETIC

## 5.4 REQUIREMENTS FOR ZR

The ZR must contain the following fields: HDR, MKE, ORI, and FBI or SID Fields.

The PUR Field is optional. If the PUR Field is not included, it is considered an administrative purpose. Purpose Code C or J must be used if the ZR is not for an administrative purpose.

## 5.5 POSITIVE AND NEGATIVE RESPONSES

A positive response to a ZR will appear in the following format.

```
5L01HEADERXXXX01234
FL0370100
FBI/9015174 ON FILE
```

A negative response to a ZR will appear in the following format.

```
NL01HEADERXXXX01234
FL0370100
FBI/9015174 NOT ON FILE
```

As applicable, SID will replace FBI.

## 5.6 ZR RESPONSE WHEN THE RECORD HAS BEEN REMOVED FROM THE III

The following is an example of a response when a record has been removed from the III as a result of a consolidation, deletion, expungement, retirement, or the subject's death. This type of response will be provided only when the inquiry is made using an FBI Number.

```
2L01HEADERXXXX1234
VAVSP0000
THIS NCIC INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR
INQUIRY ON FBI/9015174 PUR/C
```

```
RECORD NO LONGER ON FILE - CONSOLIDATED WITH FBI/901283 19901201
END
```

OR

```
RECORD NO LONGER ON FILE - DELETED 19901201
END
```

OR

RECORD NO LONGER ON FILE - EXPUNGED 19901201  
END

OR

RECORD NO LONGER ON FILE - RETIRED 19901201  
END

OR

RECORD NO LONGER ON FILE - DECEASED  
PER POLICE DEPARTMENT SUMTER SC 19901201  
END

## **SECTION 6--REJECT MESSAGES**

### **6.1 INTRODUCTION**

The III sends reject messages to advise that a transaction was rejected and identify the reason(s). There are two types of reject messages: multiple-line reject messages and single-line reject messages.

### **6.2 MULTIPLE-LINE REJECT MESSAGES (MLRM)**

The MLRM identify errors in the III transaction and include the incoming message.

In some cases, the errors detected do not prevent the system from editing the entire message. In these instances, the error list will be complete since it will identify any and all errors detected. In other cases, an error in the transaction will prevent editing beyond the field containing the error. The error list, in these instances, may be only a partial list since it will identify only this error plus any prior errors. Before retransmitting the message, the sending agency should review its transaction to ensure that it contains no errors.

### **EXAMPLE OF AN INCOMING TRANSACTION AND MLRM**

#### **Transaction:**

2L01HEADERXXXXX0123.QH.MD021013A.FBI/9000001.PUR/K.ATN/HAMMER

#### **Reject:**

JL01HEADERXXXXX0123  
MD021013A  
REJECT QH.FBI/9000001.PUR/K.ATN/HAMMER  
FOR THE FOLLOWING REASON(S)  
FIELD ERROR PUR  
END

### **6.3 TYPES OF ERRORS IDENTIFIED IN MLRM**

The following list furnishes the types of errors that may appear in MLRM. Where applicable, the III will replace XXX with the appropriate MFC.

1. **DUPLICATE XXX**--The same MFC appears more than once in the transaction.
2. **FBI/(FBI NUMBER) NOT ON FILE**--The FBI Number used in the transaction is not indexed in the III.
3. **FIELD ERROR XXX**--The data in the field identified by the MFC does not match the criteria for that field.
4. **INCOMPLETE DOB NOT ALLOWED**--The QH contains an incomplete date of birth.
5. **INVALID MFC XXX**--The transaction contains: (a) an invalid MFC, (b) the MFC does not agree with the MKE used, (c) the MFC is not followed by a slash, or (d) a period is erroneously included within a data field.
6. **INVALID PUR**--The ORI in the QH or QR is not authorized access for PUR/S (national security purposes).
7. **MISSING DATA XXX**--The field identified by the MFC was left blank in the transaction.
8. **NOT AUTHORIZED**--An ORI authorized III access only for national security purposes (PUR/S) used a PUR other than S.
9. **SID OR FBI NUMBER REQUIRED FOR PUR/I**--A QH containing PUR/I did not contain an SID or FBI.
10. **WRONG, MISSING, OR EXCESSIVE SEARCHABLE IDENTIFIER**--This error message will be transmitted when one of the following exists:
  - a. A required searchable identifier was missing.
  - b. Excessive searchable identifiers were used.
11. **NOT AUTHORIZED FOR PUR/I**--An ORI in a QH or QR is not authorized access for PUR/I (noncriminal justice employment/licensing).
12. **UNSEARCHABLE IDENTIFIER XXX**--The QH contains an invalid NAM or MNU.

#### **6.4 SINGLE-LINE REJECT MESSAGES (SLRM)**

The SLRM advise that the III has rejected a transaction and includes the reason on the line with REJECT. The SLRM will not contain the incoming message and will identify only one reason for the reject. The message may or may not contain the ORI from the transaction.

## **EXAMPLE OF AN INCOMING TRANSACTION AND SLRM WITH THE ORI SHOWN IN THE REJECT**

### **Transaction:**

2L01HEADERXXXXXX.QR.VA094017B.FBI/9666000.PUR/V.ATN/HAMMER

### **Reject:**

JL01HEADERXXXXXX  
VA094017B  
REJECT NOT AUTHORIZED

## **EXAMPLE OF AN INCOMING TRANSACTION AND SLRM WITHOUT AN ORI SHOWN IN THE REJECT**

### **Transaction:**

2L01HEADERXXXXXX01?2.QR.VA094017B.FBI/9666000.PUR/C.ATN/HAMMER

### **Reject:**

JL01HEADERXXXXXX01?2

REJECT HEADER ERROR

## **6.5 TYPES OF ERRORS IDENTIFIED IN SLRM**

1. **REJECT COMPUTER ERROR--CONTACT NCIC**--A software error, database integrity error, or file problem prevents the III from completely processing the message.
2. **REJECT EQUIPMENT PROBLEM--RESEND MESSAGE**--A hardware failure prevents III from processing the transaction. The originating agency should resend the transaction.
3. **REJECT HEADER ERROR**--The first four characters of the header are other than "2L01", the header contains less than nine or more than 19 characters, or the header contains an invalid character.
4. **REJECT INVALID ORIGINATING AGENCY IDENTIFIER**--The ORI does not match the edit criteria. (Information concerning ORI edits can be found in the ORI File chapter of this manual.)
5. **REJECT MESSAGE KEY ERROR**--The incoming message does not contain a message key or contains an invalid message key.
6. **REJECT NOT AUTHORIZED**--This error message indicates one of the following:
  - a. An unauthorized ORI attempted to access the III.
  - b. An ORI is not authorized access for the specified purpose code.

c. An ORI is not authorized to use the MKE.

*NCIC 2000 Operating Manual*  
**IMAGE FILE**

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## **LOCATE**

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## **MIU TRANSFER TO WORKSTATION**

---

# **SECTION 1--INTRODUCTION**

## **1.1 DEFINITION OF AN IMAGE FOR NCIC 2000 PURPOSES**

1. Images are associated with NCIC 2000 records to assist in identifying a person or property. Several types of images can be stored in NCIC 2000. Images can be stored for a person, property, or as a reference. .

The types of images that can be stored for a person are mugshot, signature, and identifying images.

Identifying images can also be stored to help identify property. Articles, parts, boats, and vehicles can be associated with an identifying image.

Images stored as references are referred to as generic images. At this time, the Gun and Securities Files do not have image capability.

2. Nongeneric image records include binary image data, the Date of Image (DOI), the Image Type (IMT), the Image NCIC Number (IMN), and the owning Originating Agency Identifier (ORI).

When the image is entered, the NCIC Number (NIC) of a person or property record must be entered with the image transaction. The NIC is the link between the image record and the person or property record.

When an inquiry for a nongeneric image is received, information from the linked person or property record is returned as is the image record.

3. When the generic image is entered, descriptive information is entered about the vehicle or boat it represents. When an inquiry for a generic image (QII) is received, the vehicle or boat reference information is returned with the image record. Information from boat or vehicle records linked to the generic image is not returned.

Generic images are entered and maintained by the FBI CJIS staff.

## **1.2 IMAGE-PROCESSING EQUIPMENT**

Images can be processed by patrol cars equipped with NCIC 2000 Mobile Imaging Units (MIUs) or comparable equipment. At booking stations and other state and federal agencies, images can be processed by an NCIC 2000 workstation or comparable equipment.

The terms "workstation" and "MIU" include any equipment which is equivalent to the NCIC 2000 workstation and MIU.

## **1.3 IMAGE DATA SIZE AND RESOLUTION**

To reduce the time required to transmit an image, image data are compressed before transmission. Image processing software must be included in the workstation and MIU software.

NCIC 2000 images have the following characteristics:

### **MUGSHOTS AND IDENTIFYING IMAGES**

Scanned mugshots and identifying images are gray-scale images. They are entered into the workstation with variable sampling rates depending on the original image size.

The image is cropped to 256 x 256 pixels and 8 bits per pixel gray scale in the workstation. Mugshots and identifying images within NCIC 2000 messages are compressed with the Joint Photographic Experts Group (JPEG) algorithm and a quality factor of 25.

## **1.4 GUIDELINES FOR ENTRY**

1. An image should be entered for a person or property when it will assist in identification of either. When an image of a PWI is appended to a missing person record, a notation must be included in the Image Record's Miscellaneous (MIS) Field indicating that the image is that of the PWI.
2. The header 1B01 or TB01 (test) must be used with image transactions EIM and MII.
3. Image transactions EIM and MII cannot be submitted using bisynchronous (bisync) communications.

4. A mugshot and a signature can be entered for Supervised Release, Protection Order, Missing Person, Immigration Violator, Gang, Known or Appropriately Suspect Terrorist, Unidentified Person, Wanted Person, Protective Interest, Violent Person, Foreign Fugitive, and Identity Theft Files; and the National Sex Offender Registry.

5. An identifying image can be entered for Supervised Release, Protective Interest, Violent Person, Missing Person, Immigration Violator, Gang, Known or Appropriately Suspect Terrorist, Unidentified Person, Wanted Person, Identity Theft, Article, Vehicle, Boat, or Vehicle/Boat Part Files and the National Sex Offender Registry.

A generic image can be entered by FBI CJIS staff for any particular make of vehicle or boat.

6. The NCMEC has been authorized to enter an identifying image, mugshot, and signature only for an agency that does not have the ability to enter images into the NCIC. The NCMEC will use a CJIS-assigned ORI that ends in "W" to append images for requesting law enforcement agencies. The NCMEC may append an image to a Missing, Unidentified, or Wanted Person File record as long as the record is related to the NCIC record of a missing child. The ORI of the Missing, Unidentified, or Wanted Person File record is responsible for approving and validating the images appended to their record by NCMEC. This service may be requested by contacting the NCMEC at 1-800-THE-LOST.

A \$.N.MEC.NCMEC MODIFY NOTIFICATION is sent to the ORI of a Missing Person File record when NCMEC enters, modifies, or cancels an image linked to the ORI's record. The NCMEC will provide written notification, associated images, and any other documentation to the ORI of the record supporting the maintenance action performed by the NCMEC.

7. The following rules apply to the number of images that can be associated with one record:

1. Only one of each of the following types of image can be associated with an NCIC 2000 person record:

1. Mugshot

2. Signature

2. Not more than ten identifying images (other than mugshot and signature) can be associated with a person record.

3. Not more than ten identifying images (such as tattoos, dress, or graffiti) can be associated with a gang/terrorist group reference record.

4. Only one identifying image can be associated with vehicle/boat part or article.

5. Only one identifying or generic image can be associated with a vehicle or boat.

6. Generic images are the only images which can be linked to multiple base records.

## **1.5 MESSAGE KEY (MKE) CODES**

<b>Message</b>	<b>MKE</b>	<b>Translation</b>
Entry	EIM	IMAGE

Modify	MII
Cancel	XIM
Inquiry	QII LID*

\*Transfers image from MIU to workstation only.

## 1.6 RECORD RETENTION PERIOD

Images that are associated with records are subjected to the same retention periods as those records.

Generic images will remain on file indefinitely unless they are removed by the FBI CJIS staff.

## 1.7 AUTOMATIC RETIREMENT

Images that are associated with records are subjected to the same automatic retirement rules as those records.

## 1.8 VALIDATION

Images that are associated with records are subjected to the same validation as those records.

## 1.9 IMAGE MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
BLE	Boat Length	If filled, must be two numeric characters representing feet, not inches.
BMA	Boat Make	Must be a valid NCIC 2000-assigned code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> .
BTY	Boat Type	Must be a valid NCIC 2000-assigned code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> .
BYR	Boat Model Year	Represents the production (model) year during which the boat was manufactured. Year can-not be more than 1 year beyond the current model year.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOI	Date of Image	Must be a valid Gregorian date. It is the date the image was taken (not the date entered into the System). (YYYYMMDD) or valid year with "0000" representing month and day.
IMG	Image	This field contains compressed image data. Mugshot, signature, and identifying images only.
IMN	Image NCIC Number	A self-checking number automatically assigned by NCIC 2000 to each accepted image record and consists of the alphabetic character

		I followed by nine numeric characters. Must have a valid check digit.
IMT	Image Type	Must be M, S, I, V, or B.
IND	Image Indicator	Must be Y or N.
MIS	Miscellaneous	Free Text
MKE	Message Key	Must be a valid message key.
NIC	NCIC Number	Must be the NIC of the base record the image is to be associated with.
ORI	Originating Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
VMA	Vehicle Make	Can be up to 24 characters. The first four characters must be alphabetic and a valid NCIC 2000-assigned code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blanks. The remaining characters are free text and must contain the name of the manufacturer when the VMA is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK.
VMO	Vehicle Model	Space(s) cannot be skipped. Hyphens or symbols cannot be used. More information in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
VST	Vehicle Style	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
VYR	Vehicle Year	Must represent the production (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than 1 year beyond the current year.

## 1.10 CRITERIA FOR REJECTING DUPLICATE RECORD ENTRIES

If the entry of a mugshot (IMT/M), or signature image (IMT/S) is for a record that already has that particular image type associated with it, then a duplicate reject message is issued.

### Example of a Duplicate Image Reject Message:

```
1L01HEADER
MD1012600
REJECT-DUPLICATE MUGSHOT
IMAGE PREVIOUSLY ENTERED IS:
ORI/DC1012500 NIC/W123456789 IMN/I987654321 IMT/M
DOI/19990302
1B01HEADER.EIM.MD1012600.NIC/W123456789.IMT/M.DOI/19991206.MIS/IMA
```

If the entry of an identifying image (IMT/I) associates the image with a record that already has ten identifying images associated with it, then a REJECT-MAXIMUM NUMBER OF IDENTIFYING IMAGES EXCEEDED message is issued.

**Example of a Reject Message After a Maximum Number of Allowed Identifying Image Entries Has Been Exceeded:**

1L01HEADER  
MD1012600  
REJECT - MAXIMUM NUMBER OF IDENTIFYING IMAGES EXCEEDED  
IMAGE(S) PREVIOUSLY ENTERED:  
ORI/DC1012500 NIC/W123456780 IMN/I000039206 IMT/I DOI/19991206  
ORI/DC1012500 NIC/W123456780 IMN/I000039317 IMT/I DOI/19991104  
ORI/DC1012500 NIC/W123456780 IMN/I000041221 IMT/I DOI/19990905  
ORI/DC1012500 NIC/W123456780 IMN/I000034252 IMT/I DOI/19990912  
ORI/DC1012500 NIC/W123456780 IMN/I000034464 IMT/I DOI/19991212  
ORI/DC1012500 NIC/W123456780 IMN/I000029101 IMT/I DOI/19991225  
ORI/DC1012500 NIC/W123456780 IMN/I000029209 IMT/I DOI/19991005  
ORI/DC1012500 NIC/W123456780 IMN/I000028765 IMT/I DOI/19991103  
ORI/DC1012500 NIC/W123456780 IMN/I000021222 IMT/I DOI/19990807  
ORI/DC1012500 NIC/W123456780 IMN/I000011223 IMT/I DOI/19991205  
1B01HEADER.EIM.MD1012600.NIC/W123456789.IMT/I.DOI/19991206.MIS/IMA

---

## **SECTION 2--ENTRY**

### **2.1 EXAMPLE OF AN ENTRY**

1B01HEADER.EIM.MD1012600.NIC/W123456789.IMT/M.DOI/19980716.  
IMG/M1024<DATA>

**Acknowledgment:**

1L01HEADER  
MD1012600  
IMAGE IS ACCEPTED  
NIC/W123456789 IMN/I231456631 IMT/M

### **2.2 MESSAGE FIELD CODES FOR ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC,

				NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE TYPE	MANDATORY	IMT	1-1	ALPHABETIC
DATE OF IMAGE	OPTIONAL	DOI	8-8	NUMERIC
MISCELLANEOUS	OPTIONAL	MIS	1-240	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IMAGE	MANDATORY	IMG	6-16000	ALPHABETIC, NUMERIC, BINARY

### **2.3 MANDATORY FIELDS FOR ENTRY**

The following fields are mandatory for acceptance of an image entry: HDR, MKE, ORI, NIC, IMT, DOI, and IMG for any other image type.

### **2.4 ADDITIONAL GUIDELINES FOR ENTRY**

1. The NIC in the image entry transaction is the NIC of the record the image is to be associated with. When entering a mugshot or a signature, the NIC must refer to a person record. When entering an identifying image, the NIC must refer to either a person record, an article, a vehicle, a boat, or a vehicle/boat part record.
2. Reject responses will be issued if the entered image type is invalid for the referenced record or if the maximum number of images of this type have already been linked to the base record.
3. Image entry transactions are message field code (MFC)-dependent, not period- dependent; all fields, except HDR, MKE, and ORI, are required to have MFC/ followed by the data.

### **2.6 IMAGE (IMG)**

The Image (IMG) Field may be a gray-scale mugshot, signature, or identifying image. The internal representation of the IMG Field is composed of M (mugshot) or I (identifying image or signature), followed by a 5-byte numeric indicating the byte count (size) of the image, followed by binary data. The binary data comprise the JPEG compressed image. The JPEG quality factor is 25.

## **2.7 DATE OF IMAGE (DOI)**

The date of the image is the date the photograph, or signature was taken or the date represented by an age-progressed image. If the year is known, but the actual date the image was taken is unknown, 0000 should be used for the month and day, and the year the image was taken should be used for the year. When an image being entered is an age-progressed image, the date the image was created should not be used. Instead, the month and the day of the individual's birthday should be used, and the year for the date of image should represent the time at which the subject's appearance should match that of the image.

## **2.8 IMAGE TYPE (IMT)**

### **1. MUGSHOT IMAGE (IMT M)**

A frontal face view from the shoulders to the top of the head is entered and maintained by an ORI and associated to a person.

### **2. SIGNATURE IMAGE (IMT S)**

An image of a signature is entered and maintained by an ORI and associated to a person.

### **3. IDENTIFYING IMAGE (IMT I)**

An image which may help identify a person or property (e.g., scars, marks, and tattoos; photograph of a person; "aged" photograph of a missing juvenile; photograph of a vehicle or an article; etc.) is entered and maintained by an ORI and associated to a person, article, part, vehicle, or boat.

### **4. GENERIC IMAGE (IMT B OR V)**

An image stored as a general reference for a vehicle or boat entered and maintained by the FBI. Generic vehicle images are cataloged by the vehicle make, model, style, and year. Generic boat images are cataloged by the boat make, type, length, and/or model year. Multiple vehicle or boat records can be associated to a generic image.

## **SECTION 2.9 -- MISCELLANEOUS (MIS) FIELD**

The Miscellaneous (MIS) Field contains information regarding images that could not be entered in the already established fields. This field enables agencies to provide information such as the approximate date of the image, if the image is age progressed, who provided the image, and any other information that may be beneficial in the investigation.

---

## **SECTION 3--MODIFICATION**

### **3.1 WHEN TO USE A MODIFICATION MESSAGE**

Modification of a record is restricted to the agency that entered the record. For a nongeneric image, a modification message is used to either modify the date of the image or to replace the existing image with a different one. For a generic image, a modification message is used to add, change, or delete reference data. (Modification of a generic image is restricted to the FBI CJIS staff.) An image record cannot be modified if the record has been canceled or if the record it is associated with has been cleared, located, or canceled.

### **3.2 EXAMPLE OF A MODIFICATION MESSAGE**

1B01HEADER.MII.MD1012600.IMN/I000039206.IMG/M1024<DATA>

**Acknowledgment:**

1L01HEADER  
MD1012600  
MODIFY IMN/I000039206

The above modification example contains: header (1B01HEADER), message key (MII), Originating Agency Identifier (MD1012600), two record identifiers (IMN/I000039206 and IMT/M), the field being modified (IMG/ M1024 <DATA>).

### **3.3 MESSAGE FIELD CODES FOR MODIFICATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	CODE FROM <i>NCIC 2000 CODE MANUAL</i>
IMAGE NCIC NUMBER	MANDATORY	IMN	10-10	ALPHABETIC, NUMERIC
IMAGE TYPE	MANDATORY	IMT	1-1	ALPHABETIC
ANY FIELD(S) FROM ENTRY	OPTIONAL			

TRANSACTION				
-------------	--	--	--	--

### **3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED**

The record to be modified must be identified by the IMN and IMT, in that order, with each data element preceded by the proper MFC.

### **3.5 ADDITIONAL GUIDELINES FOR MODIFICATION**

NCIC 2000 users cannot modify generic images. Those are maintained by the FBI CJIS staff.

---

## **SECTION 4--CANCELLATION**

### **4.1 WHEN TO USE A CANCELLATION MESSAGE**

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined that the record is invalid or no longer needed.

When an image is canceled, it is unlinked from the record it is associated with.

### **4.2 EXAMPLE OF A CANCELLATION MESSAGE**

1N01HEADER.XIM.MD1012600.IMN/I000039206.20000423

The above cancellation example contains: header (1N01HEADER), message key (XIM), Originating Agency Identifier (MD1012600) record identifier (IMN/ I000039206), and date of cancellation (20000423).

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
CANCEL IMN/I000039206

### **4.3 MESSAGE FIELD CODES FOR CANCELLATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC

ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
IMAGE NCIC NUMBER	MANDATORY	IMN	10-10	ALPHABETIC, NUMERIC
DATE OF CANCEL	MANDATORY	DOC	8-8	NUMERIC

#### 4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

The record to be canceled must be identified by the IMN (e.g., IMN/I435461801). The Date of Cancellation (DOC) must follow the record identifier. DOC should be equal to the current date or the current date minus one.

---

### SECTION 5--INQUIRY

#### 5.1 MESSAGE FIELD CODES FOR AN IMAGE (QII, QIC, QIS) INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE NCIC NUMBER	CONDITIONAL	IMN	10-10	ALPHABETIC, NUMERIC
BOAT MAKE	CONDITIONAL	BMA	3-24	ALPHABETIC, NUMERIC
BOAT TYPE	CONDITIONAL	BTY	3-3	ALPHABETIC
BOAT LENGTH	CONDITIONAL	BLE	2-2	NUMERIC
BOAT YEAR	OPTIONAL	BYR	4-4	NUMERIC
VEHICLE MAKE	CONDITIONAL	VMA	2-24	ALPHABETIC, NUMERIC

VEHICLE MODEL	CONDITIONAL	VMO	2-3	ALPHABETIC, NUMERIC
VEHICLE STYLE	CONDITIONAL	VST	2-2	ALPHABETIC, NUMERIC
VEHICLE YEAR	CONDITIONAL	VYR	4-4	NUMERIC
IMAGE INDICATOR*	OPTIONAL	IND	1-1	ALPHABETIC

\*NCIC 2000 format only

## 5.2 EXAMPLES OF QII INQUIRIES WITH NEGATIVE AND POSITIVE RESPONSES

### 1. THE IMAGE INQUIRY (QII)

#### Examples of Image (QII) Inquiries with Negative and Positive Responses:

##### 1. QII Inquiries:

QII transaction requesting all images associated with a record:

```
1N01HEADER.QII.MD1012600.  
NIC/W123456789.IND/Y
```

QII transaction requesting a specific image:

```
1N01000005.QII.MD1012600.  
IMN/I287654123.IND/Y
```

QII transaction requesting a generic boat image:

```
1N01HEADER.QII.MD1012600.  
BMA/BCF.BTY/CRU.BLE/09.BYR/1989.IND/Y
```

or

```
1N01HEADER.QII.MD1012600.  
IMN/I987654321.IND/Y
```

QII transaction requesting a generic vehicle image:

```
1N01HEADER.QII.MD1012600.  
VMA/FERR.VMO/QUA.VST/CV.VYR/1990.IND/Y
```

or

```
1N01HEADER.QII.MD1012600.  
IMN/I987654533.IND/Y
```

## **2. Negative Response to a QII Inquiry:**

```
1L01HEADER  
MD1012600  
NO RECORD IMN/I287654123
```

## **3. Positive Response to a QII Inquiry:**

In the case of the inquiry specifying the NIC of a base record, all images associated with the base record would be returned in the same hit response.

```
1L01000005  
MD1012600  
MKE/ IMAGE  
IMR/MNAM:BROWN, ROBERT DOB:19451012  
RAC:W HGT:511 WGT:160 DOI:19950521  
NIC:W146203706 IMN:I645413893  
MIS:OLD MUGSHOT  
  
02876  
<image>.
```

The Image Response (IMR) is composed of the following data: the IMT (M for mugshot) and standard person MFCs (NAM, DOB, RAC, HGT, and WGT). The DOI is next, followed by the NIC of the base record and the IMN. Following the IMN is the Image MIS Field, then the image size in bytes (02876), and, last, <image> would be replaced with the actual image.

The IMR Field would not be included if no image was transmitted with the response or if the IND was set to N and only the textual part of the image was returned in the response. In the example, M represents the IMT Type.

## **4. Same Response With the IND Set to N:**

```
1L01000005  
MD1012600  
  
MKE/ IMAGE  
ORI/DCFBIAWA00 IMN/I645413893 IMT/M DOI/19950521  
NAM/BROWN,ROBERT  
RAC/W DOB/19451012 HGT/511 WGT/160  
MIS/OLD MUGSHOT  
NIC/W146203706  
DTE/20001028 1400 EDT DLU/20001105 1500 EST
```

## **5. Response to a QII Inquiry Resulting in an Article Image:**

```
1L01000005  
MD1012600  
  
MKE/ IMAGE  
IMR/ISER:V245363 TYP:RVIDEOC OAN:3436546657657
```

NIC:A146203706 IMN:I645413893  
MIS: LEFT SIDE PHOTO

02876

<image>.

The IMR is composed of the following data: the IMT (I for identifying image) and standard article MFCs (SER, TYP, and OAN). The NIC of the base record is next, followed by the IMN. Following the IMN is the Image MIS Field, then image size in bytes (02876), and, last, < image> would be replaced with the actual image.

## **6. Response to a QII Inquiry Resulting in a Vehicle Image:**

1L01000005  
MD1012600

MKE / IMAGE  
IMR/IVIN:251345331373173 LIC:VOL1234 LIS:NJ  
VYR:1994 VMA FERR  
NIC:V146203706 IMN:I645413893  
MIS: PHOTO SHOWING UNIQUE PAINT SCHEME

02876

<image>.

The IMR is composed of the following data: the IMT (I for identifying image) and standard vehicle MFCs (VIN, LIC, LIS, VYR, and VMA). The NIC of the base record is next, followed by the IMN. Following the IMN is the Image MIS Field, then image size in bytes (02876), and, last, < image> would be replaced with the actual image.

## **7. Response to a QII Inquiry Resulting in a Generic Vehicle Image:**

1L01000005  
MD1012600

MKE / IMAGE  
IMT/V VMO:AV VST:4H VYR:1994 VMA:CHEV  
IMN:I12324244 GENERIC VEHICLE  
MIS: PHOTOT PROVIDED BY MANUFACTURER

02876

<image>.

The IMR is composed of the following data: the IMT (V for generic vehicle image) and standard vehicle MFCs (VMO, VST,VYR, and VMA). The IMN is next, followed by the Image MIS Field, then image size in bytes (02876). Last, <image> would be replaced with the actual image.

## **8. Response to a QII Inquiry Resulting in a Boat Image:**

1L01000005  
MD1012600

MKE / IMAGE  
IMR / IBHN: 34634755467664 REG: M243553  
BYR: 1992 BMA: AFF  
NIC: B146203706 IMN: I645413893  
MIS: PHOTO OF STERN SHOWING NAME

02876

<image>.

The IMR is composed of the following data: the IMT (I for identifying image) and standard boat MFCs (BHN, REG, BYR, and BMA). The NIC of the base record is next followed by the IMN. Following the IMN is the Image MIS Field, then image size in bytes (02876), and, last, <image> would be replaced with the actual image.

## **9. Response to a QII Inquiry Resulting in a Generic Boat Image:**

1L01000005  
MD1012600

MKE / IMAGE  
IMR / BBTY: CRU BLE: 45 BYR: 1991 BMA: VBC  
IMN: I645413893 GENERIC BOAT  
MIS: PICTURE PROVIDED BY MANUFACTURER

02876

<image>.

The IMR is composed of the following data: the IMT (B for generic boat image) and standard boat MFCs (BTY, BLE, BYR, and BMA). The IMN is next. Following the IMN is the title (generic boat) and the Image MIS Field, then image size in bytes (02876). Last ,<image> would be replaced with the actual image.

## **10. Response to a QII Inquiry Resulting in a Vehicle/Boat Part Image:**

1L01000005  
HD1012600

MKE / IMAGE  
IMR / ISER: M1028824364646 CAT: EN  
NIC: V146203706 IMN: I645413893  
MIS:

02876

<image>.

The IMR is composed of the following data: the IMT (I for identifying image) and standard vehicle/boat part MFCs (SER and CAT). The NIC of the base record is next, followed by the IMN. Following the IMN is the Image MIS Field, then image size in bytes (02876), and, last, <image> would be replaced with the actual image.

### **Requirements for QII Inquiry**

The QII inquiry is made by:

1. Using the NIC of the base record, in which case all images associated with that record are returned at once. Or
2. Inquiring on a specific IMN, in which case only the requested image is returned. Or
3. Including fields pertinent to a generic boat or vehicle image. These fields are VMA, VMO, VST, VYR, BMA, BTY, BLE, and BYR (BYR is optional).

In all cases, the IND Field may be included. If the IND Field contains N, the hit response will be limited to the textual part of the image record. If the IND Field contains Y, the image will be included in the response. IND is optional; when it is not included, the default is N.

### **5.3 ADDITIONAL GUIDELINES FOR INQUIRY**

1. If a communication is being transmitted over bisync lines, the IND Field should not contain Y.
2. When records are sent from NCIC 2000 to the user via a File Transfer (FT), images associated with those records will be included. Records sent as part of an unsolicited message (i.e., notification) will not contain images.
3. The IMR MFC is generated by the system to indicate to the workstation or any interface agency receiving the message that an image is included in a response.

The NCIC System returns images in the following fixed format:

IMR / <IMT><UTT><UBT><LTT><LBT><IMAGE-SIZE><IMAGE DATA>

1. IMT (Image Type Field) is one alphabetic character.
2. UTT (Upper Top Text) is 47 alphabetic, numeric and special characters and contains NAM and DOB; SER; BHN and REG; BTY and BLE; VIN, LIC and LIS; VMO and VST; or GNG.
3. UBT (Upper Bottom Text) is 47 alphabetic, numeric and special characters and contains RAC, HGT, WGT and DOI; TYP and OAN; BYR and BMA; VYR and VMA; CAT; or SGP.

4. LTT (Lower Top Text) is 47 alphabetic, numeric and special characters and contains NIC and IMN; IMN and text GENERIC BOAT; or IMN and text GENERIC VEHICLE.

5. LBT (Lower Bottom Text) is 244 alphabetic, numeric and special characters and contains Image MIS Field.

6. Image size is 5 numeric characters right justified, and left filled with zeros, and identifies the image size in bytes.

7. Image Data is the actual binary image of variable size.

This format would not be transmitted if IND equals N or if no image is transmitted as part of a hit response.

#### **5.4 PROCEDURES FOR HANDLING A HIT**

An NCIC 2000 hit on an image record or a hit response containing an image does not constitute a probable cause to arrest. When an agency receives an image record(s) in response to an NCIC 2000 inquiry, the hit must be confirmed with the ORI of each record. Hit confirmation procedures are detailed in the Introduction chapter of this manual.

---

#### **SECTION 6--LOCATE**

There are no locate procedures for the Image File chapter. The image will be retired at the same time the base record is retired (if not shared).

---

#### **SECTION 7--CLEAR**

There are no clear procedures for the Image File chapter. Clearing a record which is associated with an image results in the image being no longer active or retrievable.

---

#### **SECTION 8--MIU TRANSFER TO WORKSTATION**

If an image is transmitted from an MIU to a workstation, then LID should be used as the enter image MKE. The LID transaction is used in the MIU to the workstation only and not to the NCIC 2000 System. Its function is to capture an image in the field and relay it to the workstation. When an LID transaction is used, the NAM Field is entered if available; otherwise, it may be used to input descriptive information (e.g; crime scene location). An example of the LID transaction follows:

1B01HEADER.LID.MD1012600.IMG/<image>.NAM/BROWN, JOHN

If an image is transmitted from the workstation to the NCIC 2000 System, then EIM should be the enter image MKE.

***NCIC 2000 Operating Manual***  
**IMMIGRATION VIOLATOR FILE**

*This file replaced the Deported Felon File per TOU 04-3, issued November 1, 2004, effective August 25, 2003.*

**INTRODUCTION**

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**ENTRY**

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**LOCATE**

**CLEAR**

**SUPPLEMENTAL RECORDS**

**STOLEN/FRAUDULENT SUPPLEMENTAL RECORDS**

---

**SECTION 1--INTRODUCTION**

**1.1 DEFINITION**

The Immigration Violator File contains records on criminal aliens who have been deported for drug trafficking, firearms trafficking, or serious violent crimes and on foreign-born individuals who have violated some section of the Immigration and Nationality Act. Criminal aliens who have been deported and reenter the United States without permission or remain in the United States after being ordered removed or excluded are in violation of Title 8, USC, Section 1326.

## **1.2 CRITERIA FOR ENTRY**

1. The U.S. Department of Homeland Security's Bureau of Immigration and Customs Enforcement (ICE) is the only agency authorized to enter and maintain records in the Immigration Violator File. Documentation (electronic or hard copy) must be on file to support an immigration violator entry.
2. The ICE's Law Enforcement Support Center will enter data regarding immigration violators into one of three categories: the Deported Felon Category, the Absconder Category, or the National Security Entry-Exit Registration System (NSEERS) Category.

### **Deported Felon Category:**

The Deported Felon Category contains records of previously deported felons who have been convicted and deported for drug trafficking, firearms trafficking, or serious violent crimes.

### **Absconder Category:**

The Absconder Category contains records of individuals with an outstanding administrative warrant of removal from the United States who have unlawfully remained in the United States.

### **NSEERS Category:**

The NSEERS Category contains records of individuals with an outstanding administrative warrant for failure to comply with the national security registration requirements.

3. If the ICE has reasonable grounds to believe that the subject may be operating a particular vehicle or a vehicle bearing a particular license plate, the vehicle and/or license data may be included in the record.

## **1.3 MESSAGE KEY (MKE) CODES**

**Message**

**MKE**

**Translation**

Entry

EW

IMMIGRATION VIOLATION - DEPORTED FELON

IMMIGRATION VIOLATION - FAILURE TO APP

IMMIGRATION VIOLATION - NATIONAL SECU

Modify MW

Cancel XW

Inquiry\* QW  
QWA  
QWE  
QWF  
QWS  
ZW  
QWB  
QWI  
QV  
ZV

Clear CW

Entry of supplemental record EN

Entry of supplemental ENS  
stolen/fraudulent identifiers

Cancellation of supplemental XN  
record

Cancellation of XNS  
stolen/fraudulent identifiers

\*There is no specific MKE to query the Immigration Violator File; however, a wanted person inquiry will return a hit response on this file if a match occurs.

A caution indicator should be added to the MKE EW when it is known that an immigration violator is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances of the individual. The

reason for the caution must be entered in the MIS Field (NCIC format) or in the Caution and Medical Conditions (CMC) Field (NCIC 2000 format). Additional details on the caution indicator can be found in the *NCIC Code Manual* Personal Descriptors.

## **1.4 RECORD RETENTION PERIOD**

Immigration Violator records have an unlimited retention period. An Immigration Violator (EW) record will remain on file indefinitely or until action is taken by the ICE to clear or cancel the record.

Other exceptions to the record retention periods will occur in the event a serious error is detected in the record on file.

## **1.5 AUTOMATIC RETIREMENT**

Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a Immigration Violator File record or supplemental record for the year of entry plus 4 years, provided the license information has expired. If the expired license plate is the only searchable identifier in the Immigration Violator File record, then the entire record will be purged.

A nonexpiring license plate (LIY/NX) contained in an Immigration Violator File record will remain on file until action is taken by the ICE to remove the license data or clear or cancel the entire record.

## **1.6 VALIDATION**

A portion of the Immigration Violator File records will be validated monthly as described in the Introduction chapter of this manual.

The Name of Validator (VLN) Field will be returned only when the requester of the record is the entering agency. For all other inquiring agencies, the VLN Field will be suppressed.

The Name of Validator (VLN) Field will be returned ~~only~~ when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiring agencies, the VLN Field will be suppressed.

## **1.7 MESSAGE FIELD EDITS**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
DOW	Date of Warrant	Mandatory Blank.
OFF	Offense Code	Must be: 8003 for Deported Felon Category. 8004 for Absconder Category.

8005 for NSEERS Category.

EXL\* Extradition Mandatory Blank.  
Limitation  
ADD\* Address Mandatory Blank.  
Type  
COU\* County Mandatory Blank.  
CTY\* City Mandatory Blank.  
Date of  
DDA\* Documented Mandatory Blank.  
Address  
SNA\* Street Name Mandatory Blank.  
SNU\* Street Number Mandatory Blank.  
STA\* State Mandatory Blank.  
ZIP\* ZIP Code Mandatory Blank

The Wanted Person File chapter contains other pertinent message field codes and edits.

\* NCIC 2000 format only.

## **1.8 INVESTIGATIVE INTEREST**

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC.

---

## **SECTION 2--ENTRY**

The ICE is the only agency authorized to enter and maintain records in the Immigration Violator File. The mandatory fields for Immigration Violator File records are the same as those for Wanted Person File records. The entry procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

---

## **SECTION 3--MODIFICATION**

The ICE is the only agency authorized to make any modifications to an Immigration Violator File record. The modify procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

---

## **SECTION 4--CANCELLATION**

The ICE is the only agency authorized to cancel an Immigration Violator File record. The cancel procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

---

## **SECTION 5--INQUIRY**

### **5.1 NCIC INQUIRY PROCESSING**

When an agency transmits an NCIC wanted person inquiry (QW, QWA, QWE, QWF, QWS, ZW, QWB, or QWI), the data in the Immigration Violator File are searched in addition to the data in the other NCIC person files (except the NICS Denied Transaction and Unidentified Person Files) as well as the Article, Boat, License Plate, Vehicle, and Vehicle/Boat Part Files. As a result of an inquiry, a hit may be generated on an Immigration Violator File record. Additional details can be found in the Wanted Person File chapter.

### **5.2 EXAMPLE OF AN INQUIRY**

1N01HEADER.QW.MD1012400.NAM/SMITH, JOHN.SEX/M.RAC/W.DOB/19510101

#### **Negative Response:**

1L01HEADER  
MD1012400

NO NCIC WANT DOB/19510101 NAM/SMITH, JOHN SEX/M RAC/W  
\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

#### **Positive Response Deported Felon Category:**

1L01HEADER  
MD1012400

\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED

WITHOUT LIMITATIONS.

WARNING REGARDING FOLLOWING RECORD - SUBJECT OF NIC/N307770847 IS A PREVIOUSLY DEPORTED FELON. CONTACT LESC AT (877) 999-5372 FOR IMMEDIATE HIT CONFIRMATION AND AVAILABILITY OF BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT DETAINER.

MKE/IMMIGRATION VIOLATION - DEPORTED FELON

ORI/VTINS1000 NAM/SMITH, JOHN SEX/M RAC/W ETN/H POB/FN

DOB/19510101 HGT/510 WGT/180 EYE/BRO HAI/BRO CTZ/FN

SKN/DRK SMT/SC LF ARM

SOC/777010000

OFF/SUBJECT IS A DEPORTED CRIMINAL/AGGRAVATED FELON

OCA/ASD1234-T MIS/KNOWN AS JOHNNY BOY

ORI IS BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT, LAW ENFORCEMENT SUPPORT CENTER (877) 999-5372

NIC/N307770847 DTE/19980605 0000 EDT DLU/19990101 0000 EST

\*\*\*\*\*THIS RECORD MAY BE USED ONLY BY CRIMINAL JUSTICE AGENCIES FOR CRIMINAL JUSTICE PURPOSES.

\*\*\*\*\*END OF IMMIGRATION VIOLATOR FILE RESPONSE\*\*\*\*\*

### **Positive Response Absconder Category:**

1L01HEADER

MD1012400

WARNING REGARDING FOLLOWING RECORD - SUBJECT OF NIC/N307770847 HAS AN OUTSTANDING ADMINISTRATIVE WARRANT OF REMOVAL FROM THE UNITED STATES. CONTACT LESC

AT (877) 999-5372 FOR IMMEDIATE HIT CONFIRMATION AND AVAILABILITY OF BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT DETAINER.

MKE/IMMIGRATION VIOLATION - FAILURE TO APPEAR FOR REMOVAL

ORI/VTINS1000 NAM/SMITH, JOHN SEX/M RAC/W ETN/H POB/FN

DOB/19510101 HGT/510 WGT/180 EYE/BRO HAI/BRO CTZ/FN

SKN/DRK SMT/SC LF ARM

SOC/777010000

OFF/ALIEN UNLAWFULLY PRESENT DUE TO ORDER OF REMOVAL OR EXCLUSION FROM THE USA

OCA/ASD1234-T MIS/KNOWN AS JOHNNY BOY

ORI IS BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT, LAW ENFORCEMENT SUPPORT CENTER

(877) 999-5372

NIC/N307770847 DTE/19980605 0000 EDT DLU/20090101 0600 EST

\*\*\*\*\*THIS RECORD MAY BE USED ONLY BY CRIMINAL JUSTICE AGENCIES FOR CRIMINAL JUSTICE PURPOSES.

\*\*\*\*\*END OF IMMIGRATION VIOLATOR FILE RESPONSE\*\*\*\*\*

### **Positive Response NSEERS Category:**

1L01HEADER

MD1012400

WARNING REGARDING FOLLOWING RECORD - SUBJECT OF NIC/N307770847 HAS AN OUTSTANDING ADMINISTRATIVE WARRANT OF ARREST FOR IMMIGRATION VIOLATIONS FOR FAILURE TO COMPLY WITH NATIONAL SECURITY REGISTRATION. CONTACT LESC AT (877) 999-5372 FOR IMMEDIATE HIT CONFIRMATION AND AVAILABILITY OF BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT DETAINER.

MKE/IMMIGRATION VIOLATION - NATIONAL SECURITY REGISTRATION  
ORI/VTINS1000 NAM/SMITH, JOHN SEX/M RAC/W ETN/H POB/FN  
DOB/19510101 HGT/510 WGT/180 EYE/BRO HAI/BRO CTZ/FN  
SKN/DRK SMT/SC LF ARM  
SOC/777010000  
OFF/SOUGHT FOR VIOLATION OF NATIONAL SECURITY REGISTRATION  
OCA/ASD1234-T MIS/KNOWN AS JOHNNY BOY  
ORI IS BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT, LAW ENFORCEMENT SUPPORT  
CENTER (877) 999-5372  
NIC/N307770847 DTE/19980605 0000 0830 EDT DLU/20090101 0600 EST  
\*\*\*\*\*THIS RECORD MAY BE USED ONLY BY CRIMINAL JUSTICE AGENCIES FOR  
CRIMINAL JUSTICE PURPOSES.  
\*\*\*\*\*END OF IMMIGRATION VIOLATOR FILE RESPONSE\*\*\*\*\*

### **5.3 REQUIREMENTS FOR INQUIRY**

1. The capability to query only the Immigration Violator File does not exist; however, the same procedures used to search the Wanted Person File will also search the Immigration Violator File. Complete details can be found in the Wanted Person File chapter.
2. In a positive response, Wanted Person and Foreign Fugitive File records appear first, followed by records from the Missing Person, Gang, Known or Appropriately Suspected Terrorist, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, License Plate, Vehicle, Boat, Vehicle/Boat Part, and Article Files, and the National Sex Offender Registry. Complete details can be found in the Wanted Person File chapter.
3. As a part of a positive Immigration Violator File response, the receiving agency is warned against action based on the positive response alone.
4. The Immigration Violator File is based on criminal history information and is subject to dissemination restrictions. A caveat at the end of each record response emphasizes to record recipients that the record may be disseminated only to criminal justice agencies for criminal justice purposes.

### **5.4**

### **ADDITIONAL GUIDELINES FOR INQUIRY**

1. When only one numeric identifier is used in an inquiry, the response(s) will include the record(s) on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response will include the record(s) on file with that Social Security number even though there may be other records on file for the same individual which do not contain that particular number.
2. Following a positive response to an inquiry with limited personal descriptors, an agency should make a second inquiry using all identifiers contained in the response record(s). The second inquiry should ensure the receipt of all records which could possibly pertain to the person in question.

3. A response to an inquiry of the Immigration Violator File can contain supplemental data on stolen/fraudulent identifiers: names, dates of birth, Social Security numbers, miscellaneous numbers, and operator's license numbers. Complete details can be found in the Wanted Person File chapter.

4. If a hit response contains expired license plate information, the following caveat will be included:

WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

5. An Immigration Violator File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, operator's license data, license plate data, vehicle identification data, address data, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the fields will be sorted as follows: operator's license data by OLS, license plate data by LIS, vehicle data by VIN, address data set by STA, and image data by IMN.

## **5.5 INQUIRY USING VEHICULAR DATA**

A QV, ZV, QW, QWA, QWE, QWF, QWS, or ZW inquiry by license plate number or vehicle identification number will retrieve all person files as well as the Immigration Violator File in which the vehicle and/or license has been entered. Additionally, such an inquiry will retrieve data from the Vehicle, Boat, Vehicle/Boat Part, and License Plate Files. It is not necessary to include name in this type of inquiry.

## **5.6 PROCEDURES FOR HANDLING A HIT**

1. If the inquiry is made on an individual (i.e., traffic stop) and the encountering agency has no other reason for detaining the subject, appropriate procedures will depend upon whether state or local laws permit detainment and/or arrest.
  1. When an agency receives a record in response to an NCIC inquiry and 1) the whereabouts of the person inquired upon is known and 2) the person inquired upon appears to be identical with the subject of an ICE record, the agency must confirm the alien's status with the ICE at (877) 999-5372. After confirmation, the ICE will provide direction regarding the arrest/detention of the subject.
  2. When an agency receives a record in response to an NCIC inquiry and the whereabouts of the person inquired upon is not known, confirmation is not required by the ICE.
2. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this

agency should place a Y in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

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## **SECTION 6--LOCATE**

There are no locate procedures for Immigration Violator File records.

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## **SECTION 7--CLEAR**

The ICE is the only agency authorized to clear an Immigration Violator File record. The clear procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

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## **SECTION 8--SUPPLEMENTAL RECORDS**

The ICE is the only agency authorized to enter or cancel an Immigration Violator File supplemental record. The supplemental record procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

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## **SECTION 9--STOLEN/FRAUDULENT SUPPLEMENTAL RECORDS**

The ICE is the only agency authorized to enter or cancel an Immigration Violator File stolen/fraudulent supplemental record. The stolen/fraudulent supplemental record procedures are the same as those for Wanted Person File records which are detailed in the Wanted Person File chapter.

*NCIC 2000 OPERATING MANUAL  
KNOWN OR APPROPRIATELY SUSPECTED TERRORIST (KST) FILE*

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**LOCATE**

**CLEAR**

**SUPPLEMENTAL RECORDS**

## **SECTION 1 -- INTRODUCTION**

### **1.1 BACKGROUND**

Based upon Homeland Security Presidential Directive-6 signed in September 2003, the Terrorist Screening Center (TSC) was established to consolidate the Federal Government's approach to terrorism screening and to provide for the appropriate and lawful use of terrorist information in the overall screening process.

### **1.2 CRITERIA FOR ENTRY**

The TSC alone has the authority to enter and update a record for an individual who has been nominated as a known or appropriately suspected terrorist subject to the TSC. Documentation (electronic or hard copy) must be on file to support a known or appropriately suspected terrorist entry.

### **1.3 MESSAGE KEY (MKE) CODES**

<b>Message</b>	<b>MKE Translation</b>
Entry	EGMT POSSIBLE TERRORIST ORGANIZATION MEMBER - CAUTION
Modify	MGM
Cancel	XGM
	QGM
	QW
	QWA
	QWE
	QWF
Inquiry	QWS
	ZW
	QWB
	QWI
	QV
	ZV
Entry of Supplemental Record	EGMN
Cancellation of supplemental record	XGMN

### **1.4 RECORD RETENTION PERIOD**

KST File records have an unlimited retention period. A KST File record will remain on file indefinitely or until action is taken by the TSC to modify or cancel the record.

Other exceptions to the record retention periods will occur in the event a serious error is detected in the record on file.

## **1.5 VALIDATION**

KST records will be validated monthly using a file generated from the TSC's Terrorist Screening Database. The TSC will modify each record to include the name of validator in the VLN Field within 90 days from the date the validation file was created by the TSC. The FBI, Criminal Justice Information Services Division will provide the TSC with a yearly report of active NCIC KST records that were not validated during the previous validation cycle. The TSC must validate these records within 90 days of receiving the report. Records that are not validated will be removed from NCIC.

## **1.6 MESSAGE FIELD CODES AND EDITS**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
DOP	Date of	Must contain NONEXP. Purge
ECR	Criteria for Entry	The ECR Field must have one of the following designations: A, AB, AC, AD, AE, AF, AI, BC, BD, BE, BF, BI, CD, CE, CF, CI, DE, DF, DI, EF, EI, FI, G, H, or I.

The Gang File chapter (August 2009) contains other pertinent message field codes and edits.

## **1.7 CRITERIA FOR REJECTING DUPLICATE RECORDS**

1. If the following fields of a KST record are the same as those field codes of a KST record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; or DOB, NAM, and ORI.
2. Whenever the message RECORD ON FILE is sent by NCIC, the record on file will also be transmitted.

## **SECTION 2 -- ENTRY**

The TSC is the only agency authorized to enter and maintain records for an individual who is a known or appropriately suspected terrorist subject.

## **SECTION 3 -- MODIFICATION**

The TSC is the only agency authorized to modify a record for an individual who is a known or appropriately suspected terrorist subject.

## **SECTION 4 -- CANCELLATION**

The TSC is the only agency authorized to cancel a record for an individual who is or was a known or appropriately suspected terrorist subject.

## **SECTION 5 -- INQUIRY**

### **5.1 KST FILE INQUIRY**

When an agency transmits an NCIC wanted person inquiry, the data in the KST File will be searched in addition to all other NCIC person files (except the NICS Denied Transaction and Unidentified Person Files). KST records are also returned in response to a QGM transaction. As a part of a positive KST File response, the receiving agency is advised that the subject cannot be arrested or detained solely upon the basis of the information provided. The receiving agency is also advised to contact the TSC using the toll-free telephone number located in both the response and the caveat.

When a positive KST File response is received, the inquiring agency must not advise the individual that they may be on a terrorist watchlist. The unauthorized disclosure of terrorist watchlist information is prohibited. Information that an individual may be on a terrorist watchlist is the property of the TSC and is a federal record provided to the inquiring agency that may not be disclosed, disseminated, or used in any proceeding without the advance authorization of the TSC.

### **5.2 EXAMPLE OF AN INQUIRY**

1N01HEADER.QW.MD1012400.NAM/SMITH,JOHN.SEX/M.RAC/W.DOB/19510101

#### **Negative Response:**

1L01HEADER MD1012400  
NO NCIC WANT DOB/19510101 NAM/SMITH,JOHN SEX/M RAC/W

#### **Positive Response:**

**Note:** There are four different Handling Codes utilized by the TSC for KST File records. Based upon the Handling Code in the hit response, the receiving agency should adhere to the information and direction within the caveat. The following caveat examples do not include the correct telephone number for the TSC. The correct telephone number will be in the caveat and the hit response.

## **Handling Code 1 Records**

\*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\*

WARNING - APPROACH WITH CAUTION

THIS INDIVIDUAL IS ASSOCIATED WITH TERRORISM AND IS THE SUBJECT OF AN ARREST WARRANT, ALTHOUGH THE WARRANT MAY NOT BE RETRIEVEABLE VIA THE SEARCHED IDENTIFIERS. IF AN ARREST WARRANT FOR THE INDIVIDUAL IS RETURNED IN YOUR SEARCH OF NCIC, DETAIN THE INDIVIDUAL PURSUANT TO YOUR DEPARTMENT'S PROCEDURES FOR HANDLING AN OUTSTANDING WARRANT, AND IMMEDIATELY CONTACT THE TERRORIST SCREENING CENTER (TSC) AT (866) XXX-XXXX FOR ADDITIONAL DIRECTION.

IF AN ARREST WARRANT FOR THE INDIVIDUAL IS NOT RETURNED, USE CAUTION AND IMMEDIATELY CONTACT THE TSC AT (866) XXX-XXXX FOR ADDITIONAL DIRECTION.

WITHOUT OTHERWISE EXTENDING THE SCOPE OR DURATION OF THE ENCOUNTER. IF YOU ARE A BORDER PATROL OFFICER IMMEDIATELY CALL THE NTC.

UNAUTHORIZED DISCLOSURE OF TERRORIST WATCHLIST INFORMATION IS PROHIBITED. DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE ON A TERRORIST WATCHLIST. INFORMATION THAT THIS INDIVIDUAL MAY BE ON A TERRORIST WATCHLIST IS PROPERTY OF THE TSC AND IS A FEDERAL RECORD PROVIDED TO YOUR AGENCY THAT MAY NOT BE DISSEMINATED OR USED IN ANY PROCEEDING WITHOUT THE ADVANCE AUTHORIZATION OF THE TSC.

\*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\*

MKE/POSSIBLE TERRORIST ORGANIZATION MEMBER - CAUTION  
CONTACT THE TERRORIST SCREENING CENTER 1-866-XXX-XXXX  
CMC/70 - SUICIDAL  
ORI/DCTSC0100 NAM/SMITH, JOHN SEX/M RAC/U ETN/N POB/JO  
DOB/19510101 HGT/604 WGT/202 EYE/BRO HAI/BLK CTZ/US  
MNU/AR-123456 SOC/123456789  
GNG/INTRNTL XTMST\*IFBI SGP/HANDLING CODE 1\*IFBI  
ECR/H DOP/NONEXP OCA/00000123456789  
MIS/USPER; NC-123456  
DNA/N  
ORI IS FBI TERRORIST SCREENING CENTER 866 XXX-XXXX  
IMN/I321654987 IMT/M  
NIC/T123456789 DTE/20080523 0819 EDT DLU/20090108 1518 EDT

## **Handling Code 2 Records**

\*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\*

WARNING - APPROACH WITH CAUTION

THIS INDIVIDUAL IS OF INVESTIGATIVE INTEREST TO LAW ENFORCEMENT REGARDING ASSOCIATION WITH TERRORISM AND THERE MAY BE A DETAINER AVAILABLE FROM THE DEPARTMENT OF HOMELAND SECURITY FOR THIS INDIVIDUAL.

IMMEDIATELY CONTACT THE TERRORIST SCREENING CENTER (TSC) AT (866) XXX-XXXX OR, IF YOU ARE A BORDER PATROL OFFICER, IMMEDIATELY CALL THE NTC TO ASCERTAIN IF A DETAINER IS AVAILABLE FOR THE INDIVIDUAL AND TO OBTAIN ADDITIONAL DIRECTION. PLEASE QUESTION THIS INDIVIDUAL TO ASSIST THE TSC IN DETERMINING WHETHER THE INDIVIDUAL ENCOUNTERED IS THE SUBJECT OF A DETAINER WITHOUT OTHERWISE EXTENDING THE SCOPE OR DURATION OF THE ENCOUNTER.

UNAUTHORIZED DISCLOSURE OF TERRORIST WATCHLIST INFORMATION IS PROHIBITED. DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE ON A TERRORIST WATCHLIST. INFORMATION THAT THIS INDIVIDUAL MAY BE ON A TERRORIST WATCHLIST IS PROPERTY OF THE TSC AND IS A FEDERAL RECORD PROVIDED TO YOUR AGENCY THAT MAY NOT BE DISSEMINATED OR USED IN ANY PROCEEDING WITHOUT THE ADVANCE AUTHORIZATION OF THE TSC.

\*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\*

MKE/POSSIBLE TERRORIST ORGANIZATION MEMBER - CAUTION  
CONTACT THE TERRORIST SCREENING CENTER 1-866-XXX-XXXX  
CMC/70 - SUICIDAL  
ORI/DCTSC0100 NAM/SMITH, JOHN SEX/M RAC/U ETN/N POB/JO  
DOB/19510101 HGT/604 WGT/202 EYE/BRO HAI/BLK CTZ/US  
MNU/AR-123456 SOC/123456789  
GNG/INTRNTL XTMST\*IFBI SGP/HANDLING CODE 2\*IFBI  
ECR/H DOP/NONEXP OCA/00000123456789  
MIS/USPER; NC-123456  
DNA/N  
ORI IS FBI TERRORIST SCREENING CENTER 866 XXX-XXXX  
IMN/I321654987 IMT/M  
NIC/T123456789 DTE/20080523 0819 EDT DLU/20090108 1518 EDT

### **Handling Code 3 Records**

\*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\*

DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE ON A TERRORIST WATCHLIST. CONTACT THE TERRORIST SCREENING CENTER (TSC) AT (866) XXX-XXXX DURING THIS ENCOUNTER. IF THIS WOULD EXTEND THE SCOPE OR DURATION OF THE ENCOUNTER CONTACT THE TSC IMMEDIATELY THEREAFTER. IF YOU ARE A BORDER PATROL OFFICER IMMEDIATELY CALL THE NTC.

ATTEMPT TO OBTAIN SUFFICIENT IDENTIFYING INFORMATION DURING THE ENCOUNTER, WITHOUT OTHERWISE EXTENDING THE SCOPE OR DURATION OF THE ENCOUNTER, TO ASSIST THE TSC IN DETERMINING WHETHER OR NOT THE NAME OR IDENTIFIER(S) YOU QUERIED BELONGS TO AN INDIVIDUAL IDENTIFIED AS HAVING POSSIBLE TIES WITH TERRORISM.

DO NOT DETAIN OR ARREST THIS INDIVIDUAL UNLESS THERE IS EVIDENCE OF A VIOLATION OF FEDERAL, STATE OR LOCAL STATUTES.

UNAUTHORIZED DISCLOSURE IS PROHIBITED.

INFORMATION THAT THIS INDIVIDUAL MAY BE ON A TERRORIST WATCHLIST IS THE PROPERTY OF THE TSC AND IS A FEDERAL RECORD PROVIDED TO YOUR AGENCY ONLY

FOR INTELLIGENCE AND LEAD PURPOSES. THIS RECORD, AND ANY INFORMATION CONTAINED WITHIN IT, MAY NOT BE DISCLOSED OR USED IN ANY PROCEEDING WITHOUT THE ADVANCE AUTHORIZATION OF THE TSC.

WARNING - APPROACH WITH CAUTION

\*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\*

\*\*\*DO NOT ADVISE THIS INDIVIDUAL THAT THEY ARE ON A TERRORIST WATCHLIST\*\*\*

MKE/POSSIBLE TERRORIST ORGANIZATION MEMBER - CAUTION

CONTACT THE TERRORIST SCREENING CENTER 1-866-XXX-XXXX

CMC/70 - SUICIDAL

ORI/DCTSC0100 NAM/SMITH, JOHN SEX/M RAC/U ETN/N POB/JO

DOB/19510101 HGT/604 WGT/202 EYE/BRO HAI/BLK CTZ/US

MNU/AR-123456 SOC/123456789

GNG/INTRNTL XTMST\*IFBI SGP/HANDLING CODE 3\*IFBI

ECR/H DOP/NONEXP OCA/00000123456789

MIS/USPER; NC-123456

DNA/N

ORI IS FBI TERRORIST SCREENING CENTER 866 XXX-XXXX

IMN/I321654987 IMT/M

NIC/T123456789 DTE/20080523 0819 EDT DLU/20090108 1518 EDT

## **Handling Code 4 Records**

\*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\*

DO NOT ADVISE THIS INDIVIDUAL THAT THEY MAY BE CONSIDERED A PERSON WHO MAY BE OF NATIONAL SECURITY INTEREST.

CONTACT THE FEDERAL BUREAU OF INVESTIGATION (FBI) AT (866) 872-9001 DURING THIS ENCOUNTER. IF THIS WOULD EXTEND THE SCOPE OR DURATION OF THE ENCOUNTER, CONTACT THE FBI IMMEDIATELY THEREAFTER. IF YOU ARE A BORDER PATROL OFFICER IMMEDIATELY CALL THE NTC.

ATTEMPT TO OBTAIN SUFFICIENT IDENTIFYING INFORMATION DURING THE ENCOUNTER, WITHOUT OTHERWISE XTENDING THE SCOPE OR DURATION OF THE ENCOUNTER, TO ASSIST THE FBI IN DETERMINING WHETHER OR NOT THE NAME OR IDENTIFIER(S) YOU QUERIED BELONGS TO AN INDIVIDUAL IDENTIFIED AS A FORMER MILITARY DETAINEE.

DO NOT DETAIN OR ARREST THIS INDIVIDUAL UNLESS THERE IS EVIDENCE OF A VIOLATION OF FEDERAL, STATE, OR LOCAL STATUTE(S).

UNAUTHORIZED DISCLOSURE IS PROHIBITED.

INFORMATION THAT THIS INDIVIDUAL MAY BE A PERSON WHO MAY BE OF NATIONAL SECURITY INTEREST IS THE PROPERTY OF THE FBI AND IS A FEDERAL RECORD PROVIDED TO YOUR AGENCY ONLY FOR INTELLIGENCE AND LEAD PURPOSES. THIS RECORD,

AND ANY INFORMATION CONTAINED WITHIN IT, MAY NOT BE DISCLOSED OR USED IN ANY PROCEEDING WITHOUT THE ADVANCE AUTHORIZATION OF THE FBI.

WARNING - APPROACH WITH CAUTION

\*\*\*LAW ENFORCEMENT SENSITIVE INFORMATION\*\*\*

\*\*\*DO NOT ADVISE THIS INDIVIDUAL THAT THEY ARE ON A TERRORIST WATCHLIST\*\*\*  
MKE/POSSIBLE TERRORIST ORGANIZATION MEMBER - CAUTION  
CONTACT THE TERRORIST SCREENING CENTER 1-866-872-9001  
CMC/70 - SUICIDAL  
ORI/DCTSC0100 NAM/SMITH, JOHN SEX/M RAC/B ETN/N POB/JO  
DOB/19510101 HGT/604 WGT/202 EYE/BRO HAI/BLK CTZ/US  
MNU/AR-123456 SOC/123456789  
GNG/INTRNTL XTMST\*IFBI SGP/HANDLING CODE 4\*IFBI  
ECR/H DOP/NONEXP OCA/0000123456789  
MIS/USPER; NC-123456  
DNA/N  
ORI IS FBI TERRORIST SCREENING CENTER 866 872-9001  
IMN/I321654987 IMT/M  
NIC/T123456789 DTE/20120214 0819 EDT DLU/20120214 1518 EDT

### **5.3 REQUIREMENTS FOR INQUIRY**

1. Inquiries of KST File records may be made through the QGM message key, as well as the procedures used to search the Wanted Person File. Complete details can be found in the Gang and Wanted Person File chapters.
2. In a positive wanted person inquiry response, Wanted Person and Foreign Fugitive File records will appear first, followed by Missing Person, Gang, KST, Violent Person, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, License Plate, Vehicle, Boat, Vehicle/Boat Part, and Article Files, and National Sex Offender Registry records.
3. As part of a positive KST File record, the receiving agency is advised that the person in question cannot be arrested or detained solely upon the basis of the information provided. A caveat at the beginning of the record response emphasizes to record recipients that they should contact the TSC.

When a positive KST File response is received, the inquiring agency must not advise the individual that they may be on a terrorist watchlist. The unauthorized disclosure of terrorist watchlist information is prohibited. Information that an individual may be on a terrorist watchlist is the property of the TSC and is a federal record provided to the inquiring agency that may not be disclosed, disseminated, or used in any proceeding without the advance authorization of the TSC.

### **5.4 ADDITIONAL GUIDELINES FOR INQUIRY**

1. When only one numeric identifier is used in an inquiry, the response(s) will include the record(s) on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response will include the record(s) on file with that Social Security number, even though there may be other records on file for the same individual that do not contain that particular number.

2. Following a positive response to an inquiry with limited personal descriptors, an agency should make a second inquiry using all identifiers contained in the response record(s). The second inquiry should ensure the receipt of all records that could possibly pertain to the person in question.

3. If a hit response contains expired license plate information, the following caveat will be included:

WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

4. A KST response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, operator's license data, license plate data, vehicle identification data, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the fields will be sorted as follows: operator's license data by OLS, license plate data by LIS, vehicle data by VIN, and image data by IMN. Complete details can be found in the Gang File chapter of this manual.

## **5.5 INQUIRY USING VEHICULAR DATA**

A QV, ZV, QW, QWA, QWE, QWF, QWS, QGM, or ZW inquiry by license plate number or vehicle identification number will retrieve all person files as well as the KST File in which the vehicle and/or license has been entered. Additionally, such an inquiry will retrieve data from the Boat, Vehicle, Vehicle/Boat Part, and License Plate Files. It is not necessary to include a name in this type of inquiry.

## **5.6 PROCEDURES FOR HANDLING A HIT**

No arrest or detention should be made based solely on a KST File record.

As part of a positive response from the KST File, the receiving agency is advised that the person in question cannot be arrested or detained solely upon the basis of the information provided. A caveat at the beginning of the record response emphasizes to record recipients that they should contact the TSC.

## **SECTION 6 -- LOCATE**

There are no locate procedures for the KST File.

## **SECTION 7 -- CLEAR**

There are no clear procedures for the KST File.

## **SECTION 8 -- SUPPLEMENTAL RECORDS**

The TSC is the only agency authorized to enter or cancel a supplemental record for an individual

who has been nominated as a known or appropriately suspected terrorist subject. The supplemental record procedures are the same as those for Gang File records which are detailed in the Gang File chapter.

*NCIC 2000 Operating Manual*  
**LICENSE PLATE FILE**

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*NCIC 2000  
LICENSE PLATE FILE*

**SECTION 1--INTRODUCTION**

**1.1 DEFINITION**

NCIC 2000 defines a **regular** license plate as a standard 6" x 12" plate issued for use on a passenger automobile and containing no embossed wording, abbreviations, and/or symbols to indicate that the license plate is a special issue.

All plates other than regular passenger automobile plates are classified as **special** plates. Examples of special plates are the following: aircraft, antique, bus, commercial, dune buggy, farm vehicle, motorcycle, trailer, truck, and U.S. Government vehicles. The Vehicular Data Codes, *NCIC 2000 Code Manual*, contains a complete list of all regular and special plate types.

## **1.2 CRITERIA FOR ENTRY**

1. A uniquely-numbered stolen license plate can be entered only if a theft report has been made.
2. In a two-plate state where only one plate is reported stolen, the entering agency can make an entry only after getting the complainant's assurance that the remaining plate will not be used on a vehicle.
3. Agencies must have a theft report (electronic or hard copy) on file to support a license plate entry. Only the agency holding the theft report and having primary jurisdiction over the place of actual theft may make an NCIC entry. The only exception is that any criminal justice agency or regional dispatch center may act as holder of the record for another agency that has no telecommunications equipment. When such an entry is made, the agency holding the record may place its own ORI in the ORI Field only when there is a written agreement between the two agencies which delineates the legal responsibility for the record. Additional information concerning these responsibilities can be found in the Introduction of this manual

## **1.3 MESSAGE KEY (MKE) CODES**

<b>Message</b>	<b>MKE</b>	<b>Translation</b>
Entry	EL	STOLEN LICENSE PLATE
Modify	ML	
Cancel	XL	
	QV	
Inquiry	ZV	
	QVB	
Locate	LL	LOCATED LICENSE PLATE
Clear	CL	

1. If it is desired that a stolen license plate be held for latent fingerprint examination, -P should be entered as part of the MKE, for example, EL-P which translates as STOLEN LICENSE PLATE - HOLD FOR LATENTS.

2. If the occupant(s) of the vehicle on which the license plate is believed to be displayed is known to be armed, -A should be entered as part of the message key code, for example, EL-A which translates as STOLEN LICENSE PLATE - OCCUPANT(S) ARMED.

3. If a combination of the above two conditions exists, -F should be entered as part of the message key code, for example, EL-F which translates as STOLEN LICENSE PLATE - OCCUPANT(S) ARMED/HOLD FOR LATENTS.

#### **1.4 RECORD RETENTION PERIOD**

1. License plates records will remain on file for the balance of the year of entry plus an additional 4 years.
2. Serious errors will affect the retention period of a record. A serious error in this file occurs when a record contains inaccurate license data. A state Department of Motor Vehicles (DMV) where the plates are issued may compare license data with records contained in their files. If inaccuracies are detected, the state of registry notifies the entering agency so the inaccurate data can be corrected. If the error is not corrected, the state of registry should notify NCIC 2000. Upon notification from the state of registry, NCIC 2000 will cancel the record and transmit a \$.E. administrative message to the entering agency. The message provides the entire canceled record and a detailed explanation for the cancellation.

#### **1.5 AUTOMATIC RETIREMENT**

A record is retired 10 days after it is located, and the entering agency is notified with a \$.P. administrative message.

#### **1.6 VALIDATION**

For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

The Name of Validator (VLN) Field will be returned only when the requester of the record is the entering agency. For all other inquiries, the VLN Field will be suppressed.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

#### **1.7 MESSAGE FIELD CODES AND EDITS**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
CDE	Canadian Date of Entry	Must be a valid Gregorian date (YYYYMMDD). Canadian Vehicle Index records only.
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOC	Date of	Must be a valid Gregorian date (YYYYMMDD)

	Cancellation	equal to current date or current date minus one.
DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD). The date of theft cannot be greater than the current date.
LIC	License Plate Number	Must not contain hyphens, spaces, or symbols. UNK, UNKN, or UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI CJIS Division staff. If the license plate number exceeds eight characters (NCIC format) or ten characters (NCIC 2000 format), only the first eight characters (NCIC format) or ten characters (NCIC 2000 format) should be entered in the LIC Field. The full plate number must be shown in the MIS Field.
LIS	License Plate State	Must be a valid NCIC 2000-assigned code as (Issuer) listed in State and Country Data Codes, <i>NCIC 2000 Code Manual</i> .
LIT	License Plate Type	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
LIY	License Plate Year of Expiration	Must be a valid four-character year (YYYY) or the alphabetics NX to represent a nonexpiring registration.
MIS	Miscellaneous	If the message is in NCIC format and the ORI wants to be notified each time there is a hit on the record, the MIS Field must contain NOAH (Notify ORI of All Hits).
MKE	Message Key	Must be a valid message key.
NIC	NCIC Number .	A self-checking number consisting of an alphabetic character (P in the License Plate File and R in the Canadian Vehicle Index) followed by nine numeric characters automatically assigned by NCIC 2000 to each accepted record. Must have valid check digits when used to identify a record in a subsequent transaction
OCA	Originating Agency Case Number .	Must not contain a single zero only, a run of zeros, a single alphabetic character only, the word NONE, or the first seven characters of the ORI Field. The only valid special character is the hyphen
ORI	Originating Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
RCA	Recovering Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only.

The first seven characters of the RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen.

RRI	Recovering Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
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#### **NCIC 2000-formatted Messages May Also Contain the Following Fields:**

LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic character only, the word NONE, or the first seven characters of the LKI Field. The only valid special character is the hyphen.
LKI	Linkage Agency Identifier	Must be a valid NCIC-assigned ORI.
NOA	Notify Originating Agency	Must be Y or N. NCIC 2000 will default to N if field is left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating the stolen license plate. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
NPF	Number of Missing Persons Found	First three characters must be numeric. Fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in NCIC 2000. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
RPP	Reason for Property Record Removal	Must be a valid NCIC 2000-assigned code as listed in the Introduction chapter of this manual.
RSH	Related Search Hit	Must be Y or N.
VLN	Name of Validator	Any valid characters representing validator.
VNP	Value of Recovered Property	Must be 0 or blank.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating the stolen license plate identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating the stolen license plate identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
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## 1.8 CRITERIA FOR REJECTING DUPLICATE RECORDS

If the LIC, LIS, LIY, LIT, and ORI Fields of a stolen license plate message are the same as those field codes of a license plate or vehicle record already on file in NCIC 2000, the second message will be rejected with the message REJECT ON FILE.

Whenever the message REJECT ON FILE is sent, the record on file will also be transmitted. A duplicate record will be accepted if the ORI in the second message is different or if the license plate data match license plate data in one of the person files (Wanted Person, Missing Person, Convicted Person on Supervised Release, etc.). In those cases, the duplicate records will be furnished as a response with the acknowledgment.

## 1.9 INVESTIGATIVE INTEREST

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC 2000.

# SECTION 2--ENTRY

## 2.1 EXAMPLE OF STOLEN LICENSE PLATE ENTRY

1N01HEADER.EL.MD1012600.ABC123.MD.1999.PC.19991030.123ABC...PLATE STOLEN FROM A CAR IN DRIVEWAY.Y

### Acknowledgment:

1L01HEADER  
MD1012600  
NIC/P000002154 LIC/ABC123  
OCA/123ABC

## 2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC,

				SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	MANDATORY	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	MANDATORY	LIS	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
LICENSE PLATE YEAR OF EXPIRATION	MANDATORY	LIY	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	MANDATORY	LIT	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL	LKI*	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	OPTIONAL	LKA*	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-13 1-200*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA*	1-1	ALPHABETIC

\*NCIC 2000 format only

## **2.3 MANDATORY FIELDS FOR ENTRY**

The following fields are mandatory for acceptance of an entry into NCIC 2000: HDR, MKE, ORI, LIC, LIS, LIY, LIT, DOT, and OCA.

## **2.4 ADDITIONAL GUIDELINES FOR ENTRY**

1. When the **license plate number exceeds eight characters (NCIC) or ten characters (NCIC 2000)**, only the first eight (NCIC) or ten (NCIC 2000) digits in the LIC Field should be entered. The full plate number should be entered in the MIS Field.
2. When the **license plate sticker, windshield sticker, or embossed numbers on the plate are missing**, the highest year in which the license plate is valid as indicated on the registration document should be entered in the LIY Field.
3. When only **one plate is stolen or missing**, some type of notation should be entered in the MIS Field to explain this fact; for example, 1 PLATE STOLEN.
4. When the **entering agency wants to be notified** each time its record is hit upon regardless of whether the location of the property is known:
  1. NOAH should be entered in the MIS Field for NCIC format. Or
  2. The NOA field should be set to Y for NCIC 2000 format.
5. For training and administrative purposes, agencies may enter test records into NCIC 2000 using the header TL01 (NCIC) or TN01 (NCIC 2000). The test records will not generate any notifications nor will batch processing be performed in the test system.

## **2.5 MESSAGE FIELD EDITS FOR ENTRY**

### **1. LICENSE PLATE NUMBER (LIC)**

1. Only alphabetic and/or numeric characters may be entered in the LIC Field; therefore, the information must be entered omitting any hyphens, spaces, or symbols. For instances when a hyphen or symbol is a substantive part of the license number, information concerning the location and design of each should be included in the MIS Field. Further information relevant to the construction of the number can be obtained by contacting the Control Terminal Agency in the state of registry.
2. If the license plate number exceeds ten characters (NCIC 2000 format) or eight characters (NCIC format), only the first ten (NCIC 2000 format) or eight (NCIC format) should be entered. The entire number must be shown in the MIS Field. Partial license plates must not be entered.
3. Where **one character appears over another**, the top character should be entered first, immediately followed by the bottom character, that is, A as AB.

## 2. LICENSE PLATE STATE (LIS)

The appropriate code for the state, territorial possession, province, or country that issued the license plate must be used in the LIS Field of the stolen license plate entry. The codes listed in State and Country Codes, NCIC 2000 Code Manual, are the only codes approved for use in the LIS Field.

Regarding **military vehicles and other U.S. Government vehicles** with plates displaying the inscription U.S. GOVERNMENT, the code US should be entered.

## 3. LICENSE PLATE YEAR OF EXPIRATION (LIY)

The highest year in which the license plate is valid, as indicated on the license plate via sticker or embossed numbers or as indicated on a windshield sticker, should be entered in the LIY Field. Grace periods or extensions are not to be considered when determining the LIY. Nonexpiring license plates should be entered by using LIY/NX.

In the absence of a license plate sticker, windshield sticker, or embossed numbers on the plate, the last two digits of the highest year in which the license plate is valid as indicated on the registration document should be entered. NX should be entered to indicate a nonexpiring license plate when all of the following conditions exist:

1. No year sticker is on the plate or windshield.
2. No year is embossed on the plate.
3. The plate number is never reissued.
4. The registration supporting the plate indicates no expiration; for example, U.S. Government, U.S. Military, and some state, county, and municipal vehicle plates are nonexpiring.

## 4. LICENSE PLATE TYPE (LIT)

For NCIC 2000 purposes, motor vehicle license plate types are coded as regular passenger car plates or special plates. Only codes as listed in Vehicular Data Codes, *NCIC 2000 Code Manual*, are acceptable for entry in the LIT Field.

## 5. MISCELLANEOUS (MIS) DATA

1. License plate numbers exceeding eight characters (NCIC) or ten characters (NCIC 2000) must be shown completely in the MIS Field. The first eight characters (NCIC) or ten characters (NCIC 2000) of the plate number must be entered in the LIC Field.
2. In those states where the deletion of a hyphen or symbol in a license plate number may cause an invalid match of license plate numbers, the plate number properly hyphenated must be shown in the MIS Field. An example is plate number 1-1568 which would be matched with plate number 11-568. License plate numbers containing a symbol may be entered as follows:

When a symbol is used as a separator, the number should be entered in the MIS Field with a hyphen indicating the position of the symbol. Or

When a symbol is used as a decoration, the number should be entered only in the LIC Field disregarding the symbol.

3. In a case in which the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the property is known, the entering agency should place the code NOAH (notify ORI of all hits) in the MIS Field.

## 6. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

## 2.6 LICENSE PLATE ENTRY AND THE \$.8. PROGRAM

An agency entering a record for a license plate registered in another state must advise the NCIC 2000 control terminal in the state of registry about such an entry if the state of registry is not a \$.8. Program participant. Additional information on the \$.8. Program can be found in the Introduction chapter of this manual.

## 2.7 NCIC 2000 MESSAGE FIELD EDITS FOR ENTRY

### 1. LINKAGE DATA (LKA AND LKI)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The NCIC System will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry. In the entry message the LKI and LKA Fields immediately follow the OCA Field entry. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.

### 2. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the license plate is known, Y should be entered into the NOA Field. Previously, this was indicated by placing NOAH in the MIS Field. Currently, if NOA is left blank, the field will default to N.

The NOA Field will be returned in record responses when the inquiring agency ORI matches the entering agency ORI and in unsolicited notifications (\$. messages) to the ORI of record.

## SECTION 3--MODIFICATION

### 3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add information or delete or change erroneous data in an active license plate record. A license plate record cannot be modified if the record is in a located status (MKE/LOCATED LICENSE PLATE).

### 3.2 EXAMPLE OF A MODIFICATION MESSAGE

1N01HEADER.ML.MD1012600.NIC/P000002154.OCA/CC1658.LIC/ABC132

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
MODIFY NIC/P000002154

The above modification example contains: header (1N01HEADER), message key (ML), Originating Agency Identifier (MD1012600), two record identifiers (NIC/P000002154 and OCA/CC1658), the field being modified, and the modification (LIC/ABC132).

### 3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF	OPTIONAL	VLN*	3-30	ALPHABETIC,

VALIDATOR				NUMERIC SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

\* NCIC 2000 format only

### **3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED**

The modify transaction must contain two record identifiers. The first identifier is the NIC or LIC. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

### **3.5 VALIDATION GUIDELINES FOR NCIC MODIFICATION**

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a license plate record to indicate that the record has been validated. When data are entered into the VLN Field, NCIC stores the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

1N01HEADER.ML.MD1012600.NIC/P000002154.OCA/2501.VLN/JONES, DAVID E

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
VALIDATE NIC/P000002154

### **3.6 AUTOMATIC NOTIFICATION OF MODIFICATION**

A \$.8. Out-of-State Notification will be sent automatically as necessary. Additional information on the \$.8. administrative messages can be found in the Introduction chapter of this manual.

## **SECTION 4--CANCELLATION**

### **4.1 WHEN TO USE A CANCELLATION MESSAGE**

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid (e.g., a record is determined to the result of a fictitious or false theft report), or the information contained in the record is invalid or inaccurate.

## 4.2 EXAMPLE OF A CANCELLATION MESSAGE

1N01HEADER.XL.MD1012600.NIC/P000002154.OCA/1658.19991030.NOT STOLEN

### Acknowledgment:

1L01HEADER  
MD1012600  
CANCEL NIC/P000002154

The above cancellation example contains: header (1N01HEADER), message key (XL), Originating Agency Identifier (MD1012600), two record identifiers (NIC/P000002154 and OCA/1658), date of cancellation (19991030), and reason for property record removal (NOT STOLEN).

## 4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	10-21	ALPHABETIC, NUMERIC

\*NCIC 2000 format only

#### **4.4 IDENTIFICATION OF A RECORD TO BE CANCELED**

The cancel transaction must contain two record identifiers. The first identifier is the NIC or LIC. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. Date of Cancellation (DOC) must be the current date or the current date minus one.

#### **4.5 ADDITIONAL GUIDELINE FOR NCIC 2000 CANCELLATION**

When a record is canceled, the user is expected to enter the Reason for Property Record Removal (RPP). The RPP Field is entered directly after the DOC Field. For a cancel, the RPP value will be either CASE DROPPED or NOT STOLEN.

#### **4.6 AUTOMATIC NOTIFICATION OF CANCELLATION**

A \$.8.Out-of-State Notification will be sent automatically as necessary.

---

### **SECTION 5--INQUIRY**

#### **5.1 EXAMPLE OF AN INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES**

1N01HEADER.QV.WA1230000.LIC/ABC132.LIS/MD.

##### **Negative Response:**

1L01HEADER  
WA1230000  
NO RECORD LIC/ABC132 LIS/MD

##### **Positive Response:**

1L01HEADER  
WA1230000  
MKE/STOLEN LICENSE PLATE  
ORI/MD1012600 LIC/ABC132 LIS/MD LIY/1999 LIT/PC DOT/19981030  
OCA/CS1234  
MIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY  
NIC/P000002154 DTE/19981101 0000 EST DLU/19981215 0000 EST  
ORI IS ANY CITY PD MD 301 555-1234  
IMMED CONFIRM RECORD WITH ORI

#### **5.2 REQUIREMENTS FOR INQUIRY**

Inquiries can be made using the NIC only or LIC only. Each identifier must be preceded by its MFC. The LIS is not required for an inquiry but should be included as it will limit the scope of

the search to records on file containing matching LIS information and prevent unnecessary \$H administrative messages from being generated.

### **5.3 ADDITIONAL GUIDELINES FOR INQUIRY**

1. To determine if a license plate is stolen, an inquiry of the Vehicle File must be made. An inquiry (QV or ZV) will perform a primary search for the LIC data in the person files and the Vehicle, Boat, and Vehicle/Boat Part Files. Additional information concerning inquiry can be found in the Vehicle File chapter.
2. If an inquiry is made without the LIS, the response will include any record that contains the same license plate number. To avoid multiple record matches and limit the scope of the search, the LIS should be included in the inquiry.
3. A QV or ZV inquiry that contains a LIC can retrieve a Boat File record with a matching LIC in the boat supplemental trailer records.
4. An inquiry (QV or ZV) containing only license plate data can cause a second search if the primary response contains records with a VIN, FBI, or SOC. When this happens, a second computer search is automatically generated on these fields. The automatic second search can produce hits from the person files, or Boat, Vehicle, or Vehicle/Boat Part Files. If the initial inquiry on license plate data produces:
  1. A person record with identical license data, a second search is performed on VIN, FBI, or SOC contained in the base record. If there is no VIN in the base record, then the search is performed on the oldest VIN in the supplemental record.
  2. A Vehicle or Boat File record with add-on entries, a second search will be performed on VIN contained in the vehicle or add-on record that has matching license data.
5. If a hit response contains expired license plate information, the following caveat will be included:

WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

### **5.4 ADDITIONAL GUIDELINE FOR NCIC 2000 INQUIRY**

#### **RELATED SEARCH HIT (RSH)**

1. Inquiries may also contain a Related Search Hit (RSH) Field. If the RSH is Y, secondary hit responses will be returned for all linked records. The NCIC System links records when: 1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other and 2) the LKI/LKA are the same as ORI/OCA contained in the primary hit response.

2. If the hit response contains more than ten secondary hit responses, the following will be included in the hit response to indicate a file is being created with the additional hits:

#### **ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW**

3. A \$.B. administrative message will then be sent to the ORI to identify the file name to be requested to retrieve the additional hit responses. The File Transfer (FT) transaction in the Other Transactions chapter contains additional information on retrieving the file.

#### **5.5 BATCH INQUIRY (QVB)**

The NCIC 2000 batch inquiry allows users to create a file of individual QV/ZV inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific inquiry from which they were generated. Prior to each response SEQUENCE NUMBER: <SEQ> will be returned to identify those responses that follow as coming from the inquiry with that sequence number. Additional information concerning batch inquiry can be found in the Vehicle File chapter.

#### **5.6 PROCEDURES FOR HANDLING A HIT**

1. An NCIC 2000 hit may not be probable cause to arrest. A hit confirmed with the ORI may be adequate grounds to recover a license plate.
2. When an agency receives a record in response to an NCIC 2000 inquiry and the whereabouts of the stolen license plate inquired upon is known and the license plate inquired upon appears to be identical with one or more of the records, the agency that can seize the stolen license plate must contact the ORI of each record possibly identical with the license plate in question to confirm the hit prior to seizing the license plate.
3. "To confirm the hit" means to verify that the theft report is still outstanding; to verify that the license plate inquired upon is identical to the license plate described in the record; and to obtain information concerning the return of the license plate to the rightful owner.
4. When an agency receives a record in response to an NCIC 2000 inquiry and the whereabouts of the stolen license plate inquired upon is not known, the hit should not be confirmed. However, if the code NOAH is in the MIS Field of a record, the ORI of the record must be contacted and details concerning the inquiry furnished.
5. This system is based upon two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.
6. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all its hits, this agency should place "Y"

in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigation interest supplemental records.

## **5.7 CANADIAN VEHICLE INDEX INFORMATION**

1. NCIC 2000 maintains an interface with the Canadian Police Information Centre (CPIC) that allows searchable identifiers in CPIC records to be transmitted to NCIC for storage and access, creating the Canadian Vehicle Index (CVI). The CVI contains stolen boat, part, vehicle, and license plate records including U.S. registered vehicles and boats stolen in Canada. Based on the CVI response, the inquiring agency should perform an Nlets transaction to obtain current record information in CPIC, then perform any required hit confirmation. Canadian agency names, addresses, and telephone numbers may be obtained through a QO inquiry.
2. All inquiries that search the Vehicle File may generate responses from the CVI. When a U.S. user queries NCIC and the query hits on a CPIC record, the user will receive the following messages as a hit response.

### **Positive Response:**

YOUR TRANSACTION IS A POSSIBLE MATCH WITH AN INDEX RECORD FOR A FELONY  
VEHICLE IN  
CANADA WITH THE FOLLOWING IDENTIFIERS: ORI/BC1234567 VIN/CAN1234567890  
LIC/ABC123 LIS/AB.  
ADDITIONAL INFORMATION MAY BE OBTAINED VIA NLETS USING A VQ OR XQ  
TRANSACTION.  
INTERNATIONAL USERS CONTACT INTERPOL OTTAWA.

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## **SECTION 6--LOCATE**

### **6.1 WHEN TO USE A LOCATE MESSAGE**

Any agency that recovers a license plate which is indexed in NCIC 2000, except the agency that entered the record, must place a locate message on the stolen license plate record(s). When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen license plate must contact the ORI of each record that is possibly identical with the license plate in question to confirm the hit.

Following confirmation with the originating agency, a locate message must be transmitted for each record that was hit and confirmed with the ORI of the record. If the agency that locates a stolen license plate is the entering agency, no locate transaction is necessary.

### **6.2 EXAMPLE OF A LOCATE MESSAGE**

1N01HEADER.LL.WA1230000.NIC/P00002154.OCA/1234678.19991030.35102.  
HIT NCIC 19991030.4.003J10020N..400.1000

**Acknowledgment:**

```
1L01HEADER  
WA1230000  
LOCATE NIC/P000002154
```

The above locate example contains: header (1N01HEADER), message key (LL), recovering agency identifier (WA1230000), two record identifiers (NIC/P000002154 and OCA/ 1234678), date of recovery (19991030), recovering agency case number (35102), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991030), number of persons apprehended (4), number of missing persons found (003J10020N), value of other recovered property (400), and value of recovered contraband (1000).

When a locate message is transmitted for a stolen license plate record, the message key translation changes from STOLEN LICENSE PLATE to LOCATED LICENSE PLATE.

**6.3 MESSAGE FIELD CODES FOR LOCATE**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 1-20*	ALPHABETIC, NUMERIC

REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA*	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF*	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP*	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR*	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC*	1-8	NUMERIC

\*NCIC 2000 format only

#### **6.4 IDENTIFICATION OF A RECORD TO RECEIVE LOCATE**

The location transaction must contain two record identifiers. The first identifier is the NIC or LIC. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. The OCA used as an identifier will be that of the agency that entered the record, as shown in the record received from NCIC 2000 in reply to the apprehending/locating agency's inquiry.

#### **6.5 LOCATE PROCEDURES**

1. The date of recovery cannot be prior to the date of theft.
2. Ten days after a record is located, it is retired, and the entering agency is notified with a \$.P. administrative message.
3. There are no locate procedures for CVI records.

#### **6.6 ADDITIONAL GUIDELINE FOR NCIC 2000 LOCATE**

Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

#### **6.7 AUTOMATIC NOTIFICATION OF LOCATE**

When an agency places a locate against another agency's record, NCIC 2000 will automatically notify the entering agency through a \$.L. administrative message. A \$.8. Out-of-State Notification will be sent automatically as necessary.

---

## **SECTION 7--CLEAR**

### **7.1 WHEN TO USE A CLEAR MESSAGE**

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

1. When the agency recovering the license plate is the agency that entered the record.
2. When the agency that entered the record is officially advised by another agency that the license plate has been recovered.

### **7.2 EXAMPLE OF A CLEAR MESSAGE**

Example of a clear transaction for a License Plate File record when the plate was recovered by an agency other than the entering agency.

1N01HEADER.CL.MD1012600.NIC/P000002154.OCA/456TYHT.19991030.  
WA1230000.35102.HIT NCIC 19991030.4.003J10020N...1000

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
CLEAR NIC/P000002154

The above clear example contains: header (1N01HEADER), message key (CL), Originating Agency Identifier (MD1012600), two record identifiers (NIC/P000002154 and OCA/456TYHT), date of recovery (19991030), recovering agency ORI (WA1230000), recovering agency case number (35102), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991030), number of persons apprehended (4), number of missing persons found (003J10020N), and value of recovered contraband (1000).

### **7.3 MESSAGE FIELD CODES FOR CLEAR**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC,

				SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY IDENTIFIER	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 1-20*	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA*	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF*	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP*	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR*	1-8	NUMERIC
VALUE OF RECOVERED	OPTIONAL	VRC*	1-8	NUMERIC

CONTRABAND					
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\*NCIC 2000 format only

#### **7.4 IDENTIFICATION OF A RECORD TO BE CLEARED**

The clear transaction must contain two record identifiers. The first identifier is the NIC or LIC. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. The OCA used as an identifier will be that of the agency that entered the record as shown in the stolen license plate record received from NCIC 2000 in response to the apprehending/locating agency's inquiry.

#### **7.5 CLEAR PROCEDURES**

There are two circumstances that require unique record formats to clear a license plate record.

1. If the agency that entered the record recovers the license plate, only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Additionally, benefits and effectiveness data should be included.
2. If the stolen license plate record is located by an agency other than the entering agency and:
  1. The record being cleared is in a located status (MKE/LOCATED LICENSE PLATE), only the date of clear would be entered following the two record identifiers.
  2. The record being cleared is in an active status (MKE/STOLEN LICENSE PLATE), the date of clear followed by the recovering agency's identifier and the recovering agency's case number, in that order, without field codes, would be entered after the two record identifiers. Additionally, benefits and effectiveness data should be included.

#### **7.6 ADDITIONAL GUIDELINE FOR NCIC 2000 CLEAR**

Following the date of clear, recovering agency, and recovering agency case number, users are expected to enter benefits and effectiveness data. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

#### **7.7 AUTOMATIC NOTIFICATION OF CLEAR**

A \$.8. Out-of-State Notification will be sent automatically as necessary.

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**MISSING PERSON FILE**

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*NCIC 2000  
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## **SECTION 1--INTRODUCTION**

### **1.1 CRITERIA FOR ENTRY**

1. Agencies must have a missing person report (electronic or hard copy) on file to support a missing person entry. A missing person record may be entered using one of the following categories:

1. **Disability** (MKE\*/EMD): a person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting him/ herself or others to personal and immediate danger.
2. **Endangered** (MKE/EME): a person of any age who is missing under circumstances indicating that his/her physical safety may be in danger.
3. **Involuntary** (MKE/EMI): a person of any age who is missing under circumstances indicating that the disappearance may not have been voluntary, i.e., abduction or kidnaping.
4. **Juvenile** (MKE/EMJ): a person who is missing and not declared emancipated as defined by the laws of his/her state of residence and does not meet any of the entry criteria set forth in 1, 2, 3, or 5.
5. **Catastrophe Victim** (MKE/EMV): a person of any age who is missing after a catastrophe.
6. **Other** (MKE/EMO): a person not meeting the criteria for entry in any other category who is missing and 1) for whom there is a reasonable concern for his/her safety **or** 2) a person who is under age 21 **and** declared emancipated by the laws of his/her state of residence (NCIC 2000 format only).<sup>1</sup>

\*MKE is the message key code.

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<sup>1</sup>In accordance with Title 42, United States code (U.S.C.), Section 5779(a), agencies are required to enter records into the NCIC Missing Person File for missing individuals **under the age of 21**.

## **1.2 ENTRY OF A MISSING EMANCIPATED PERSON (ADULT) RECORD**

Agencies must have a missing person report (electronic or hard copy) on file to support a missing person entry. A record for a missing person who is the age of 21 and over may be entered in the Missing Person File provided the entering agency has signed documentation in its possession supporting the stated conditions under which the person is declared missing. This documentation (electronic or hard copy) will aid in the protection of the individual's right to privacy.

The INTERPOL (USNCB) may enter records for persons missing from Hague and non-Hague Convention countries into the NCIC Missing Person File.

In the absence of documentation from a parent, legal guardian, next of kin, physician, or other authoritative source, including friend or neighbor in unusual circumstances, or when such documentation is not reasonably attainable, a signed report by the investigating officer will suffice.

Note: For agencies using ERMS, some forms of signatures that are acceptable are:

- 1) Digitized signatures (similar to method used by the United States Postal Service).
- 2) Manual signatures scanned into the ERMS.
- 3) The case officer's typed name into the report in the ERMS.

### **1.3 ENTRY OF A MISSING UNEMANCIPATED PERSON (CHILD) RECORD**

A record for a missing person who is under the age of 21 should be entered into NCIC using one of the appropriate categories (Disability, Endangered, Involuntary, Juvenile, or Catastrophe Victim) within 2 hours of receipt of the minimum data required to enter an NCIC record. A missing person report filed with an agency is sufficient documentation for entering a juvenile in the NCIC Missing Person File.

The INTERPOL USNCB may enter records for children abducted from Hague and non-Hague Convention countries into the NCIC Missing Person File.

### **1.4 ENTRY OF A CATASTROPHE VICTIM RECORD**

Catastrophe victim (MKE/EMV) records may be entered by any agency involved in identifying victims of a disaster, e.g., an airplane crash. No written documentation is required for entry into this category.

The INTERPOL USNCB may enter records for children abducted and persons missing from Hague and non-Hague Convention countries into the NCIC Missing Person File.

### **1.5 MESSAGE KEY (MKE) CODES**

<b>Message</b>	<b>MKE</b>	<b>Translation</b>
Entry	EMD	MISSING PERSON - DISABILITY
	EME	MISSING PERSON - ENDANGERED
	EMI	MISSING PERSON - INVOLUNTARY
	*EMJ	MISSING PERSON - JUVENILE MISSING PERSON - EMANCIPATED JUVENILE
	EMV	MISSING PERSON - CATASTROPHE VICTIM
	EMO (NCIC 2000 only)	MISSING PERSON - OTHER
NCIC will translate the Missing Person File Message Key (MKE) to reflect foreign abducted children and foreign missing person records when the entering ORI# is DCINTER00.		
	EMD	FOREIGN MISSING PERSON -

		DISABILITY
	EMDC	FOREIGN MISSING PERSON - DISABILITY - CAUTION
	EME	FOREIGN MISSING PERSON - ENDANGERED
	EMEC	FOREIGN MISSING PERSON - ENDANGERED- CAUTION
	EMI	FOREIGN MISSING PERSON - INVOLUNTARY
	EMIC	FOREIGN MISSING PERSON - INVOLUNTARY - CAUTION
	EMV	FOREIGN MISSING PERSON - CATASTROPHE
	EMVC	FOREIGN MISSING PERSON - CATASTROPHE- CAUTION
	EMO	FOREIGN MISSING PERSON - OTHER
	EMOC	FOREIGN MISSING PERSON - OTHER - CAUTION
	EMJ	FOREIGN MISSING PERSON - JUVENILE
	EMJC	FOREIGN MISSING PERSON - JUVENILE - CAUTION
Modify	MM	
Locate	LM	
Cancel	XM	

\*When the subject of a juvenile category record is emancipated, the MKE translation will be MISSING PERSON - EMANCIPATED JUVENILE.

### **Message MKE Translation**

Clear	CM QW QWA QWE QWF QWS ZW QWB QWI
Inquiry	

	QV
	ZV
Nonunique identifier inquiry	QM
Entry of supplemental record of aliases and/or additional identifiers	EMN
Cancellation of supplemental record	XMN
Entry of supplemental dental information	ED
Modification of supplemental dental information	MD
Cancellation of supplemental dental information	XD
Entry of Person with information	EMP
Modification of Person with Information	MMP
Cancellation of Person with Information	XMP
Entry of Person with Information supplemental data	EMPN
Cancellation of Person with Information supplemental data	XMPN

A caution indicator should be added to the message key when it is known that an individual is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances of the individual. The reason for the caution must be entered in the Miscellaneous (MIS) Field (NCIC format) or the code must be entered in the Caution and Medical Conditions (CMC) Field (NCIC 2000 format). For example, a record with MKE/EMDC might have one of the following indicators entered in the MIS Field or have the corresponding code entered in the CMC Field:

SUICIDAL TENDENCIES  
 HEMOPHILIAC  
 PREVIOUSLY ESCAPED CUSTODY  
 HEROIN ADDICT  
 DIABETIC

For the message keys EMD, EME, EMI, EMJ, EMV, and EMO a caution indicator may be added to the MKE without a dash, e.g., EMDC. When C is added to the MKE, -CAUTION is added to the standard MKE translation; e.g., EMDC is translated as:

MISSING PERSON - DISABILITY - CAUTION

## **1.6 RECORD RETENTION PERIOD**

A missing person record is retained indefinitely until action is taken by the originating agency to cancel or clear the record or until a locate is placed against the record.

1. An exception to record retention will occur in the event a serious error is detected in the record on file. Additional information concerning the serious error program can be found in the Introduction chapter of this manual.
2. When a missing person has been positively identified by partial body parts, the entering agency may maintain the NCIC record for future identification in the event additional body parts are recovered.

## **1.7 AUTOMATIC RETIREMENT**

1. A missing person record will be retired immediately upon receipt of a locate message. The ORI of the record will be notified that the record has been retired by a \$.L. administrative message.
2. Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a missing person base record or supplemental record for the year of entry plus 4 years, provided the license information has expired.
3. When the only searchable identifier in a Missing Person File record is an expired license plate, the entire record will be retired.
4. A nonexpiring license plate (LIY/NX) contained in a Missing Person File record will remain in file until action is taken by the originating agency to remove the license data or clear or cancel the entire record.

## **1.8 VALIDATION**

For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

## **1.9 MESSAGE FIELD CODES AND EDITS**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
AGE	Approximate Age	Must be one or two numerics.

AKA	Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Personal Descriptors, <i>NCIC 2000 Code Manual</i> , provides coding instructions.
BLT	Blood Type	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
BXR	Body X-rays	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
CRC	Circumcision	Must be left blank if SEX equals F. Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
CTZ	Citizenship	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
DCH	Dental Characteristics	May contain a maximum of 319 codes consisting of two numerics followed by one to seven alphabetic characters or one special character. The only exceptions are that the codes ALL or UNK will be permitted in the DCH Field. If the code ALL or UNK is entered, no additional information may be entered in the DCH Field. More details can be found in Section 9 of this chapter.
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DLC	Date of Last Contact	Must be a valid Gregorian date (YYYYMMDD) equal to or less than the current date and equal to or greater than the DOB when the record contains a DOB.
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date. If the DOB is not the only numeric identifier, 00 may be entered for the month and/or day when the actual date is unknown. If MKE is EMJ or MNP is CA, a valid Gregorian DOB is mandatory. Additional information available in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.

DOE	Date of Emancipation	Must be a valid Gregorian date (YYYYMMDD). The DOE must be later than the DLC. The DOE is mandatory when the MKE is EMJ or EMJC. If the MKE is not EMJ or EMJC, the DOE must be left blank.
DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DRE	Dentist's Remarks	Maximum of 50 alphanumeric and/or special characters (free text).
DSP	Disposition	Must be DETN or RELD.
DXR	Dental X-rays Available	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
EYE	Eye Color	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
FBI	FBI Number	May be up to seven numerics or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alpha numerics followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z. The second must be A, B, C, D, or E; and the check digit will be zero to nine. The alphabetic characters I and O are always invalid. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
FPA	Footprints Available	Must be Y or N.
FPC	Fingerprint Classification	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used.
HAI	Hair Color	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
HGT	Height	The first character represents feet and the second and third characters represent inches. May be a minimum of 100 but not more than a maximum of 711 or UNK. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
JWL	Jewelry Description	Free text.

JWT	Jewelry Type	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . Up to 17 codes separated by commas may be used.
LIC	License Plate Number	The characters UNK, UNKN, or UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI CJIS Division staff. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds eight characters (NCIC format) or ten characters (NCIC 2000 format), only the first eight characters (NCIC) or ten characters (NCIC 2000) should be entered in the LIC Field. The full plate number must be shown in the MIS Field.
LIS	License Plate State	Must be a valid NCIC 2000-assigned code as listed in State and Country Data Codes, <i>NCIC 2000 Code Manual</i> .
LIT	License Plate Number	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
LIY	License Plate Date of Expiration	Must be a valid four-character year (YYYY) or the alphabetics NX to represent a nonexpiring registration.
MIS	Miscellaneous	If the MKE is EMDC, EMEC, EMIC, EMJC, or EMVC, and the message is in NCIC format, the MIS Field must identify the caution or medical condition. If VMA code is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK, and the message is in NCIC format, the MIS Field must include the name of the manufacturer. SVIN must be entered in MIS Field if the VIN is a state-assigned or non-conforming 17-character VIN. If the message is in NCIC format and the ORI wants to be notified each time there is a hit on the record, the MIS Field must contain NOAH.
MKE	Message Key	Must be a valid message key.
MNP	Missing Person	If the MKE is EMD, EMJ, or EMO, the MNP Field must be MP. If MKE is EMV, the MNP Field must be DV. If the MKE is EME or EMI, the MNP must be either MP, CA, or AA. In an entry transaction, if MNP is CA, victim's age must be under 21 years of age - current year minus year of birth. In all subsequent updates, if MNP is CA, victim's age must be under 21 years of age - record date of entry

		minus year of birth. If MNP is CA or AA, then DOB must be filled with a valid Gregorian date.
MNU	Miscellaneous Number	The first two characters must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . The third character must be a hyphen. Entry of one zero only or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number in MNU cannot be the only numeric identifier in the record. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
MPA	Dental Models and/or Photographs of Teeth Available	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
NAM	Name	The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The <i>NCIC 2000 Code Manual</i> , Personal Descriptors, provides coding instructions.
NIC	NCIC Number .	A self-checking number, consisting of an alphabetic character (M in the Missing Person File) followed by nine numeric characters, automatically assigned by NCIC 2000 to each accepted record. Must have valid check digits when used to identify a record in a subsequent transaction
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
OLN	Operator's License Number	Must not be one zero only or a run of zeros only. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

OLS	Operator's License State	Must be a valid NCIC 2000-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> . More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
OLY	Operator's License Year of Expiration license.	Must represent the year the license expires (XXXX), the alphabets NX to represent nonexpiring, or the code UNKN for unknown. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
ORI	Originating Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
PAK	Person with Information Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. PAK and PIB or PAK and PSS must not match NAM/AKA and DOB or NAM/AKA and SOC. PAK must not match existing PAK or PIN. Personal Descriptors, <i>NCIC 2000 Code Manual</i> , provides coding instructions.
PEY	Person with Information Eye Color	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
PHA	Person with Information Hair Color	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
PHG	Person with Information Height	The first character represents feet and the second and third characters represent inches. May be a minimum of 100 but not more than a maximum of 711. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
PIB	Person with Information Date of Birth	Must be a valid Gregorian date (YYYYMMDD) if it is the only numeric identifier. The PIB cannot be later than the current date. Additional information available in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

PIN	Person with Information Name	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. PAK and PIB or PAK and PSS must not match NAM/AKA and DOB or NAM/AKA and SOC. PAK must not match existing PAK or PIN. The <i>NCIC 2000 Code Manual</i> , Personal Descriptors, provides coding instructions.
PIR	Person with Information Race	Must be a valid NCIC 2000-assigned code as listed in the Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
PIX	Person with Information Sex	Must be a valid NCIC 2000-assigned code as listed in the Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
PMI	Person with Information Miscellaneous	Free text.
POB	Place of Birth	Must be a valid NCIC 2000-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> . More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
PSK	Person with Information Skin Tone	Must be a valid NCIC 2000-assigned code as listed in the Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
PSM	Person with Information Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC 2000-assigned code as listed in the Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
PSS	Person with Information Social Security Number	Must not be less than 001010001 or have a value of 8 or 9 in the first position or have a value of 0 in the fourth and fifth positions. Invalid and/or nonissue numbers are accepted, but cause an SOC attention message. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

PWG	Person with Information Weight	Minimum of 001 and maximum of 499. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i>
RAC	Race	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
RCA	Recovering Agency Case Number .	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen
RRI	Recovering Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
SEX	Sex	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SKN	Skin Tone	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SOC	Social Security Number	Must not be less than 001010001. The SOC can not have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth position. Invalid and/or nonissue numbers are accepted but result in a SOC attention message. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
VCO	Vehicle Color	Must be valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If two colors codes are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used. The Vehicle File has additional edits on the VIN Field. If state-assigned or nonconforming 17-character VIN, SVIN must be entered in the first four characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field.

		For NCIC 2000 messages the VMA Field can be up to 24 characters. The first four characters must be a valid NCIC 2000-assigned code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blanks. The remaining characters are free text and must contain the name of the manufacturer when the VMA is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK.
VMA	Vehicle Make	<p>If the VMO is other than TL, the VMA code must be a valid code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i>.</p> <p>If the VMO is TL, the VMA code must not be the characters: ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ.</p> <p>For every assembled vehicle that does not have manufacturer's assigned VIN, the VMA code must be ASVE.</p>
	(Jeep)	If the VMA code is JEP, the VYR must be 1969 or earlier. If the VMA code is AMER, the VYR must be 1988 or earlier. If the VMA code is JEEP, the VYR must be 1989 or later.
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.
	(all-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobile)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYL, or one of the approved VMA codes for snowmobiles or motorcycles listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If VST is MV, the VMA code must be SPEC, ATV, CYL, or one of the approved VMA codes for snowmobiles or motorcycles listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If VMA code is ATV or SPEC the VST must be EB, EN, MV, or OP, and the name of the manufacturer must be entered in the MIS Field.
VMO	Vehicle Model	Spaces cannot be skipped. Hyphens or symbols should be used. More information in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP, are (blank), ATV, CYL, DUN, GOF,

		GRT, SKT, SKW, TOY, TRA, TRW, or WHE.
	(assembled automobile)	If the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> , the VMO must be SKT, SKW, TRA, TRW, or WHE.
	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VRX	Corrective Vision Prescriptions	Free text. If more than 40 characters, the left lens information should be placed in the MIS Field. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
VST	Vehicle Style	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
VYR	Vehicle Year	Must represent the production (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than 1 year beyond the current year. For entries of model year 1981 or later, when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.
WGT	Weight	Minimum of 001 and maximum of 499 or UNK. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

**NCIC 2000-formatted Messages May Also Contain the Following Fields:**

CMC	Caution and Medical Conditions	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
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DLO	DNA Location	Free text. If the DNA field is N or defaulted to N, then the DLO must be blank.
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y is entered, then the DLO Field must contain data.
ENS	Expanded Name Search	Must be Y or N.
ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i>
HIT	Wanted/Missing Person Hit Results	Must be a valid NCIC 2000-assigned code as listed in the Introduction section of this chapter. Can be entered only if RPS is entered.
IMN	Image NCIC Number	A self-checking number consisting of an alphabetic character I followed by nine numeric characters automatically assigned by NCIC 2000 to each accepted image record. Must have valid check digit.
IMT	Image Type	Must be a valid NCIC 2000-assigned code as listed in the Image File chapter of this manual.
IND	Image Indicator	Must be Y or N.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System).
LKI	Linkage Agency Identifier	Must be a valid NCIC-assigned ORI.
MPC	Missing Person Circumstances	Must be a valid NCIC - assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
NOA	Notify Originating Agency	Must be Y or N. NCIC 2000 will default to N if left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating missing person. Can be entered only if RPS is entered. Must be

		blank or 0 if RPS is OTHER MEANS or PREVIOUSLY LOCATED.
NPF	Number of Missing Persons Found	First three characters must be numeric. Fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in NCIC 2000. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY LOCATED.
PAR	Person Armed	Must be a valid NCIC 2000-assigned code as listed in the Introduction chapter of this manual. Can be entered only if RPS is entered.
PIE	Person with Information Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i>
RPS	Reason for Person Record Removal	Must be a valid NCIC 2000-assigned code as listed in the Introduction chapter of this manual.
VLN	Name of Validator	Any valid characters representing validator.
VNP	Value of Recovered Property	Must be blank or 0.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating missing person who was subject of the record. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY RECOVERED.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating missing person who was subject of the record. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY RECOVERED.

## 1.10 CRITERIA FOR REJECTING DUPLICATE RECORDS

1. If the following fields of a missing person message are the same as the corresponding fields of a missing person record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OLN, OLS,

and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; or DOB, NAM, and ORI.

2. Whenever the message REJECT ON FILE is received, the record on file will also be transmitted.

3. A duplicate record will be accepted if the ORI in the second message is different or the person file is other than missing, e.g., Gang File, Protection Order, etc. A duplicate record will also be accepted if there are vehicle data in the missing person message that match data in the Vehicle File. In those cases, the duplicate record will be furnished with the acknowledgment.

## **1.11 IMAGE CAPABILITY**

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC 2000.

## **1.12 INVESTIGATIVE INTEREST**

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC 2000.

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## **SECTION 2--ENTRY**

### **2.1 EXAMPLE OF AN UNEMANCIPATED MISSING PERSON ENTRY**

1N01HEADER.EMJ.MD1012600.SMITH, JOHN J.M.W.MD.19851012.20000312.  
510.165.GRN.BRO..FAR.SC R LEG...216343737....MP.19991201.56789...  
LAST SEEN WEARING BLUE AND RED SHIRT.Y.R.....OPOS.C.N.P..  
PK,NE.GOLD CROSS ON CHAIN.Y.FBI LAB, QUANTICO, VA 703-632-4000,  
VA1234567, MTDNA, CODIS NUMBER - ABC-RMP-123456789

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
NAM/SMITH, JOHN J NIC/M000069216  
OCA/56789

### **2.2 MESSAGE FIELD CODES FOR ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
------------	--------------	--------------------	--------------	-----------

HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
DATE OF EMANCIPATION	MANDATORY <sup>1</sup>	DOE	8-8	NUMERIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE</i>

				<i>MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
MISSING PERSON	MANDATORY	MNP	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF LAST CONTACT	MANDATORY	DLC	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI*	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA*	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-250 1-500*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

NOTIFY ORIGINATING AGENCY FLAG	OPTIONAL	NOA*	1-1	ALPHABETIC
MISSING PERSON CIRCUMSTANCES	OPTIONAL	MPC*	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-4 2-24*	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CAUTION AND MEDICAL CONDITIONS				CODE AS DEFINED IN

	OPTIONAL	CMC*	2-2	<i>NCIC 2000 CODE MANUAL</i>
BLOOD TYPE	OPTIONAL	BLT	4-5	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CIRCUMCISION	OPTIONAL	CRC	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FOOTPRINT AVAILABLE	OPTIONAL	FPA	1-1	ALPHABETIC
BODY X-RAYS	OPTIONAL	BXR	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CORRECTIVE VISION PRESCRIPTION	OPTIONAL	VRX	1-40	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
JEWELRY TYPE	OPTIONAL	JWT	1-50	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
JEWELRY DESCRIPTION	OPTIONAL	JWL	1-100	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ*	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
ETHNICITY	OPTIONAL	ETN*	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

\*NCIC 2000 format only

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<sup>1</sup>Mandatory blank for EMD/EMDC/EME/EMEC/EMI/EMIC/EMO/EMOC/EMV/EMVC

## 2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory to cause acceptance of a missing person entry into NCIC 2000: HDR, MKE, ORI, NAM, SEX, RAC, (DOB and DOE when the MKE is EMJ), HGT, WGT, EYE, HAI, MNP, DLC, OCA, and at least one of the following numerical identifiers when the message key is other than EMJ: DOB; FBI; MNU; SOC; OLN with OLS and OLY; LIC with LIS, LIY, LIT; or VIN with VYR, VMA, and VST.

## 2.4 \$.K. ADMINISTRATIVE MESSAGE

### 1. \$.K. Missing Information Notification

An agency is required to verify and update NCIC missing person record entries with any additional information, including: Blood Type (BLT); Dental Characteristics (DCH); Fingerprint Classification (FPC); Jewelry Type (JWT); Scars, Marks, Tattoos, and Other Characteristics (SMT); and HGT and/or WGT within 60 days of entry. If a record has a date of entry older than 30 days and any of the above fields are blank, a \$.K. Missing Information Notification identifying the blank fields will be transmitted. The \$.K. Missing Information Notification will also include the record. An example of the \$.K. Missing Information Notification follows:

```
1L01HEADER
$.K.
MD1012600
NCIC INCOMPLETE MISSING/UNIDENTIFIED PERSON NOTIFICATION AT 1600
EST 19991030. YOUR ENTRY NIC/M000069216, OCA/56789 HAS
INFORMATION MISSING FROM THE FOLLOWING KEY DATA
FIELDS: DCH, FPC, SMT, HGT.
```

IF ANY SUPPLEMENTAL INFORMATION IS AVAILABLE, THAT DATA SHOULD BE ENTERED IMMEDIATELY. THIS WILL BE YOUR ONLY NCIC NOTIFICATION.

```
MKE/MISSING PERSON JUVENILE
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19801012
DOE/20001012 HGT/UNK WGT/165 EYE/GRN HAI/BRO FBI/14714AB1
SKN/FAR
SOC/216343737
MNP/MP DLC/19980830 OCA/56789
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
MPC/RUNAWAY
BLT/OPOS CRC/C FPA/N
BXR/PJWT/PK,RI
JWL/GOLD CROSS ON CHAIN
NIC/M000069216 DTE/19980930 0000 EDT DLU/20111015 0000 EDT
```

## **2.     \$.K. AMBER Alert Follow-Up Notifications**

A \$.K. administrative message is sent to the NCMEC 72 hours after the AMBER Alert (AA) code is entered into the Missing Person (MNP) Field of the NCIC missing person record and a second \$.K. is produced 30 days after the AA code is entered into the MNP Field. Upon receipt of the \$.K. notifications, the NCMEC will coordinate with the respective NCIC record holder and the AMBER coordinator to verify the status of the AMBER Alert and ensure that the NCIC record is accurate and valid.

The following are examples of the \$.K. administrative messages:

\$.K. 72 HOUR AMBER ALERT FOLLOW-UP  
VA007019W  
NOTIFICATION AT 1600 EST 20051121  
MNP/AA HAS BEEN IN THE FOLLOWING RECORD FOR 72 HOURS  
VERIFY STATUS OF AMBER ALERT WITH ORI

MKE/MISSING PERSON ENDANGERED  
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W POB/MD DOB/20001012  
DOE/20181012 HGT/402 WGT/065 EYE/BRO HAI/BRO SKN/FAR SMT/SC R HND  
SOC/123456789  
MNP/AA DLC/20051117 OCA/EXAMPLE1  
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT  
MPC/ABDUCTED BY A STRANGER  
LIC/555W555 LIS/VA LIY/2006 LIT/PC  
VIN/1Q87H2N100001 VYR/2001  
VMA/FORD VMO/TAU VST/4D VCO/BLK  
BLT/OPOS FPA/N  
BXR/P  
DNA/N  
NIC/M000069216 DTE/20051118 1600 EST DLU/20051121 1700 EST

\$.K. 30 DAY AMBER ALERT FOLLOW-UP  
VA007019W  
NOTIFICATION AT 1600 EST 20051218  
MNP/AA HAS BEEN IN THE FOLLOWING RECORD FOR 30 DAYS  
VERIFY STATUS OF AMBER ALERT WITH ORI

MKE/MISSING PERSON ENDANGERED  
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W POB/MD DOB/20001012  
DOE/20181012 HGT/402 WGT/065 EYE/BRO HAI/BRO SKN/FAR SMT/SC R HND  
SOC/123456789  
MNP/AA DLC/20051117 OCA/EXAMPLE2  
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT  
MPC/ABDUCTED BY A STRANGER  
LIC/555W555 LIS/VA LIY/2006 LIT/PC  
VIN/1Q87H2N100001 VYR/2001  
VMA/FORD VMO/TAU VST/4D VCO/BLK  
BLT/OPOS FPA/N BXR/P  
DNA/N  
NIC/M000069216 DTE/20051118 1600 EST DLU/20051121 1700 EST

## **2.5 ADDITIONAL GUIDELINES FOR ENTRY**

1. The ORI must account for all fields in the missing person record. Agencies should ensure that all available data called for in the record format are entered when the entry is made. In addition, all available critical data should be entered. Missing data obtained at a later time should be promptly added through the use of a modification message (MKE/MM). Guidelines for the entry of aliases and/or other identifiers as a supplemental record to a missing person record are located in Section 8 of this chapter.
2. For training and administrative purposes, agencies may enter test records into NCIC 2000 by using the header TL01 (NCIC) or TN01 (NCIC 2000). The test records will not generate any notifications, nor will batch processing be performed in the test system.
3. If a DOB is the only numerical identifier, it must be a valid Gregorian date or the entry will be rejected. A valid Gregorian date of birth is mandatory when the message key is EMJ or when the MNP is CA.
4. The entry of invalid and/or unissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error:

**ATTENTION -- THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED  
BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK  
FOR A DATA ENTRY ERROR**

5. All numerical identifiers except the OCA and the MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen must be used to separate the first two alphabetics from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
6. If a missing person record is for a child who is removed from the United States, known to be in another country, and the issue of return has not been resolved, place the following caveat in the Miscellaneous (MIS) Field:

**RECORD IS FOR A MISSING CHILD BELIEVED TO BE IN (name of country) REFER TO  
NCIC MANUAL MISSING PERSON FILE CHAPTER FOR FURTHER INFORMATION  
BEFORE PLACING A LOCATE**

7. When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, operators license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.

8. An initial missing person record may be entered when the HGT, WGT, HAI, and EYE values are unknown if the FBI Field contains data or the MIS Field contains PHOTO AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS. When HGT or WGT contain UNK and the FBI Number or the MIS Field text is not present, the transaction will be rejected.

## **2.6 MESSAGE FIELD CODE EDITS FOR ENTRY**

### **1. PERSONAL DESCRIPTORS**

Entry instructions for NAM, SEX, RAC, ETN, DOB, HGT, WGT, EYE, HAI, FBI, SKN, SMT, FPC, MNU, SOC, OLN, BLT, CRC, FPA, BXR, and JWT can be found in Personal Descriptors, *NCIC 2000 Code Manual*. Codes for entering the POB and CTZ can be found in State and Country Codes, *NCIC 2000 Code Manual*. Codes for entering license and vehicle data can be found in Vehicular Data Codes, *NCIC 2000 Code Manual*.

### **2. DATE OF EMANCIPATION (DOE)**

1. The DOE Field is mandatory when the message key is EMJ or EMJC. It is mandatory blank for all other missing person MKEs. The DOE indicates the exact day that an unemancipated juvenile will reach the age of emancipation (majority) as defined by the laws of his/her state of residence. The DOE must be later than the DLC. DOE is entered in the same manner as a DOB, i.e., year, month, and day. For example, a missing person who was born on July 5, 1988, and is emancipated at the age of 18 years would be entered in file with DOB/19880705 and DOE/20060705.

The entry of February 29 (----0229) in the DOE Field for a year that is not a leap year is prohibited. If the DOB is February 29 and the year of emancipation is not a leap year, agencies should enter March 1 for the DOE. The DOE must be complete (include year, month, and day) or the entry will be rejected.

2. Most states have a fixed age of emancipation which is commonly referred to as the age of majority. However, many states have exceptions which cause a person to become emancipated at an earlier age. For example, a person who is not married and is unemancipated until he/she reaches the age of 18 may be emancipated at an earlier age if his/her marital status changes or if he/she enters the military.

3. The exceptions concerning age of emancipation may be changed at any time by the passage of state law(s). Before entering a record for a missing person who is a resident of another state, an agency should contact the CTA of that state to obtain information concerning the age of emancipation.

### **3. DATE OF LAST CONTACT (DLC)**

Agencies should enter the date that the missing person was last seen or heard from. Agencies should not enter the date that the missing person report was received or the date that the record is entered unless it is the same date that the missing person was last heard from or seen.

#### 4. MISCELLANEOUS (MIS) DATA

1. If a caution indicator is used in the message key, the reason for the caution must be entered as the first item in the MIS Field (NCIC format only). An exception occurs when SVIN is entered first in the MIS Field to disable vehicle edits when an OAN, state-assigned, or nonconforming 17-character VIN is entered.
2. Aliases, nicknames (monikers), vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered in a supplemental record (MKE/EMN), illustrated and explained in Section 8 of this chapter, as this procedure increases the chances of a hit on the record.
3. The types of information that should be included in the MIS Field are:
  1. Clothing description (size, color, style, laundry marks)
  2. Shoes (size, style, color)
  3. Smoker (pipe, cigar, cigarette; brand)
  4. Tobacco chewer (brand)
  5. Fingernails (polish, length, biter)
  6. Possible destination
  7. Amount of money in possession
  8. Medication in possession
  9. Left handed
  10. Right handed
  11. Explanation/description of scars, marks, tattoos, and physical characteristics
  12. Conditions under which a juvenile is listed as missing
  13. Child is missing under suspicious circumstances, and/or child is believed to be in a life-threatening situation
  14. Missing Body parts recovered.
4. In the event of a criminal kidnaping of a juvenile by the noncustodial mother, it is recommended that the mother's maiden name be entered as a possible alias and the following information be added to the MIS Field: CHILD IS MISSING UNDER SUSPICIOUS CIRCUMSTANCES and/or CHILD IS BELIEVED TO BE IN A LIFE-THREATENING SITUATION. The mother's maiden name should also be entered if it is believed that a runaway juvenile is trying to avoid identification.
5. A missing person record and any other record should be cross-referenced in the MIS Field if more than one record pertains to the same case. For example, the

MIS Field of two missing persons reported missing from the same scene may include MAY BE ACCOMPANIED BY MISSING FRIEND-SEE NIC/M123456789, and the other record may contain a similar statement.

6. An ORI can request notification each time its record is hit, regardless of whether the person's whereabouts is known. The entering agency should place NOAH in the MIS Field for NCIC-formatted messages only. The same effect is accomplished by using the NOA Field in NCIC 2000-formatted messages.

7. When a missing person record for an individual that was previously identified by partial recovered body parts is left active, the entering agency should list the body parts that were recovered in the MIS Field.

8. If the HGT or WGT Fields contain UNK and the FBI Field is blank, the MIS Field must begin with PHOTO AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS.

## 5. VEHICLE OR LICENSE PLATE DATA

1. Vehicle and/or license plate data may be entered as part of a missing person record provided the location of the vehicle and/or license plate is unknown and the entering agency has reasonable grounds to believe that the missing person may be operating (or be a passenger in) the vehicle or a vehicle bearing the license plate.

2. Mere knowledge or verification with the appropriate department of motor vehicles that a vehicle and/or license plate is registered to the missing person does not meet the criteria for entry of either or both as part of his/her record.

3. In instances where the vehicle or license plate of the subject of a missing person entry has been stolen, a notation that the vehicle or license plate is stolen should be placed in the MIS Field. Also, a separate entry of the stolen vehicle, felony vehicle, or license plate should be made in the Vehicle or License Plate Files and cross-referenced by the agency possessing the theft report or handling the felony investigation.

4. Should the missing person entry contain data about a vehicle or license plate which has already been entered in the Vehicle or License Plate Files, the agency making the entry will be furnished the vehicle or license plate record already in file at the time the missing person entry is acknowledged.

5. When the vehicle in the record has been recovered, the vehicle data must be removed from the missing person record.

## 6. VEHICLE OR LICENSE PLATE DATA AND THE \$.8. PROGRAM

An agency making a missing person entry containing data on a vehicle or license plate registered in another state must advise the CTA in the state of registry about such an entry if the state of registry is not a \$.8. Program participant. Additional information concerning the \$.8. Program can be found in the Introduction chapter of this manual.

## **7. JEWELRY DESCRIPTION (JWL)**

The JWL Field may contain free text consisting of alphanumeric and/or any special character that may further describe the jewelry, e.g., engravings, color, number of stones, etc.

## **8. MISSING PERSON (MNP)**

The MNP Field is mandatory for all entries. If the MKE is EMD, EMJ, or EMO, the MNP Field must be MP (Missing Person). If the MKE is EMV, the MNP must be DV (Disaster Victim). If the MKE is EME or EMI, the MNP must be either MP, CA (Child Abduction), or AA (Amber Alert).

If MNP is CA, the missing person's age must be less than 48-21 years of age. The CA is to be used in the MNP Field when there is reasonable indication or suspicion that a child has been abducted and/or is missing under circumstances suggesting foul play or a threat to life. While the CA code is discretionary, every effort should be made to use the code when the criteria are met. The use of this code will give the FBI and the National Center for Missing and Exploited Children (NCMEC) notification of urgent cases and enable them to provide assistance if needed.

The MNP Field of an NCIC missing person record is entered or modified to the AA code when an AMBER Alert has been activated. Use of the AA code in NCIC does not change the procedures or protocols for activating an AMBER Alert. The AA code provides a method of alerting law enforcement to the status of the missing child and generates immediate notifications to the FBI and the NCMEC, enabling them to deploy resources, when needed, in the most serious child abduction cases.

## **9. ORIGINATING AGENCY CASE NUMBER (OCA)**

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

## **2.7 NCIC 2000 MESSAGE FIELD CODE EDITS FOR ENTRY**

### **1. CAUTION AND MEDICAL CONDITIONS (CMC)**

When a missing person record is entered with a caution indicator, the MKE ends with a -C, and the CMC Field must contain a valid caution and medical code. Section 8 of this chapter describes procedures for entry of additional CMC codes as a supplemental record to a missing person record. The following are the allowable CMC codes and their translations.

00 = Armed and Dangerous	60 = Allergies
05 = Violent Tendencies	65 = Epilepsy
10 = Martial Arts Expert	70 = Suicidal
15 = Explosive Expertise	80 = Medication Required

20 = Known to Abuse Drugs	85 = Hemophiliac
25 = Escape Risk	90 = Diabetic
30 = Sexually Violent Predator - Contact ORI for Detailed Information	
40 = International Flight Risk	
50 = Heart Condition	01 = Other
55 = Alcoholic	

The CMC Field is not utilized in automatic cross-search; therefore, all applicable scars, marks, tattoos, and other characteristics should be entered in the SMT Field.

## 2. LINKAGE DATA (LKA AND LKI)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments and to link missing and/or unidentified person records when an identification is made but only part of the body has been recovered. An ORI entering a record which shares the same incident of a record entered for a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields. The NCIC System will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry. In the entry message, the LKI and LKA Fields immediately follow the OCA Field. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.

## 3. MISSING PERSON CIRCUMSTANCES (MPC)

The MPC Field is optional and provides additional information concerning the nature of the disappearance. The allowable values may be found in Personal Descriptors, *NCIC 2000 Code Manual*:

## 4. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the missing person is known, Y should be entered into the NOA Field. Previously, this was indicated by placing NOAH in the MIS Field. If the NOA is blank, the field will default to N.

The NOA Field will be returned in record responses when the inquiring agency ORI matches the entering agency ORI and in unsolicited notifications (\$. messages) to the ORI of record.

## 5. DNA PROFILE INDICATOR (DNA) and DNA LOCATION (DLO)

The DNA Field has a default value of N, meaning no DNA data is available. When the user sets the DNA Field to Y, indicating DNA data are available, then specific information regarding location of the DNA sample must be entered in the DLO Field. The DLO Field can include

contact information, type of DNA sample, and other information deemed appropriate by the agency. If the DNA Field is set to Y and the DLO is blank, then the record will be rejected.

## **2.8 AUTOMATIC CROSS-SEARCH WITH UNIDENTIFIED PERSON RECORDS**

1. When a missing person record is entered or modified, NCIC automatically compares the data in that record against all unidentified person records in NCIC. These comparisons are performed daily on the records that were entered/modified on the previous day. The identifiers used in the comparisons are the following:

Missing Person	Unidentified Person
Record Identifiers	Record Identifiers
Date of Birth	- Estimated Year of Birth
Sex	- Sex
Race	- Race
Ethnicity	- Ethnicity
Height	- Estimated Height
Weight	- Estimated Weight
Eye Color	- Eye Color
Hair Color	- Hair Color
Date of Last Contact	- Estimated Date of Death
Date of Last Contact	- Date Body Found
Scars, Marks, Tattoos, etc.	- Scars, Marks, Tattoos, etc.
Fingerprint Classification	- Fingerprint Classification
Jewelry Type	- Jewelry Type
Originating Agency State Code	- Originating Agency State Code
Blood Type	- Blood Type
Dental Characteristics	- Dental Characteristics

2. Even though the search only compares the data as shown in the chart above, records should contain all available descriptive data to further aid in the identification process.

3. Once the comparisons are made, all entering/updating agencies are notified of the results through administrative messages. The \$.M. administrative message advises an agency that a possible match(es) has been made on its record. This message is transmitted to the ORI of the new/modified record and the ORI(s) of the matched record(s).

4. The message includes abbreviated records for up to 100 possible matches for the physical cross-search and 35 for the dental cross-search. If more than 100 records were matched using

physical characteristics or if 35 were matched using dental characteristics, the remaining records can be obtained by contacting FBI CJIS staff at 304-625-3000. If the cross-search does not produce any match, all entering/updating agencies are notified through a \$.N. administrative message.

---

## **SECTION 3--MODIFICATION**

### **3.1 WHEN TO USE A MODIFICATION MESSAGE**

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in missing person records.

A modification message to delete information in the MNU, DOB, SOC, SMT, or CMC Fields of the base record will cause the oldest data with that MFC in the supplemental record to move up to the base record.

### **3.2 EXAMPLE OF A MODIFICATION MESSAGE**

1N01HEADER.MM.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.EYE/BRO.NOA/Y

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
MODIFY NAM/SMITH, JOHN J NIC/M000069216

The above modification example contains: header (1N01HEADER), message key (MM), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/M000069216), the fields being modified, and the data being changed (EYE/BRO.NOA/Y).

### **3.3 MESSAGE FIELD CODES FOR MODIFICATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN*	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

\*NCIC 2000 format only

### **3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED**

The record to be modified must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

### **3.5 ADDITIONAL GUIDELINES FOR MODIFICATION**

- When a vehicle in a missing person record is recovered prior to location of the missing person, the message field code, LIC-VCO/, may be used to remove all vehicular data without identifying each individual field. The characters LIC-VCO/ instruct the NCIC 2000 System to delete the following fields: LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO.

1N01HEADER.MM.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.LIC-VCO/.

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
MODIFY NAM/SMITH, JOHN J NIC/M000069216

The above modification example which removes all vehicular data from the record contains: header (1N01HEADER), message key (MM), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/ M000069216), and the fields being removed (LIC-VCO/).

2. The special modification message explained above cannot be used to remove less than all of the vehicular data from a missing person base record. For example, if only the four fields of license plate data (LIC, LIS, LIY, and LIT) are to be deleted from the record, the usual modification procedure must be followed with each field to be deleted explicitly set forth as shown in the following modify message:

1N01HEADER.MM.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.LIC/.  
LIS/.LIY/.LIT/.

3. If a missing person record is for a child who is removed from the United States, known to be in another country, and the issue of return has not been resolved, place the following caveat in the Miscellaneous (MIS) Field:

RECORD IS FOR A MISSING CHILD BELIEVED TO BE IN (name of country) REFER TO NCIC MANUAL MISSING PERSON FILE CHAPTER FOR FURTHER INFORMATION BEFORE PLACING A LOCATE

4. When a missing person record is modified to contain HGT, WGT, HAI, and EYE values of unknown, the FBI Field must contain data or the MIS Field must contain PHOTO AND/OR PRINTS AVAILABLE WITH HIT CONFIRMATION WITHIN 10 MINS. When HGT or WGT contain UNK and the FBI Number or the MIS Field text is not present, the transaction will be rejected.

### **3.6 VALIDATION GUIDELINES FOR NCIC MODIFICATION**

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a missing person record to indicate that the record has been validated. When data are entered into the VLN Field, NCIC enters the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modification message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

1N01HEADER.MM.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.  
SOC/311009194.VLN/JONES, DAVID E

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
VALIDATE NAM/SMITH, JOHN J NIC/M000069216

### **3.7 AUTOMATIC CROSS-SEARCH WITH UNIDENTIFIED PERSON RECORDS**

Modifying a missing person record will cause an automatic cross-search of the updated record with unidentified person records in NCIC 2000. Additional information can be found in section 2 of this chapter.

### **3.8 MISSING PERSON INTEREST (MIF) FIELD**

The MIF Field is a one-character field reserved to show NCMEC interest in a missing person record. Only NCMEC can utilize this field via a modification message. The field can contain Y or N. If the MIF Field contains Y, NCIC 2000 will notify NCMEC of all subsequent modify, cancel, locate, or clear transactions.

---

## **SECTION 4--CANCELLATION**

### **4.1 WHEN TO USE A CANCELLATION MESSAGE**

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is utilized when the entering agency determines that the record is invalid; for example, the missing person report is withdrawn.

**DO NOT** transmit a cancellation message to remove the missing person record of a child from NCIC when the child was removed from the United States, located in another country, and the child has not been returned or the issue of return has not been resolved.

### **4.2 EXAMPLE OF A CANCELLATION MESSAGE**

1N01HEADER.XM.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.19990107.  
NOT MISSING

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
CANCEL NAM/SMITH, JOHN J NIC/M000069216

The above cancellation example contains: header (1N01HEADER), message key (XM), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/M000069216), date of cancellation (19990107), and benefits and effectiveness data: reason for person record removal (NOT MISSING).

When a missing person record is canceled, the entire record, including all data appended to the record by means of a supplemental record entry, is automatically canceled.

### **4.3 MESSAGE FIELD CODES FOR CANCELLATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS*	10-21	ALPHABETIC, NUMERIC

\*NCIC 2000 format only

#### **4.4 IDENTIFICATION OF A RECORD TO BE CANCELED**

The record to be canceled must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. Date of Cancellation (DOC) must follow the two record identifiers. DOC must be the current date or the current date minus one.

#### **4.5 ADDITIONAL GUIDELINE FOR NCIC 2000 CANCELLATION**

When canceling a record in the NCIC 2000 format, the user is expected to enter benefits and effectiveness data. The RPS Field is entered directly after the DOC Field. For a cancellation message, the RPS value will be either CASE DROPPED or NOT MISSING.

---

## **SECTION 5--INQUIRY**

### **5.1 EXAMPLE OF A NONUNIQUE IDENTIFIER INQUIRY (QM) ACKNOWLEDGMENT**

1N01HEADER.QM.CA1012600.AGE/35.SEX/M.RAC/W.EYE/BRO.HAI/BRO.  
HGT/511.WGT/148

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
QUERY MISSING PERSON RECEIVED

### **EXAMPLE OF A NONUNIQUE IDENTIFIER INQUIRY (QM) WITH NEGATIVE AND POSITIVE RESPONSES**

1N01HEADER.QM.CA1012600.AGE/35.SEX/M.RAC/W.ETN/H.EYE/BRO.HAI/BRO.  
HGT/511.WGT/148

#### **Negative Response:**

\$ . M . 1N01HEADER  
CA1012600

NO NCIC MISSING PERSON RECORD FOR YOUR INQUIRY ON:  
AGE/35 SEX/M RAC/W EYE/BRO HAI/BRO HGT/511 WGT/148.

#### **Positive Response:**

1N01HEADER  
CA1012600

MKE/MISSING PERSON DISABILITY  
ORI/DCFBIWAAO NAM/JONES, JASON J SEX/M RAC/W ETN/H POB/PA  
DOB/19640101 HGT/511 WGT/145 EYE/BRO HAI/BRO  
SMT/SC UL ARM  
SOC/211440001  
MNP/MP DLC/19790718 OCA/123  
MIS/LSW GRN SLACKS, WHI PULLOVER, BLK WINGTIPS SIZE 10D, SCAR IS 4  
MIS/4 INCHES, CREWCUT HAIR, RIGHT HANDED, VRX FOR LEFT EYE IS  
MIS/OS-12D00E-D25X120 D5 DEG BASE DOWN  
BLT/APOS CRC/U FPA/N  
BXR/F VRX/OD - 12D00E-D2XI40 D5 DEGREES BASE UP  
JWT/AB BB KC CU  
JWT/BELT BUCKLE IS IN THE SHAPE OF A GUN, 4 KEYS ON CHAIN  
ORI IS FBI HEADQUARTERS WASHINGTON DC 202 555-1234  
SMT/ART L ARM  
SMT/BLIND  
SMT/CL LIP

SMT/HEAR AID  
SMT/SC FACE  
SMT/SC L LEG  
SMT/SC R ARM  
SMT/SC R LEG

DENTAL CHARACTERISTICS

DXR/Y MPA/N DRE/PERSON HAS NUMEROUS CAVITIES  
TOOTH

01X 32X  
02MO 31M  
03V 30V  
04O 29V  
05V 28V  
06V 27V  
07V 26X  
08F 25V  
09V 24V  
10V 23V  
11V 22V  
12V 21V  
13V 20V  
14V 19V  
15V 18V  
16X 17V

NIC/M107649846 DTE/19790801 0000 EDT DLU/20080115 1600 EST  
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

MKE/MISSING PERSON INVOLUNTARY

ORI/MD10122699 NAM/THOMAS, TOM SEX/M RAC/W ETN/H POB/TX  
DOB/19640606 HGT/509 WGT/153 EYE/BRO HAI/BRO  
SKN/FAR SMT/TAT L LEG  
FPC/PMPIC114151617181920 SOC/211440001  
MNP/MP DLC/19980529 OCA/CSD567  
MIS/LAST SEEN WEARING BLUE JEANS AND BLACK PULLOVER SHIRT,  
MIS/LEFT-HANDED, SMOKES WINSTONS  
LIC/ABC123 LIS/MD LIY/2000 LIT/PC  
VIN/1Q87H2N100001 VYR/1972  
VMA/CHEV VMO/CAM VST/2T VCO/BLK  
ORI IS ANY CITY PD MD 301 555-1212  
NIC/M107650007 DTE/19980811 0000 EDT DLU/19990115 0000 EST  
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

M107649846 090 M107650007 090 M123456301 090 M123456401 090  
M104545687 090 M123456202 090 M123456302 090 M123456402 090  
M987654321 085 M123456203 085 M123456303 083 M123456403 080  
M987654323 075 M123456204 075 M123456304 075 M123456404 075  
M987654343 060 M123456205 057 M123456305 057 M123456405 057

The NICs are listed in descending order by score.

## 5.2 MESSAGE FIELD CODES FOR NONUNIQUE IDENTIFIER INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
AGE	MANDATORY	AGE	2-2	NUMERIC
SEX	MANDATORY	SEX	1-1	ALPHABETIC
RACE	MANDATORY	RAC	1-1	ALPHABETIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
NAME	OPTIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
EXPANDED NAME SEARCH*	OPTIONAL	ENS	1-1	ALPHABETIC
AREA	OPTIONAL	ARE	2-3	ALPHABETIC, SPECIAL CHARACTERS
ETHNICITY*	MANDATORY	ETN	1-1	CODE AS DEFINED IN NCIC 2000 CODE MANUAL

\*NCIC 2000 format only

Please note: The IND Field is no longer valid for nonunique inquiries.

### 5.3 REQUIREMENTS FOR NONUNIQUE IDENTIFIER INQUIRY (QM)

1. The following fields are mandatory for a nonunique identifier inquiry: HDR, MKE, ORI, AGE, SEX, RAC, ETN, EYE, HAI, HGT, and WGT.

2. The NAM Field is optional.
3. The approximate age of the individual may be one or two numeric characters representing the age in years. The age must fall within a range of 0 to 99. The age in the inquiry plus or minus 1 year will be searched. If the person inquired upon is 100 years old or older, the first character (1) should be dropped.
4. Sex, race, ethnicity, eye color, and hair color should be coded following the instructions set forth in Personal Descriptors, *NCIC 2000 Code Manual*. A search on each of these fields will retrieve any record with a corresponding code.
5. Approximate height in the inquiry plus or minus 3 inches will be searched.
6. Approximate weight in the inquiry plus or minus 10 pounds will be searched. Inclusion of a name in the inquiry will limit the response.
7. After the search is conducted on AGE, SEX, RAC, ETN, EYE, HAI, HGT, and WGT, the New York State Identification and Intelligence System (NYSIIS) code in the records found will be compared with the NYSIIS code of the name in the inquiry. Only those records and additional NICs with matching NYSIIS codes will be returned to the inquiring agency.

#### **5.4 ADDITIONAL GUIDELINES FOR NONUNIQUE IDENTIFIER INQUIRY**

1. When a nonunique identifier inquiry is received, NCIC searches the Missing Person File for possible matches, i.e., candidate records. The sex, race, ethnicity, eye, and hair color codes in the candidate records must be identical to the sex, race, eye, and hair color codes in the inquiry. However, age, height, and weight in the candidate records may vary from the age, height, and weight in the inquiry as indicated above.
2. A score is assigned to each candidate record. The score is computed based upon the variance between the inquiry age, height, and weight, and the corresponding data in the candidate records. The score is an abstract numerical representation of the relative similarity between the inquiry data and the data in the candidate records. The score is used by NCIC 2000 to select up to 20 most likely candidate records for the response to the inquiring agency.
3. To determine if a hit (identification) has been made, the inquiring agency must review all of the identification data in the candidate records and contact the agency that entered the record(s) to confirm a match.
4. The ARE Field must be a valid state, territory, or province code as listed in the *NCIC 2000 Code Manual*. NCIC 2000 will search all records for a particular state, territory, province, or region. When an inquiry contains ARE/ followed by a valid code and an asterisk, the response to the inquiry will be limited to records containing the same code and/or US in the first two positions of the ORI Field. Any code may be followed by an asterisk.

If the asterisk is not used, the search will be conducted on a specific region associated with the state, territory, or province code as detailed in the following list.

<b>Area (ARE) Field Inquiry Code</b>	<b>ORI of Records Returned in Response</b>
AL	AL, FL, GA, LA, MS, NC, TN, & US
AK	AK, BE, YT, & US
AZ	AZ, CA, CO, NV, NM, UT, & US
AR	AR, IL, KS, KY, LA, MS, MO, OK, TN, TX, & US
CA	AZ, CA, NV, OR, & US
CO	AZ, CO, KS, NB, NM, OK, TX, UT, WY, & US
CT	CT, ME, MA, NH, NJ, NY, PA, RI, VT, & US
DE	DE, DC, MD, NY, PA, VA, & US
DC	DE, DC, MD, NY, PA, VA, WV, & US
FL	AL, FL, GA, MS, & US
GA	AL, FL, GA, NC, SC, TN, & US
HI	HI & US
ID	ID, MT, NV, OR, UT, WA, WY, AB, BC, & US
IL	AR, IL, IN, IA, KY, MI, MN, MO, TN, WI, & US
IN	IL, IN, KY, MI, OH, WI, ON, & US
IA	IL, IA, KS, MN, MO, NB, SD, WI, & US
KS	AR, CO, IA, KS, MO, NB, NM, OK, TN, & US
KY	AR, IL, IN, KY, MO, NC, OH, TN, VA, WV, & US
LA	AL, AR, LA, MS, OK, TX, & US
MA	CT, MA, ME, NH, NJ, NY, PA, RI, VT, & US
ME	CT, MA, ME, NH, RI, VT, NK, NS, PQ, & US
MD	DE, DC, MD, NJ, OH, PA, VA, WV, & US
MI	IL, IN, MI, MN, OH, WI, ON, & US
MN	IL, IA, MI, MN, NB, ND, SD, WI, MB, ON, & US
MS	AL, AR, FL, LA, MS, MO, TN, & US
MO	AR, IL, IA, KS, KY, MS, MO, NB, OK, TN, & US
MT	ID, MT, ND, SD, WA, WY, AB, BC, MB, SN, & US
NB	CO, IA, KS, MN, MO, NB, SD, WY, & US
NV	AZ, CA, ID, NV, OR, UT, & US
NH	CT, ME, MA, NH, NY, RI, VT, ON, PQ, & US
NJ	CT, DE, DC, MD, MA, NJ, NY, PA, RI, VA, & US

NM	AZ, CO, KS, NM, OK, TX, UT, & US
NY	CT, MA, NH, NJ, NY, OH, PA, RI, VT, ON, PQ, & US
NC	AL, GA, KY, NC, SC, TN, VA, WV, & US
ND	MN, MT, ND, SD, WY, MB, SN, & US
OH	IN, KY, MD, MI, NY, OH, PA, WV, ON, & US
OK	AR, CO, KS, LA, MO, NM, OK, TX, & US
OR	CA, ID, NV, OR, WA, & US
PA	CT, DE, DC, MD, MA, NJ, NY, OH, PA, RI, VA, WV, ON, & US
RI	CT, ME, MA, NH, NJ, NY, PA, RI, VT, & US
SC	GA, NC, SC, TN, & US
SD	IA, MN, MT, NB, ND, SD, WY, & US
TN	AL, AR, GA, IL, KY, MS, MO, NC, SC, TN, VA, WV, & US
TX	AR, CO, KS, LA, NM, OK, TX, & US
UT	AZ, CO, ID, NV, NM, UT, WY, & US
VT	CT, ME, MA, NH, NY, RI, VT, ON, PQ, & US
VA	DE, DC, KY, MD, NJ, NC, PA, TN, VA, WV, & US
WA	ID, MT, OR, WA, BC, & US
WV	DC, KY, MD, NC, OH, PA, TN, VA, WV, & US
WI	IL, IN, IA, MI, MN, WI, & US
WY	CO, ID, MT, NB, ND, SD, UT, WY, & US
AB	CD, ID, MT, AB, BC, NT, SN, & US
BC	CD, AK, ID, MT, WA, AB, BC, NT, YT, & US
CD	CD, AB, BC, CD, IC, MB, NF, NK, NS, NT, ON, PE, PQ, SN, YT, & US
MB	CD, MN, MT, ND, MB, NT, ON, SN, & US
NF	CD, NF, PQ, & US
NK	CD, ME, NK, NS, PE, PQ, & US
NS	CD, ME, NK, NS, PE, & US
NT	CD, AB, BC, MB, NT, PQ, SN, YT, & US
ON	CD, IN, MI, MN, NH, NY, OH, PA, VT, MB, ON, PQ, & US
PE	CD, NK, NS, PE, & US
PQ	CD, ME, NH, NY, VT, NF, NK, NT, ON, PQ, & US
SN	CD, MT, ND, AB, MB, NT, SN, & US
YT	CD, AK, BC, NT, YT, & US
PR	PR, VI, & US
VI	PR, VI, & US

5. If a hit response contains expired license plate information, the following caveat will be included:

WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

6. A Missing Person File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, operator's license data, license plate data, vehicle identification data, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the fields will be sorted as follows: operator's license data by OLS, license plate data by LIS, vehicle data by VIN, and image data by IMN.

## **5.5 GUIDELINES FOR NCIC 2000 NONUNIQUE IDENTIFIER INQUIRY (QM)**

### **1. IMAGE INDICATOR (IND)**

The QM may contain an Image Indicator (IND) to specify whether an image should be returned if available. If the image indicator is Y, image data related to each primary hit response will be returned.

```
1N01HEADER.QM.WA1230000.AGE/35.SEX/M.RAC/W.HGT/511.  
WGT/160. EYE/BRO.HAI/BRO. IND/Y
```

The following would be returned after the immediate confirm caveat for a mugshot image:

```
IMR/MNAM:SMITH, JOHN J DOB:19641012  
RAC:W HGT:510 WGT:165 DOI:19881012  
NIC:M000069216 IMN:I000001233  
MIS: PHOTO OVER TEN YEARS OLD
```

00256

<image>.

The Image Response (IMR/) is composed of the following data: the Image Type (M for mugshot) and standard person MFCs (NAM, DOB, RAC, HGT, and WGT). The Date of Image (DOI) is next, followed by the NIC of the person record and the IMN. Following the IMN is the Image MIS Field, then image size in bytes (00256), and, last, <image> would be replaced with the actual image.

### **2. EXPANDED NAME SEARCH (ENS)**

Nonunique identifier inquiries (QM) may also contain the Expanded Name Search (ENS) Field to specify that if the NAM Field is used, the enhanced name search function should be performed. If the ENS is Y, primary hits will be determined using each input name part as the last name, interchanging the remaining name parts as given names. Additional information on the ENS can be found in the Introduction chapter of this manual.

1NO1HEADER.QM.WA1230000.AGE/30.SEX/M.RAC/W.EYE/BRO.HAI/BRO.  
HGT/510.WGT/160  
NAM/FRANK,MILES.ENS/Y

The following \$.M. message will be returned based on the ENS:

\$.M.1NO1HEADER  
WA1230000

NCIC HAS 1 POSSIBLE MATCHES FOR YOUR INQUIRY ON:  
AGE/30 SEX/M RAC/W ETN/H EYE/BRO HAI/BRO HGT/510 WGT/160  
NAM/FRANK,MILES.

THE TWO HIGHEST SCORING RECORDS ARE LISTED FOLLOWED BY THE NIC  
NUMBERS OF UP TO 20 OF THE HIGH SCORE RECORDS.  
MKE/MISSING PERSON INVOLUNTARY  
ORI/DC1014300 NAM/MILES, FRANK SEX/M RAC/W ETN/H POB/FL  
DOB/19700112 HGT/509 WGT/153 EYE/BRO HAI/BRO  
SKN/FAR SMT/TAT L LEG  
FPC/PMPIC14151617181920 SOC/211440001  
MNP/MP DLC/19981001 OCA/CS12345  
MIS/LAST SEEN AT THE TYSONS CORNER MALL  
ORI IS ANY CITY PD DC 202 555-1111  
NIC/M107650007 DTE/19981003 0000 EDT DLU/20071215 1600 EST  
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

## 5.6 EXAMPLES

1. The message keys QW, QWA, QWE, QWF, QWS, ZW, QWB, and QWI are used for Missing Person File inquiries in addition to Foreign Fugitive, Wanted Person, Gang, Known or Appropriately Suspected Terrorist , Protection Order, Immigration Violator, Identity Theft, Supervised Release, Violent Person, and Protective Interest Files and the National Sex Offender Registry will cause these files to be searched automatically. If vehicle identifiers (LIC, LIS, and/or VIN and VMA) are included in the inquiry, the Vehicle, Boat, Vehicle/Boat Part, and License Plate Files will also be searched. If MNU, SOC, or OLN is included in the inquiry, the Article File personal identifier records will also be searched.

1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19891012.RSH/Y

### Negative Response:

1L01HEADER  
WA1230000

NO NCIC WANT DOB/19891012 NAM/SMITH, JOHN J SEX/M RAC/W  
\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF  
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE  
EXTRADITION FROM THE  
INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED  
WITHOUT LIMITATIONS.

**Positive Response (with supplemental records):**

1L01HEADER  
WA1230000  
\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

MKE/MISSING PERSON JUVENILE  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/MD  
DOB/19891012 DOE/20051012 HGT/410 WGT/105 EYE/GRN HAI/BRO CTZ/US  
SKN/FAR SMT/SC R HND  
SOC/123456789 MNP/MP DLC/19991201 OCA/99-1234  
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT  
BLT/OPOS CRC/C FPA/N BXR/P  
JWT/PK NE  
JWL/GOLD CROSS ON CHAIN  
ORI IS ANY CITY PD MD 301 555-1212  
DOB/19881012  
DOB/19891210  
AKA/JONES, EDWARD  
AKA/ROE, EDWARD  
SMT/CAUL L EAR  
SMT/TAT R ARM

DENTAL CHARACTERISTICS  
DXR/Y MPA/N DRE/INDIVIDUAL HAS NO DECAY  
ALL 32 PERMANENT TEETH ARE PRESENT; WITH NO RESTORATIONS  
NIC/M000069216 DTE/19991201 1245 EST DLU/20080201 0830 EST  
IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES IN  
INTERSTATE COMPACT ON JUVENILES

**2. EXAMPLE OF A UNIQUE IDENTIFIER INQUIRY FOR FOREIGN ABDUCTED CHILDREN AND MISSING PERSON RECORDS WITH NEGATIVE AND POSITIVE RESPONSES**

1N01HEADER.QW.WA123000.NAM/DOE,JOHN(SEX/M.RAC/W.DOB/19770123

**Negative Response:**

1L01HEADER  
WA123000  
NO NCIC WANT DOB/19770123 NAM/DOE,JOHN SEX/M RAC/W  
\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

**Positive Response:**

1L01HEADER  
WA123000

\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

WARNING: DO NOT DETAIN BASED UPON THIS MISSING PERSON RECORD  
MKE/FOREIGN MISSING PERSON - JUVENILE  
ORI/DCINTER00 NAM/DOE, JOHN SEX/M RAC/W ETN/ POB/BD  
DOB/19770123 DOE/19950123 HGT/410 WGT/105 EYE/GRN HAI/BRO CTZ/BD  
SOC/211004444 MNP/MP DLC/19821201  
MIS/CHILD ABDUCTED IN FRANCE BY NON-CUSTODIAL PARENT  
ORI IS INTERPOL US DOJ WASHINGTON (202) 616-9000  
NIC/M000069216 DTE/19830104 0000 EST DLU/20080201 0930 EST  
IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES  
IN INTERSTATE COMPACT ON JUVENILES  
REPEAT - DO NOT DETAIN BASED UPON NCIC RECORD WITH NIC/M000069216  
FOREIGN MISSING OR ABDUCTED PERSON - IMMEDIATELY CONTACT INTERPOL,  
US DOJ, NLETS ORI/DCINTER00, OR TEL. NO. (202) 616-9000.  
IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDURES  
IN INTERSTATE COMPACT ON JUVENILES

### **3. EXAMPLE OF A UNIQUE IDENTIFIER INQUIRY POSITIVE RESPONSE FOR A MISSING PERSON RECORD WITH PWI DATA**

1N01HEADER.QW.WA1230000.NAM/ADAMS, RANDY.SEX/M.RAC/W.DOB/19440630.RSH/Y

#### **Positive Response (with supplemental PWI records):**

1L01HEADER  
WA1230000

\*\*\*\*\*PERSON WITH INFORMATION ASSOCIATED WITH NIC/M000069216\*\*\*\*\*  
\*\*\*\*\*DO NOT ARREST OR DETAIN BASED ON PERSON WITH INFORMATION HIT\*\*\*\*\*  
MKE/MISSING PERSON ENDANGERED  
ORI/MD1012600 NAM/JONES, SARAH SEX/F RAC/W ETN/H POB/MD  
DOB/20081012 DOE/20261012 HGT/402 WGT/065 EYE/BRO HAI/BRO  
SKN/FAR SMT/SC R HND  
SOC/123456789  
MNP/CA DLC/20110810 OCA/EXAMPLE1  
MIS/LAST SEEN WEARING BLUE PANTS AND PINK SHIRT  
MPC/ABDUCTED BY A NON-CUSTODIAL PARENT  
LIC/555W555 LIS/VA LIY/2012 LIT/PC  
VIN/1Q87H2N100001 VYR/2001  
VMA/FORD VMO/TAU VST/4D VCO/BLK  
BLT/OPOS FPA/N  
BXR/P  
DNA/N  
ORI IS ANY CITY PD MD 301 555-1212  
PIN/ADAMS, RANDY PIX/M PIR/W PIE/H PIB/19440630 PGH/511  
PWG/195 PEY/BRO PHA/BRO PSK/LGT PSM/SLVR TOOTH PSS/123456789  
PMI/PERSON WITH INFORMATION IS NON-CUSTODIAL PARENT OF MISSING CHILD, CHILD  
PMI/MAY BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET FRIDAY AT THE

ORANGE  
PMI/CO PD 555-555-5555 WHEN PERSON WITH INFORMATION IS ENCOUNTERED  
PIB/19450630  
PIB/19450531  
PAK/MARKS, RANDY  
PSM/SC L ANKL  
PSM/TAT L WRS  
PSS/333333333  
PSS/222222222

PIN/HARDY, MARY PIX/F PIR/W PIE/H PIB/19700410 PGH/502  
PWG/115 PEY/BRO PHA/BRO PSK/LGT PSM/MOLE FHD PSS/987654321  
PMI/PERSON WITH INFORMATION IS GIRLFRIEND OF NON-CUSTODIAL PARENT OF MISSING  
PMI/CHILD, CHILD MAY BE USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET FRIDAY  
AT  
PMI/THE ORANGE CO PD 555-555-5555 WHEN PERSON WITH INFORMATION IS ENCOUNTERED  
PIB/19710503  
PAK/ADAMS, MARY  
PSM/TAT LW LIP  
PSM/TAT L ANKL  
PSS/888888888

NIC/M000069216 DTE/20110810 1600 EDT DLU/20110811 0425 EDT

\*\*\*REPEAT - DO NOT ARREST OR DETAIN BASED ON PERSON WITH INFORMATION HIT\*\*\*

## **5.7 REQUIREMENTS FOR UNIQUE IDENTIFIER INQUIRY**

An inquiry of the Missing Person File may be made by name and one, more than one, or all of the following alphanumeric identifiers: DOB (including year, month, and day), FBI, MNU, SOC, and OLN, with each data element preceded by the proper MFC. Additionally, inquiries may be made using vehicle data (LIC, LIS, and/or VIN and VMA); NAM and OCA; or NIC only, with each data element preceded by the proper MFC.

Note: Exact spelling of the name as contained in the record is required when inquiring with only NAM and OCA.

## **5.8 ADDITIONAL GUIDELINES FOR UNIQUE IDENTIFIER INQUIRY**

1. When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the exact date of birth in a record before a record will be retrieved. When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC will search for all matching records that contain the exact DOB and a surname that is a NYSSIS match to the surname in the inquiry.
2. Sex and race should be included to minimize multiple hits by limiting the scope of the search. Including sex will cause NCIC 2000 to search only those records containing the same SEX code as the SEX code in the inquiry. Also, the inclusion of race in an inquiry can limit the search made by NCIC 2000. A list of the Race Field codes and the race codes that will be searched when each is included in an inquiry are the following:

<b>Race Code In Inquiry</b>	<b>Race Codes Searched</b>
A (Asian or Pacific Islander)	All
I (American Indian or Alaskan Native)	All
B (Black)	All except W
W (White)	All except B
U (Unknown)	All

3. When the inquiry contains a name and an alphanumeric identifier other than DOB, i.e., SOC, FBI, MNU, or OLN, a name search is not generated. Including sex and race in this inquiry will not confine the search. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The MIS Field in the hit response should be reviewed to confirm that the first 15 characters are the same as the complete MNU.

4. An inquiry can provide a secondary hit response from other files in NCIC when the primary hit contains a SOC, FBI, or VIN, and those fields were not part of the original search criteria. A second computer search is automatically generated on the SOC, FBI, and VIN contained in the primary record response. The second search is against all person files (except the NICS Denied Transaction and Unidentified Person Files), Vehicle, and Vehicle/Boat Part Files.

5. When only one numeric identifier is used in a Missing Person File inquiry, the response will include only the record on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response will include a record on file with that Social Security number, even though there may be other records on file for the same individual which do not contain that particular number.

6. An agency making an inquiry with limited personal descriptors should make a second inquiry using all available identifiers contained in the response record to ensure the receipt of all records on file which could possibly pertain to the person in question.

7. An inquiry (QV or ZV) by LIC, LIS, and/or VIN, and, when available, VMA will also identify a missing person record for which the vehicular and/or license plate data have been entered.

8. If a hit response contains expired license plate information, the following caveat will be included:

WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

9. QM, QW, QWA, QWE, QWF, QWS, ZW, QWB, QWI, and QWT inquiries based on NAM and DOB will search the PIN, PAK, and PIB Fields. If the inquiry is based on SOC, the PSS Field will be searched.

10. If a missing person record is appended with PWI data, a caveat will display between the Amber Alert and Missing Person alerts at the beginning of the missing person record response.

1. When the record response is generated due to a hit on the base missing person record data, the following caveat will display:

\*\*\*\*\*PERSON WITH INFORMATION ASSOCIATED WITH NIC/<NIC>\*\*\*\*\*  
\*\*\*\*\*DO NOT ARREST OR DETAIN BASED ON PERSON WITH INFORMATION  
HIT\*\*\*\*\*

2. When the record response is generated due to a hit on the PWI record data, the following caveat will display:

\*\*\*\*\*RECORD NIC/<NIC> IS BASED ON PERSON WITH INFORMATION MATCH\*\*\*\*\*

\*\*\*\*\*DO NOT ARREST OR DETAIN BASED ON PERSON WITH INFORMATION HIT\*\*\*\*\*

3. For all missing person record responses with PWI data, the following caveat will display after "IMMED CONFIRM MISSING PERSON STATUS WITH ORI" preceded by a blank line.

\*\*\*REPEAT - DO NOT ARREST OR DETAIN BASED ON PERSON WITH INFORMATION  
HIT\*\*\*

4. The PWI records will display the following dental data in an MPF record response and will be preceded by a blank line. The two supplemental PWI records will be separated by a blank line.

## **5.9 ADDITIONAL GUIDELINE FOR NCIC 2000 QW INQUIRY**

QW, QWA, QWE, QWF, QWS, ZW inquiries may contain the Image Indicator (IND), Related Search Hit (RSH) and Expanded Name Search (ENS), and Expanded Date of Birth Search (EBS) Fields. Additional information on the use of these fields can be found in the Wanted Person File chapter.

## **5.10 BATCH INQUIRY (QWB)**

The batch inquiry allows users to create a file of multiple QWA inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific inquiry from which they were generated. Prior to each response SEQUENCE NUMBER: <SEQ> will be returned to identify those responses that follow as coming from the inquiry with that sequence number. Additional information on procedures for conducting QWB inquiries can be found in the Wanted Person File chapter.

## **5.11 PROCEDURES FOR HANDLING A HIT**

1. When an agency receives a record in response to an inquiry and 1) the whereabouts of the person inquired upon is known and 2) the person inquired upon appears to be identical with the subject of one or more of the records, the agency that can detain the person must contact the originating agency of each record possibly identical with the person inquired upon to confirm the hit prior to detaining the person.
  2. Response time to a hit is based on two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.
  3. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.
  4. If the missing person is identified by partial body parts, the inquiring agency should determine if the entering agency wants the record to be located.
  5. When an agency receives a record response to an inquiry containing PWI data, the agency should refer to the PMI Field for point of contact and additional information prior to taking action regarding the PWI.
- 

## **SECTION 6--LOCATE**

### **6.1 WHEN TO USE A LOCATE MESSAGE**

Any agency, except the agency that entered the record, that finds a person who is indexed in an NCIC 2000 Missing Person File should place a locate message on the missing person record. When an agency receives a record or multiple records in response to an inquiry, the inquiring agency must contact the ORI of each record possibly identical with the person in question to confirm the hit. Following confirmation with the originating agency, a locate message should be transmitted for each record on file for the individual unless otherwise advised by the entering agency.

**DO NOT** transmit a locate message on the missing person record of a child removed from the United States and located in another country until the child has been returned or the issue of return has been resolved.

### **6.2 EXAMPLE OF A LOCATE MESSAGE**

1N01HEADER.LM.WA1230000.NAM/SMITH, JOHN J.NIC/M000069216.19991205.  
8592.DETN.HIT STATE 19991204..3..1..400.1000

#### **Acknowledgment:**

1L01HEADER  
 WA1230000  
 1ST LOCATED NAM/SMITH, JOHN J NIC/M000069216 RECORD BEING CANCELED

The above example contains: header (1N01HEADER), message key (LM), locating agency identifier (WA1230000), two record identifiers (NAM/SMITH, JOHN J and NIC/M000069216), date of location (19991205), locating agency case number (8592), disposition information (DETN), and benefits and effectiveness data: reason for person record removal (HIT STATE 19991204), wanted/missing person hit results (3), number of missing persons found (1), value of other recovered property (400), and value of recovered contraband (1000).

### 6.3 MESSAGE FIELD CODES FOR LOCATE

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DISPOSITION	MANDATORY	DSP	4-4	ALPHABETIC
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS*	10-21	ALPHABETIC, NUMERIC

PERSON ARMED	OPTIONAL	PAR*	1-1	ALPHABETIC
WANTED/MISSING PERSON HIT RESULTS	OPTIONAL	HIT*	1-2	NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA*	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF*	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP*	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR*	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC*	1-8	NUMERIC

\*NCIC 2000 format only

#### **6.4 IDENTIFICATION OF A RECORD TO RECEIVE LOCATE**

The record to receive a locate must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. If the NAM Field is used as an identifier, the name must be set forth with the exact spelling and spacing as shown in the record on file. The OCA used as an identifier will be that of the agency that entered the record as shown in the record received from NCIC 2000 in reply to the apprehending/locating agency's inquiry.

#### **6.5 LOCATE PROCEDURE**

1. Following the two record identifiers, the date of recovery, recovering agency case number, and the disposition are next entered, in that order, without field codes. The date of recovery must be entered or the locate message will be rejected. The recovering agency case number should be entered to ensure that complete recovery information is in the record. Disposition information (what is to be done with the missing person) must be obtained from the ORI when it is contacted to confirm the missing person's status and included in the locate message.
2. The ORI has the responsibility of immediately advising the recovering agency concerning disposition of the individual when contacted about the location of the missing person.
3. The complete missing person record, including all supplemental data, is automatically retired when a locate message is placed on the record.

## **6.6 DISPOSITION (DSP) FIELD**

### **1. DETN IN LOCATE MESSAGE**

DETN, an abbreviation for detained, must be included in the locate message when the agency that entered the record advises the locating agency that arrangements are being made to return the missing person to the proper authorities.

### **2. RELD IN LOCATE MESSAGE**

RELD, an abbreviation for released, must be included in the locate message when:

1. The agency that entered the record advises the locating agency that the missing person should not be detained since that person will not be returned to the proper authorities.
2. The locating agency has received no information concerning what action should be taken with regard to the missing person after making a concerted effort to obtain such information.

## **6.7 ADDITIONAL GUIDELINE FOR NCIC 2000 LOCATE**

Following the disposition, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

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## **SECTION 7--CLEAR**

### **7.1 WHEN TO USE A CLEAR MESSAGE**

Clearing a record is restricted to the agency that entered the record. A clear message is transmitted:

1. When the agency finding the missing person is the agency that entered the record; or
2. When the agency that entered the record is officially advised that the missing person has been located and the locating agency has not entered a locate message.

The clear message will cause the entire record, including supplemental and dental data, to be removed from the file.

**DO NOT** transmit a clear message on the missing person record of a child removed from the United States and located in another country until the child has been returned or the issue of return has been resolved.

## 7.2 EXAMPLE OF A CLEAR MESSAGE

1N01HEADER.CM.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.  
19991107.WA1230000.8592.HIT NCIC 19991105..3..400.1000

### Acknowledgment:

1L01HEADER  
MD1012600  
CLEAR NAME/SMITH, JOHN J NIC/M000069216

The above clear example contains: header (1N01HEADER), message key (CM), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/M000069216), date of location (19990107), the locating agency identifier (WA1230000), locating agency case number (8592), and benefits and effectiveness data: reason for person record removal (HIT NCIC 19991105), wanted/missing person hit results (3), number of missing persons found (1), value of other recovered property (400), and value of recovered contraband (1000).

## 7.3 MESSAGE FIELD CODES FOR CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING	OPTIONAL	RRI	9-9	ALPHABETIC,

AGENCY IDENTIFIER				NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS*	10-21	ALPHABETIC, NUMERIC
PERSON ARMED	OPTIONAL	PAR*	1-1	ALPHABETIC
WANTED/MISSING PERSON HIT RESULT	OPTIONAL	HIT*	1-2	NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA*	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF*	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP*	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR*	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC*	1-8	NUMERIC

\*NCIC 2000 format only

#### **7.4 IDENTIFICATION OF A RECORD TO BE CLEARED**

The record to be cleared must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The NAM Field used to identify the record must be set forth with the exact spelling and spacing as shown in the record on file.

#### **7.5 CLEAR PROCEDURES**

1. If the agency that entered the record finds the missing person, the date of recovery must be entered following the two record identifiers. Additionally, benefits and effectiveness data should be entered.
2. If the missing person is found by an agency other than the ORI of the record and the recovering agency has not placed a locate message on the missing person record, the date of recovery must be entered following the two record identifiers. This date should be followed by

the recovering agency's identifier and the recovering agency case number. Additionally, benefits and effectiveness data should be entered.

3. Since one locate message retires the record from file, it will not be necessary for the ORI to clear the record from NCIC 2000.

## **7.6 ADDITIONAL GUIDELINE FOR NCIC 2000 CLEAR**

Users are expected to enter benefits and effectiveness data for all clear transactions. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period.

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## **SECTION 8--SUPPLEMENTAL RECORD**

### **8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC

SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN <sup>1</sup>		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC <sup>2</sup>		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN <sup>3</sup>		
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC*	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
IMAGE NCIC NUMBER SET	OPTIONAL SET	IMN <sup>4</sup>		
CITIZENSHIP	OPTIONAL	CTZ*	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

\*NCIC 2000 format only

<sup>1</sup> OLN/<OLN>.<OLS>.<OLY>

<sup>2</sup> LIC/<LIC>.<LIS>.<LIY>.<LT>

<sup>3</sup> VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO>

<sup>4</sup> IMN/<IMN>.<IMT>

## 8.2 WHEN TO ENTER A SUPPLEMENTAL RECORD

An enter supplemental record is used when additional identifiers such as alias(es), scars, marks, tattoos, and other characteristics, etc., need to be added to a missing person record. The enter supplemental record message may be made only by the agency that entered the missing person record.

## 8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY

1N01HEADER.EMN.MD1012600.NAM/SMITH, JOHN J.OCA/5439.  
AKA/ROE, EDWARD.JONES, EDWARD.DOB/19801012.19791012.  
SMT/CAUL L EAR.TAT R ARM

### Acknowledgment:

1L01HEADER  
MD1012600  
SUPP NAM/SMITH, JOHN J OCA/5439

The above supplemental record entry example contains: header (1N01HEADER), message key (EMN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/ SMITH, JOHN J and OCA/5439), and the supplemental data added to the record: two aliases (AKA/ROE, EDWARD. JONES, EDWARD), two dates of birth (DOB/19801012 and 19791012), and two scars, marks, and tattoos (SMT/CAUL L EAR and TAT R ARM).

## 8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY

The missing person record to which a supplemental record of an alias and/or other additional identifier is to be added must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record must be set forth with the exact spelling and spacing as shown in the record on file.

## 8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

The AKA Field and all other identifying data fields which may be included in a supplemental record with their field codes and the maximum number of aliases and/or other identifiers that may be added to a missing person record are the following:

<b>Field</b>	<b>Field Code</b>	<b>Maximum Number Permitted</b>
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tatoos, and Other Characteristics	SMT	19
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and	VIN	9

Color (entered as a set; model and color not required for entry, but should be entered if known)		
Caution and Medical Conditions	CMC*	10
Image NCIC Number and Image Type (entered as a set)	IMN*	12
Citizenship	CTZ*	9

\*NCIC 2000 format only

## **8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY**

1. A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias; date of birth; scar, mark, tattoo; miscellaneous number; Social Security number; citizenship; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, a license plate, vehicle, or image is likewise counted as one identifier.
2. For example, a record relating to JOHN HARRY SMITH might have appended supplemental data consisting of three other names (AKAs), nine dates of birth, five scars, two miscellaneous numbers (an army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession. Entry of these additional data would require several supplemental record entry messages as all of these additional identifiers could not be included in one supplemental record entry message.

## **8.7 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY**

1. After the missing person record has been identified, each field included in a supplemental record entry, except those entered as sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data. The data elements must be separated by a period and each field must end with a period. Fields that are not part of sets of data may be entered in any order in a supplemental record entry.
2. All numeric identifiers excluding OCA and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen must be used to separate the two alphabetics from the number itself in the MNU Field.
3. Personal Descriptors, State and Country Codes, and Vehicular Data Codes, *NCIC 2000 Code Manual*, contain appropriate coding of personal identifiers and license and vehicle data.

4. The entry of a supplemental record to a missing person record will cause a cross-search of all unidentified person records.

## **8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY**

### **1. ALIAS (AKA)**

1. Field code AKA followed by a slash is used to identify an alias(es). An alias includes any name in which any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, i.e., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.
2. An alias is to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial if any, space, and suffix indicating seniority, if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the message field code AKA.
3. For juveniles, it is recommended that the mother's maiden name be entered using the following format: AKA/(Mother's Maiden Surname), (Missing Juvenile's Given Name). Nicknames (monikers) are to be entered in the MIS Field, not in the AKA Field of the missing person record.
4. Nicknames (monikers) are to be entered in the AKA Field of the missing person record. The term nickname in NCIC is defined as a name added to or substituted for the proper name of a person, such as their street name (i.e., Shorty). It is not a familiar form of a proper name, such as Jim for James.

The nickname is to be entered in the AKA Field, followed by a comma (space after comma is optional), then an X (i.e., Peanut, X).

### **2. OPERATOR'S LICENSE SET (OLN)**

Field code OLN followed by a slash is used to identify additional operator's license data in an entry. The three data elements making up this set are the operator's license number, state of issue, and year of expiration. All three elements must be included in the order listed in the format and must be separated by a period. For example:

OLN/L234526677238.VA.1976.

In the event more than one operator's license is to be entered at the same time, each set of operator's license data must be preceded by message field code OLN/.

### **3. LICENSE PLATE SET (LIC)**

Field code LIC followed by a slash is used to identify additional license plate data in an entry. This set contains four data elements: LIC, LIS, LIY, and LIT. Elements must be entered in the order listed in the format and must be separated by a period. For example:

LIC/CBA321.MD.1977.TK.

In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data must be preceded by message field code LIC/.

#### 4. VEHICULAR DATA SET (VIN)

1. Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This set contains six data elements: VIN, VYR, VMA, VMO, VST, and VCO.
2. The VIN, VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods and each data element must be accounted for. For example:

VIN/IL69X6J023456.1976.CHEV.IMP.4D.BLK

or

VIN/1D37Q6R001225.1976.CHEV..2D.

3. In the event data related to other vehicles are entered at the same time, each set of vehicular data must be preceded by message field code VIN/.

#### 5. ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

The MFCs followed by a slash are used to identify additional data to be included in a supplemental record, i.e., DOB/, SMT/, MNU/, and SOC/. Multiples can be entered without repeating the MFCs and separated only by periods. For example, an entry might include:

DOB/19570102.19550823.SMT/SC LHK.POCKMARKS.MNU/AF-123456789.

SOC/123456789

When identifying data are entered in a supplemental record, the corresponding fields in the base record must be filled.

#### **8.9 MODIFICATION OF ALIAS(ES) AND/OR OTHER IDENTIFIERS IN A SUPPLEMENTAL RECORD**

No one-step procedure is available to modify an alias or other identifier in a missing person supplemental record. To modify, the incorrect AKA or other identifier should be canceled and reentered.

#### **8.10 EXAMPLE OF A SUPPLEMENTAL RECORD ALIAS(ES) AND OTHER IDENTIFIERS CANCELLATION**

1N01HEADER.XMN.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.  
AKA/ROE, EDWARD.JONES,EDWARD.DOB/19651012.19630912

**Acknowledgment:**

1L01HEADER  
MD1012600  
CANCEL SUPP NAM/SMITH, JOHN NIC/M000069216  
AKA/ROE, EDWARD  
AKA/JONES, EDWARD  
DOB/19651012  
DOB/19630912

The above example of a cancellation of aliases and other additional identifiers in a supplemental record contains: header (1N01HEADER), message key (XMN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/M000069216), and data to be canceled (AKA/ROE, EDWARD.JONES, EDWARD, and DOB/19651012.19630912).

**8.11 IDENTIFICATION OF A RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS**

When canceling an AKA and/or other additional identifiers contained in a supplemental record, the missing person record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order, with each data element preceded by the proper MFC. The supplemental data to be canceled are then entered with each field preceded by the proper MFC.

**8.12 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE**

A maximum of nine identifiers of various kinds may be canceled in one cancellation message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA, DOB, SMT, MNU, CTZ, or SOC is counted as one identifier. Each set of OLN, LIC, VIN, or IMN (multiple data element fields) is counted as one identifier.

**8.13 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION**

1. Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; citizenships; and caution and medical conditions to be canceled should be set out in the cancellation message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.
2. Each set of operator's license or license plate data (multiple data element fields) must be preceded by OLN/ or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicle data, only the VIN and

VMA are required following VIN/, with a period to account for the intervening VYR Field. For example:

VIN/1L69X6JO23456..CHEV

3. When a missing person record is canceled, its entire supplemental record is automatically canceled.

## **8.14 ADDITIONAL GUIDELINES FOR NCIC 2000 SUPPLEMENTAL CANCELLATION**

### **1. IMAGE SET (IMN)**

Up to nine images can be canceled in a supplemental cancel transaction: one signature, one mugshot, or nine identifying images (up to ten identifying images can be stored for a missing person record). The format is IMN/<IMN>.<IMT>. The IMN is the NCIC Number of the image, and the image type will be either S, M, or I. If the image type of the record is not the same type as defined by the IMT, the supplemental data will be rejected.

### **2. SUPPLEMENTAL CANCELLATION ACKNOWLEDGMENT MESSAGE**

A cancel supplemental transaction can contain up to nine supplemental data. All supplemental data will be processed except data that do not meet field edits or data that do not exist. The cancel supplemental message will list all supplemental data that were successfully canceled, list all supplemental data not on file, and list all supplemental data that failed due to a REJ SUPP MFC ERROR.

1N01HEADER.XMN.MD1012600.NAM/SMITH, JOHN J.NIC/M000069216.  
AKA/ROE, EDWARD.JONES, EDWARD.DOB/19651012.1930932

### **Acknowledgment:**

1L01HEADER  
MD1012600  
CANCEL SUPP NAM/SMITH, JOHN NIC/M000069216  
AKA/ROE, EDWARD  
DOB/19651012  
REJ SUPP MFC ERROR  
DOB/1930932  
REJ SUPP NOT ON FILE  
AKA/JONES, EDWARD

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## **SECTION 9--SUPPLEMENTAL DENTAL RECORD**

### **9.1 MESSAGE FIELD CODES FOR DENTAL RECORD ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DENTAL X-RAYS AVAILABLE	MANDATORY	DXR	1-1	ALPHABETIC
DENTAL MODELS	MANDATORY	MPA	1-1	ALPHABETIC
DENTIST'S REMARKS	OPTIONAL	DRE	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DENTAL CHARACTERISTICS	MANDATORY	DCH	3-319	ALPHABETIC, NUMERIC, SPECIAL CHARACTERISTICS

\*NCIC 2000 format only

## 9.2 WHEN TO USE SUPPLEMENTAL DENTAL RECORD ENTRY

The Missing Person File includes dental characteristics for matching purposes against records in the NCIC 2000 Unidentified Person File.

Only the agency that entered the missing person record may enter dental data into that record. The agency must enter (MKE/ED) separately from the base record and other supplemental data.

## 9.3 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD ENTRY

The following is an example of a supplemental data entry adding dental characteristics data to the base record:

1NO1HEADER.ED.DCFBIWA00.NIC/M107649846.OCA/12334.Y.N.PERSON HAS  
NUMEROUS

CARIES.01X,02MO,03V,04V,05V,06V,07V,08V,09V,10V,11V,12V,13V,14V,15V,16X,  
17X,18/,19V,20V,21V,22V,23V,24V,25V,26V,27V,28V,29V,30V,31V,32X

**Note:** In the above message all teeth are coded. Additionally, tooth number 02 is the only tooth on which dental work has been performed; teeth 01, 16, 17, and 32 are missing; and no information is remembered for tooth 18.

#### Acknowledgment:

1L01HEADER  
DCFBIWA00  
ENTRY DENTAL DATA NIC/M107649846 OCA/12334

The above supplemental record entry contains: header (1N01HEADER), message key (ED), Originating Agency Identifier (DCFBIWA00), two record identifiers (NIC M107649846 and OCA 12334), and the dental information to be added to the record.

### 9.4 IDENTIFICATION OF A RECORD FOR ENTRY OF DENTAL DATA

The missing person record to which dental data are to be added must be identified by NIC and OCA, in that order, followed by the dental information.

### 9.5 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DENTAL RECORD ENTRY

Supplemental dental information and other supplemental identifiers cannot be transmitted in the same message. Dental information is entered with MKE/ED.

The entry of a supplemental dental record to a Missing Person File record will cause a cross-search of all Unidentified Person File records.

1. The DXR Field must contain Y or N.
2. The MPA Field must contain Y or N.
3. The DRE Field can hold up to 50 characters. This field should contain dental remarks which cannot be coded in the DXR, MPA, or DCH Fields.

### 9.6 DENTAL CHARACTERISTICS (DCH) FIELD

1. The DCH Field describes the status of each tooth, restorations for each surface of the tooth (MODFL), missing (X), virgin (V), no information remembered (/), root canal (R), or crown (C).
  1. An NCIC 2000 Missing Person Dental Report, or one similar, can be completed by a dentist or forensic odontologist and returned to the user for entry.
  2. If all 32 permanent teeth are present with no restorations, the agency can enter the code ALL in the DCH Field. If the agency enters ALL in the DCH Field, it cannot add

information and the system transmits the following after the DRE Field in a positive response:

#### ALL 32 PERMANENT TEETH ARE PRESENT WITH NO RESTORATIONS

**Note:** If an agency enters ALL in the DCH Field, the code V will be used for all 32 teeth and the system will generate a dental cross-search comparison.

3. If dental characteristics are not available for coding, then the agency should enter UNK in the DCH Field. If the agency enters the code UNK in the DCH Field, the system transmits the following after the DRE Field in a positive response:

#### DENTAL CHARACTERISTICS (DCH) ARE NOT AVAILABLE

**Note:** If an agency enters UNK in the DCH Field, NCIC will not generate a dental cross-search comparison .

2. The codes will be entered using a comma as a separator with the exception of the last code which must be followed by a period (field delimiter) or end of transmission.

3. If the agency does not enter the code ALL or UNK, the only valid codes shall be 01 through 32. Each code shall be used only once. These codes shall be followed by the appropriate letter(s) or special character (e.g., 01M).

A modification of any code for the 01 through 32 tooth codes will replace any coding for that specific tooth, (for example, 01MO was initially entered, 01FL was modified into the record, the record will then list only 01FL). If new codes must be added to the existing codes for a tooth, the existing codes must be reentered along with the new codes, (for example, 01MO was initially entered for tooth number 1 and FL must be added, then 01MOFL should be entered to list 01MOFL).

4. The DCH Field shall contain a maximum of 32 codes consisting of two numerics followed by option 1, 2, or 3:

1. One special character /, or one special character / followed by R.

2. One alphabetic character M, O, D, F, L, X, or V.

3. Two to seven alphabetic characters M, O, D, F, L, C, and R.

5. Any combination of M, O, D, F, or L should be entered in the sequence of M, O, D, F, L.

6. The R character should follow any combination of M, O, D, F, L, C or the / character.

7. The C character should follow any combination of M, O, D, F, or L.

8. The only character that should be used with / is the R character.
9. The characters V and X should not be used with any combination of characters.
10. The characters M, O, D, F, L, C, R, /, V, and X may only be used once per numeric.

#### **9.6.a. NDIR DATA AVAILABLE (NDI) FIELD**

The NDI Field is a one-character field included in the MD transaction that allows the FBI to add an indicator to NCIC records that have corresponding dental information available on Law Enforcement Online in the National Dental Image Repository (NDIR). The field has a default value of N and can be modified to Y. If the NDI Field contains Y, NCIC will notify the FBI of all subsequent modify, cancel, locate, or clear transactions so the FBI can make appropriate changes to the corresponding NDIR records. The following caveat will follow the DCH Field data in a positive record response:

DENTAL IMAGES FOR THE SUBJECT OF THIS RECORD ARE AVAILABLE ON  
THE LEO NDIR

#### **9.7 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD MODIFICATION**

1N01HEADER.MD.DCFBIWA00.NIC/MI07649846.OCA/12345.DCH/01M)FL, 15MO, 21V

##### **Acknowledgment:**

1L01HEADER  
DCFBIWA00  
MODIFY DENTAL DATA NIC/M107649846 OCA/12345

The above modify supplemental example contains: header (1N01HEADER), message key (MD), Originating Agency Identifier (DCFBIWA00), two missing person record identifiers (NIC/M107649846 and OCA/12345), and the dental field to be modified (DCH/01MOFL,15MO,21V).

#### **9.8 REQUIREMENTS FOR SUPPLEMENTAL DENTAL RECORD MODIFICATION**

A supplemental dental record may be modified (MKE/MD) to:

1. Change the code entered in DXR and/or MPA Fields. Since these fields are mandatory, the codes cannot be deleted using a modify message.
2. Change or delete the information entered in the DRE Field.
3. Change any coding for the 32 tooth codes of the DCH Field.
4. Change the NDI value to Y. The NDI Field may be modified by authorized FBI ORIs only.

## **9.9 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD CANCELLATION**

1N01HEADER.XD.DCFBIWA00.NIC/M107649846.OCA/12345

### **Acknowledgment:**

1L01HEADER  
DCFBIWA00  
CANCEL DENTAL DATA NIC/M107649846 OCA/12345

The above cancel supplemental example contains: header (1N01HEADER), message key (XD), Originating Agency Identifier (DCFBIWA00), and two missing person record identifiers (NIC/M10769846 and OCA/12345).

## **9.10 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DENTAL RECORD CANCELLATION**

To cancel dental data, the missing person record must be identified by the NIC and OCA, in that order. A supplemental dental cancellation message will delete all dental information from the record identified. When a Missing Person File record is canceled, located, or cleared, all supplemental dental information are retired.

## **SECTION 10 -- PERSON WITH INFORMATION (PWI) RECORD**

### **SECTION 10.1 -- ENTRY CRITERIA FOR PWI DATA**

#### **1. GENERAL CRITERIA**

The PWI capability may only be used when the following rules and conditions have been fully and strictly met, particularly in cases where the PWI is a parent, custodian, or legal guardian.

1. Person with Information data may be appended to a Missing Person File (MPF) record entered using MKE/EME or EMI.
2. Only the agency that entered the missing person record may append PWI data to that record.
3. An MPF record may be appended with a maximum of two PWI records. Additional identifiers may be added to the PWI record as supplemental transactions.
4. PWI data will require review 72 hours following entry and every 30 days thereafter.

## 2. RULES

1. When probable cause for arrest of the PWI nominee exists, a warrant must be obtained, entered into the Wanted Person File, and linked to the associated MPF record.
2. When probable cause for arrest of the PWI nominee exists, but a warrant cannot be readily obtained because of circumstances beyond the control of the investigating law enforcement agency, a Temporary Want should be entered into the Wanted Person File and linked to the MPF record.
3. If there is an active record in an unrelated matter in any person file for the PWI nominee, the record should be linked to the associated MPF record.
4. When neither 1, 2, nor 3 is possible, the PWI capability may be used only when all of the conditions outlined below exist simultaneously.

## 3. CONDITIONS

Facts and circumstances indicate that:

1. The missing person was last seen under circumstances that pose a risk to the safety of that person.
2. There is a “substantial likelihood” that the PWI has relevant information about the missing person that could result in the recovery of the missing person.
3. Entering identifying information concerning the PWI into the MPF record could assist the appropriate law enforcement agency to identify and interview the PWI, and that the resulting information could assist in the recovery of the missing person.
4. The PWI cannot be located and time is of the essence.
5. There is no prohibition under the investigating agency’s state law on the publication of information concerning the identity of a person for whom a warrant has not been obtained.
6. The identity of the PWI has been disclosed to the general public through an Amber Alert or other formal notification.

## **SECTION 10.2 -- EXAMPLE OF PWI RECORD ENTRY**

1N01HEADER.EMP.MD1012600.NIC/M000069216.OCA/12345.JONES,  
RANDY.M.W.19440630.511.195.BRO.BRO.LGT.SLVR TOOTH.123456789.PERSON WITH  
INFORMATION IS NON-CUSTODIAL PARENT OF MISSING CHILD, CHILD MAY BE

USING A TAN GRACO CAR SEAT, PLEASE CONTACT DET FRIDAY AT THE ORANGE CO  
PD 555-555-5555 WHEN PERSON WITH INFORMATION IS ENCOUNTERED

**Acknowledgment:**

1N01HEADER  
MD1012600  
ENTER PWI DATA NIC/M000069216 OCA/12345

**SECTION 10.3 -- MESSAGE FIELD CODES FOR ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PERSON WITH INFORMATION NAME	MANDATORY	PIN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PERSON WITH INFORMATION SEX	OPTIONAL	PIX	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PERSON WITH INFORMATION RACE	OPTIONAL	PIR	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PERSON WITH INFORMATION DATE OF BIRTH	CONDITIONAL	PIB	8-8	NUMERIC
PERSON WITH INFORMATION HEIGHT	OPTIONAL	PHG	3-3	NUMERIC
PERSON WITH INFORMATION WEIGHT	OPTIONAL	PWG	3-3	NUMERIC
PERSON WITH INFORMATION EYE COLOR	OPTIONAL	PEY	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PERSON WITH INFORMATION HAIR COLOR	OPTIONAL	PHA	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PERSON WITH INFORMATION SKIN TONE	OPTIONAL	PSK	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PERSON WITH INFORMATION SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	PSM	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PERSON WITH INFORMATION SOCIAL SECURITY NUMBER	CONDITIONAL	PSS	9-9	NUMERIC

PERSON WITH INFORMATION MISCELLANEOUS	MANDATORY	PMI	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PERSON WITH INFORMATION ETHNICITY	OPTIONAL	PIE	1-1	CODE AS DEFINED IN NCIC 2000 CODE MANUAL

## SECTION 10.4 -- IDENTIFICATION OF RECORD FOR ENTRY OF PWI DATA

The missing person record to which PWI data are to be added must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order.

## SECTION 10.5 -- ADDITIONAL GUIDELINES FOR PWI RECORD ENTRY

The ORI must account for all fields in the PWI record format. If optional fields are included, a period must be included for the field place holder. Entry of the PWI dataset is optional; however, if the PIN is entered, a numeric identifier (PIB or PSS) and PMI will be required. The PMI Field must contain contact information and guidance for the law enforcement officer who encounters the PWI. The Missing/Unidentified Person Files personal descriptor cross-match will not run based on PWI data.

## SECTION 10.6 -- WHEN TO USE PWI MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message may be used to change any field in the PWI record.

## SECTION 10.7 -- EXAMPLE OF PWI RECORD MODIFICATION

1N01HEADER.MMP.MD1012600.NIC/M000069216.OCA/12345.PIN/JONES, RANDY.PIR/B

### Acknowledgment:

```
1N01HEADER
MD1012600
MODIFY PWI DATA PIN/JONES, RANDY NIC/M000069216
```

The above modification example contains: header (1N01HEADER), message key (MMP), Originating Agency Identifier (MD1012600), three record identifiers (NIC/M000069216), (OCA/12345), and (PIN/JONES, RANDY), and the data being modified (PIR/B).

## SECTION 10.8 -- MESSAGE FIELD CODES FOR PWI MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC

ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PERSON WITH INFORMATION NAME	MANDATORY	PIN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

## **SECTION 10.9 -- IDENTIFICATION OF RECORD FOR MODIFICATION OF PWI DATA**

The PWI record to be modified must be identified by two missing person base record identifiers, NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order; and the PIN. The PIN used in identifying the record must be set forth with the exact spelling and spacing as shown in the record on file.

## **SECTION 10.10 -- ADDITIONAL GUIDELINES FOR PWI RECORD MODIFICATION**

1. The MMP transaction is MFC dependent.
2. A modify transaction used to delete information in the base missing person records will not cause the PWI data to move up to the base record from the PWI record.
3. A modify transaction used to delete information in the PWI record will cause supplemental PWI data to move up to the PWI record.
4. All fields in the PWI record are modifiable.
5. The Missing/Unidentified Person Files personal descriptor cross-match will not run based on PWI data.

## **SECTION 10.11 -- WHEN TO USE PWI RECORD CANCELLATION MESSAGE**

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the PWI record is no longer valid. When a PWI record is canceled, all PWI data appended to the record by means of a supplemental record entry, is automatically canceled.

## **SECTION 10.12 -- EXAMPLE OF PWI RECORD CANCELLATION**

1N01HEADER.XMP.MD1012600.NIC/M000069216.OCA/12345.PIN/JONES, RANDY

**Acknowledgment:**

1N01HEADER  
MD1012600  
CANCEL PWI DATA PIN/JONES, RANDY NIC/M000069216

The above cancellation example contains: header (1N01HEADER), message key (XMP), Originating Agency Identifier (MD1012600), three record identifiers (NIC/M000069216), (OCA/12345), and (PIN/JONES, RANDY).

**SECTION 10.13 -- MESSAGE FIELD CODES FOR PWI RECORD CANCELLATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PERSON WITH INFORMATION NAME	MANDATORY	PIN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

**SECTION 10.14 -- IDENTIFICATION OF RECORD FOR CANCELLATION OF PWI DATA**

The PWI record to be canceled must be identified by two missing person base record identifiers, and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order; and the PIN. The PIN used in identifying the record must be set forth with the exact spelling and spacing as shown in the record on file.

**SECTION 10.15 -- ADDITIONAL GUIDELINES FOR PWI RECORD CANCELLATION**

1. The XMP transaction is MFC dependent.
2. A PWI cancellation message will delete all supplemental PWI information from the record identified.
3. When a Missing Person File record is canceled, located, or cleared, all supplemental PWI information is retired.

## **SECTION 10.16 -- MESSAGE FIELD CODES FOR SUPPLEMENTAL PWI RECORD TRANSACTION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PERSON WITH INFORMATION NAME	MANDATORY	PIN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PERSON WITH INFORMATION DATE OF BIRTH	OPTIONAL	PIB	8-8	NUMERIC
PERSON WITH INFORMATION SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	PSM	3-10	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
PERSON WITH INFORMATION SOCIAL SECURITY NUMBER	OPTIONAL	PSS	9-9	NUMERIC
PERSON WITH INFORMATION ALIAS	OPTIONAL	PAK	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

## **SECTION 10.17 -- WHEN TO USE SUPPLEMENTAL PWI ENTRY**

An enter supplemental PWI record is used when additional identifiers such as alias(es), scars, marks, tattoos, and other characteristics, etc., need to be added to a PWI record. The enter supplemental record message may be used only by the agency that entered the PWI record.

## **SECTION 10.18 -- EXAMPLE OF SUPPLEMENTAL PWI RECORD ENTRY**

1N01HEADER.EMPN.MD1012600.NIC/M000069216.OCA/12345.PIN/JONES, RANDY.PSM/TAT NECK.TAT CHIN.PSS/999999999.888888888.777777777

**Acknowledgment:**

1N01HEADER  
MD1012600  
PWI SUPP NIC/M000069216 OCA/12345 PIN/JONES, RANDY

The above supplemental record entry example contains: header (1N01HEADER), message key (EMPN), Originating Agency Identifier (MD1012600), three record identifiers (NIC/M000069216), (OCA/12345), and (PIN/ JONES, RANDY), and the supplemental data added to the record: two scars, marks, tattoos, and other characteristics (PSM/TAT NECK.TAT CHIN), three Social Security Numbers (PSS/999999999.888888888.777777777).

### **SECTION 10.19 -- IDENTIFICATION OF RECORD FOR ENTRY OF SUPPLEMENTAL PWI DATA**

The PWI record to which supplemental PWI data are to be added must be identified by two missing person base record identifiers, NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order; and the PIN. The PIN used in identifying the record must be set forth with the exact spelling and spacing as shown in the record on file.

### **SECTION 10.20 -- NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD**

The PAK Field and all other identifying data fields which may be included in a supplemental record with their field codes and the maximum number of aliases and/or other identifiers that may be added to a PWI record are the following:

<b>Field</b>	<b>Field Code</b>	<b>Maximum Number Permitted</b>
Person with Information Date of Birth	PIB	9
Person with Information Social Security Number	PSS	9
Person with Information Alias	PAK	9
Person with Information Scars, Marks, Tattoos, and Other Characteristics	PSM	9

### **SECTION 10.21 -- MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL PWI ENTRY**

1. A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias; date of birth; scar, mark, tattoo; or Social Security Number is counted as one identifier.

2. For example, a record relating to RANDY JONES might have appended supplemental data consisting of three other names (PAKs), nine dates of birth, and five scars. Entry of these additional identifiers would require several supplemental record entry messages as all of these additional identifiers could not be included in one supplemental record entry message.

## **SECTION 10.22 -- ADDITIONAL GUIDELINES FOR SUPPLEMENTAL PWI ENTRY**

1. After the PWI record has been identified, each field included in a supplemental record entry must be identified by the appropriate field code followed by a slash and the item(s) of data. The data elements must be separated by a period and each field must end with a period.
2. The PIB and PSS must be entered omitting spaces, hyphens, and symbols.
3. The *NCIC 2000 Code Manual*, Personal Descriptors chapter, contains the appropriate codes for the entry of PSM data.
4. The entry of supplemental PWI data to a missing person record will not cause a cross-search of unidentified person records.

## **SECTION 10.23 -- MODIFICATION OF ALIAS(ES) AND/OR OTHER IDENTIFIERS IN A SUPPLEMENTAL PWI RECORD**

No one-step procedure is available to modify an alias or other identifier in a supplemental PWI record. To modify, the incorrect PAK or other identifier should be canceled and reentered.

## **SECTION 10.24 -- WHEN TO USE SUPPLEMENTAL PWI RECORD CANCELLATION MESSAGE**

Cancellation of a record is restricted to the agency that entered the record. A PWI cancellation message is used to correct or remove additional identifiers appended to a PWI record.

## **SECTION 10.25 -- EXAMPLE OF SUPPLEMENTAL RECORD ALIAS(ES) AND OTHER IDENTIFIERS CANCELLATION**

1N01HEADER.XMPN.MD1012600.NIC/M000069216.OCA/12345.PIN/JONES, RANDY.  
PAK/MARKS, RANDY.PIB/19450631

### **Acknowledgment:**

1L01HEADER  
MD1012600  
CANCEL PWI SUPP NIC/M000069216 OCA/12345 PIN/JONES, RANDY  
PAK/MARKS, RANDY  
PIB/19450631

## **SECTION 10.26 -- IDENTIFICATION OF RECORD FOR CANCELLATION OF SUPPLEMENTAL PWI DATA**

The supplemental PWI record to be canceled must be identified by two missing person base record identifiers, NAM and NIC, in that order; NIC and OCA, in that order; or NAM and OCA, in that order; and the PIN. The PIN used in identifying the record must be set forth with the exact spelling and spacing as shown in the record on file.

## **SECTION 10.27 -- ADDITIONAL GUIDELINES FOR SUPPLEMENTAL PWI RECORD CANCELLATION**

1. The XMPN transaction is MFC dependent.
2. A maximum of nine identifiers of various kinds may be canceled in one cancellation message. Additional messages are required if more than nine identifiers are to be canceled. Each PAK, PIB, PSM, or PSS is counted as one identifier.
3. Identifiers to be canceled should be set out in the cancellation message in the same manner as in a supplemental PWI record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

*NCIC 2000*  
*NICS DENIED TRANSACTION FILE*

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*NCIC 2000*  
*NICS DENIED TRANSACTION FILE*

**SECTION 1 -- INTRODUCTION**

**1.1 BACKGROUND**

The NICS Denied Transaction File (NDTF) in NCIC is designed to share information regarding individuals who, having been determined to be prohibited persons according to the Brady Handgun Violence Prevention Act of 1993 (Brady Act), have been denied as a result of a National Instant Criminal Background Check System (NICS) background check. The data in the NDTF will enhance officer and public safety and provide investigative assistance.

If the status of a NICS denied transaction is subsequently changed, such as the result of a successful appeal, then the corresponding NDTF record will be removed from NCIC. To ensure that NICS deny transactions which have subsequently incurred a status change are not stored in NCIC, in accordance with the purge requirements of the Brady Act as defined by the United States Congress and federal regulation, NDTF information will not be maintained on the NCIC system logs.

**1.2 CRITERIA FOR ENTRY**

The NDTF will contain records for individuals who have been denied as a result of a NICS check during the last 180 days. NDTF records are entered and canceled through an interface between NCIC and NICS.

**1.3 MESSAGE KEY (MKE) CODES**

<b>Message</b>	<b>MKE</b>	<b>Translation</b>
Entry		NICS DENIED TRANSACTION FILE
Inquiry	QND	

**1.4 RECORD RETENTION**

NDTF records are available in NCIC for 180 days from the Date of NICS Denial at which time the NDTF records will be purged. Canceled records will be purged on the day of the cancellation transaction.

## 1.5 VALIDATION

NDTF records are not subject to validation.

## 1.6 MESSAGE FIELD CODES AND EDITS

<b>Code</b>	<b>Field</b>	<b>Edits</b>
CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
DND	Date of NICS Denial	Must be a valid Gregorian date (YYYYMMDD).
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD).
HGT	Height	The first character represents feet and the second and third characters represent inches. May be a minimum of 400 but not more than 711.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . The third character must be a hyphen. Entry of one zero only, or a run of zeros only is prohibited in positions 4 through 15. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field.
NAM	Name	The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The <i>NCIC 2000 Code Manual</i> , Personal Descriptors, provides coding instructions.
NIC	NCIC Number	A self-checking number automatically assigned by NCIC to each accepted record and consists of an alphabetic character (E for the NDTF) followed by nine numeric characters. Must have valid check digits when used to identify the record in a subsequent transaction.

<b>Code</b>	<b>Field</b>	<b>Edits</b>
NTN	NICS Transaction Number	NICS-assigned number.
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.
POB	Place of Birth	Must be a valid NCIC-assigned code as listed in the State and Country Codes, <i>NCIC 2000 Code Manual</i> . More information also in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
RAC	Race	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SEX	Sex	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SOC	Social Security Number	Must not be less than 001010001. The SOC cannot have a value of 9 in the first position or have a value of 00 in the fourth and fifth positions. Invalid and/or unissued numbers are accepted but cause a SOC attention message. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SOP	State of Purchase	Must be a valid NCIC-assigned state code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
SOR	State of Residence	Must be a valid NCIC-assigned state code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
WGT	Weight	Minimum of 001 and maximum of 499. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .



## **SECTION 2 -- ENTRY**

All records in the NDTF are entered through an interface between NCIC and NICS that is managed by the FBI.

## **SECTION 3 -- MODIFICATION**

There are no modification procedures for the NDTF.

## **SECTION 4 -- CANCELLATION**

All records in the NDTF are canceled through an interface between NCIC and NICS (which is managed by the FBI) and are immediately purged.

## **SECTION 5 -- INQUIRY**

### **5.1 NCIC INQUIRY PROCESSING**

The NDTF Inquiry (QND) will only search records in the NDTF. NDTF records are not retrievable through any other inquiry transaction but are searched during the entry/modification of other NCIC person files (except the Unidentified Person File).

### **5.2 EXAMPLE OF INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES**

1N01HEADER.QND.WA1230000.NAM/SMITH, JOHN J.SEX/M.DOB/19511012.SOC/987654321

#### **Negative QND Response**

1L01HEADER  
WA1230000

NO NCIC NICS DENIED TRANSACTION FILE RECORD NAM/SMITH, JOHN J DOB/19511012 SEX/M  
NO NCIC NICS DENIED TRANSACTION FILE RECORD SOC/987654321  
ATTENTION: THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE  
SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.

#### **Positive QND Response**

1L01HEADER  
WA1230000

\*\*\*\*\* NOTICE: DO NOT DETAIN OR ARREST BASED ON THIS HIT. THE DATE OF  
NATIONAL INSTANT CRIMINAL BACKGROUND CHECK SYSTEM (NICS) DENIAL (DND)  
PROVIDED IN THIS RECORD IS THE DATE THE SUBJECT WAS DENIED BY THE  
NICS FROM THE PURCHASE/POSSESSION OF A FIREARM PURSUANT TO STATE  
AND/OR FEDERAL LAW. HOWEVER, IT IS POSSIBLE THIS SUBJECT MAY NO  
LONGER BE PROHIBITED FROM PURCHASING/POSSESSING FIREARMS.

MKE/NICS DENIED TRANSACTION FILE  
ORI/WVNICS000 NAM/SMITH, JOHN J SEX/M RAC/W POB/RI  
DOB/19511012 HGT/511 WGT/230 CTZ/US  
SOC/123456789  
SOP/NV SOR/NV DND/20120909  
NTN/ABC1234567  
NIC/E123456789 DTE/20120909 23150401 EDT DLU/20120909 23150404 EDT

\*\*\* THE INFORMATION DISPLAYED IN THIS RECORD IS A POSSIBLE MATCH TO  
THE INDIVIDUAL QUERIED. THIS MATCH IS BASED ON NAME AND DESCRIPTIVE  
DATA ONLY. NO LAW ENFORCEMENT ACTION SHOULD BE INITIATED BASED SOLELY  
ON THIS INFORMATION.

NO NCIC NICS DENIED TRANSACTION FILE RECORD SOC/987654321  
ATTENTION: THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE  
SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.

INQUIRY

---

### **5.3 MESSAGE FIELD CODES FOR INQUIRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
NICS TRANSACTION NUMBER	CONDITIONAL	NTN	1-20	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC

### **5.4 REQUIREMENTS FOR INQUIRY**

An inquiry of the NDTF may be made by name and one, more than one, or all of the following alphanumeric identifiers: DOB (including year, month, day), MNU, and SOC with each data element preceded by the proper MFC. Additionally, inquiries may be made using NAM and NTN only, in that order; or NIC only, with each data element preceded by the proper MFC.

**NOTE:** Exact spelling of the name as contained in the record is required when inquiring with only NAM and NTN.

### **5.5 ADDITIONAL GUIDELINES FOR INQUIRY**

1. A QND transaction containing a DOB will search on the exact date of birth.
2. The SEX and RAC Fields should be included in the QND to minimize hits by limiting the scope of the name search. The RAC Field codes and the race codes that NCIC will search in an inquiry follow:

<b>Race Code In Inquiry</b>	<b>Race Codes Searched</b>
A Asian or Pacific Islander	All
I American Indian or Alaskan Native	All
B Black	All except W
W White	All except B
U Unknown	All

3. When the inquiry contains a name and an alphanumeric identifier other than DOB (SOC or MNU) a name search is not generated. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search.

## **5.6 PROCEDURES FOR HANDLING A HIT**

The existence of an NDTF record does not require hit confirmation by the inquiring agency.

## **SECTION 6 -- LOCATE**

There are no locate procedures for the NDTF.

## **SECTION 7 -- CLEAR**

There are no clear procedures for the NDTF.

## **SECTION 8 -- SUPPLEMENTAL RECORD**

There is no supplemental data for the NDTF.

*NCIC 2000*  
**NATIONAL SEX OFFENDER REGISTRY**  
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*NCIC 2000*  
**NATIONAL SEX OFFENDER REGISTRY**  
**SECTION 1--INTRODUCTION**

**1.1 CRITERIA FOR ENTRY**

1. A sex offender or any other person required to register under a jurisdiction's sex offender registry program.

Individuals required to register under other registration programs (e.g., Arson and Violent Felon) do not qualify for entry in the National Sex Offender Registry (NSOR).

2. Records for offenders who have moved internationally may be included in the NSOR even when the registering jurisdiction no longer maintains the records in their sex offender registry.
3. Records for foreign individuals with a sex offense conviction for whom an INTERPOL Green notice has been issued. Entry of records for foreign sex offenders is limited to the U.S. National Central Bureau (USNCB).

## **1.2 MESSAGE KEY (MKE) CODES**

<b>Message</b>	<b>MKE Translation</b>
Entry	EXS SEXUAL OFFENDER, SEXUALLY VIOLENT PREDATOR, or FOREIGN SEX OFFENDER
Modify	MXS
Cancel	XXS
	QXS
	QW
	QWA
	QWE
	QWF
Inquiry	QWS
	QWB
	QWI
	ZW
	QV
	ZV
	CLEARED SEXUAL OFFENDER
Clear	CXS or CLEARED SEXUALLY VIOLENT PREDATOR
	EXPIRED SEXUAL OFFENDER
Expired	
Enter supplemental record	EXSN
Cancel supplemental record	XXSN

The message key is translated as SEXUALLY VIOLENT PREDATOR if the Sexual Predator Indicator (SXP) Field is set to Y.

A caution indicator (C) may be entered as part of the message key code (EXSC) in which case the MKE is translated as SEXUAL OFFENDER – CAUTION, SEXUALLY VIOLENT PREDATOR – CAUTION, or FOREIGN SEX OFFENDER - CAUTION.

## **1.3 RECORD RETENTION PERIOD**

1. NSOR records will remain active until they are cleared or canceled by the entering agency or until the Ending Registration Date (ERD) is reached. Sex offender records with the ERD Field containing NONEXP are retained as active records until they are cleared or canceled by the entering agency. Records for sexual predators must have an ERD value of NONEXP.
2. When the ERD is reached (ERD is equal to current date), the expired record MKE is changed to IXS, and the entering agency is notified with an unsolicited \$P administrative message. Expired records are retained in an inactive status (historical file) indefinitely. Expired records can be removed from the historical file using the cancel transaction.
3. Sex offender records that have been cleared are retained in an inactive status (historical file) indefinitely. Cleared records can be removed from the historical file using the cancel transaction.
4. Records that are canceled are retired immediately.
5. In addition to active records, records in an inactive status (cleared or expired) can be retrieved using the QXS transaction. A QW, QWA, QWE, QWF, QWS, QWI, or ZW transaction will retrieve active records only. Canceled records can only be retrieved through a Global Inquiry (SPRQ). Additional information on SPRQ can be found in the Other Transactions chapter.
6. NSOR records for foreign sex offenders do not contain the ERD Field and are retained as active records until they are canceled by the INERPOL, U.S. National Central Bureau.

#### **1.4 AUTOMATIC RETIREMENT**

Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT)

Fields will remain in a NSOR base record for the year of entry plus 4 years, provided the license information has expired.

A nonexpiring license plate (LIY/NX) contained in a NSOR record will remain on file until action is taken by the originating agency to remove the license data or the entire record is cleared, canceled, or expired.

#### **1.5 VALIDATION**

1. A portion of the NSOR records will be validated monthly based on the Offender Registration Date (ORD)

Field. The validation schedule is as follows:

<b>Month in</b>	<b>Validation:ORD</b>
<b>Field:</b>	
January - October	
February	November
March	December
April. - January	
May - February	
June - March	
July - April	
August - May	
September - June	
October - July	
November - August	
December	September

2. NSOR records that have been validated within the last 11 months, based on the Date of Last Validation (VLD)

Field, will not be selected for validation. This provides a mechanism by which jurisdictions can perform record

validation as part of the verification process. When an entering agency updates the Name of Validator (VLN)

Field, the record will not be selected by NCIC for validation for at least another year. Records that have not been

validated within the last 11 months would represent noncompliant, out of state, incarcerated, and deceased

offenders. This allows the jurisdiction to validate its NSOR records on its schedule, and not the NCIC System's schedule.

3. For validation purposes, the appropriate source of the information in the NSOR record is considered the jurisdiction's registry.

4. For offenders who move/travel internationally and remove their record from their state registry but keep the

NCIC entry, validation may be accomplished by verifying that no new information

has been received by the registry/agency since the removal from the state registry. The registry/agency should make an inquiry into the NSOR to ensure the offender has not been registered in another jurisdiction.

5. The VLN Field will be returned in responses when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

6. For additional validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

## **1.6 SCOPE OF THE NATIONAL SEX OFFENDER REGISTRY AUDIT**

1. **Record Maintenance** - NCIC records must be kept accurate and up-to-date. Agencies that enter records in the NCIC System are responsible for their accuracy, timeliness, and completeness.

a) **Accuracy** - The accuracy of NCIC records is an integral part of the NCIC System. For NSOR records, the CJIS audit will ensure that key searchable fields and other significant fields are accurate.

b) **Timeliness of Entry** - To ensure maximum system effectiveness, NCIC records must be entered immediately when the conditions for entry are met, not to exceed 3 days, upon receipt by the entering

agency. The only exceptions to immediate entry are when otherwise prescribed by federal law or when

documentation exists to support delayed entry. For NSOR records, the CJIS audit will review that

records are entered within 3 days of receipt of the information by the entering agency.

c) **Completeness** - Complete records include all critical information that was available on the person or

property at the time of entry. Validation should include a review of whether additional information,

which is missing from the original entry that could be added, has become available for inclusion to the record.

For NSOR records, the following fields must be included for completeness, if **available\*** and if the state

has programmed for the listed fields: Name (NAM); Alias (AKA); Sex (SEX); Race (RAC); Place of Birth (POB); Citizenship (CTZ); Date of Birth (DOB); Height (HGT); Weight (WGT); Eye Color (EYE); Hair Color (HAI); Scars, Marks, Tattoos, and Other Characteristics (SMT); Caution and Medical Conditions (CMC); FBI Number (FBI); Miscellaneous Number (MNU) - to include Passport, Personal Identification, and Alien Registration Numbers only; Social Security Number (SOC); Operator's License Number (OLN), Operator's License State (OLS), and Operator's License Year of Expiration (OLY); License Plate Number (LIC), License Plate State (LIS), License Plate Year of Expiration (LIY), and License Plate Type (LIT); Vehicle Identification Number (VIN), Vehicle Year (VYR), Vehicle Make (VMA), Vehicle Model (VMO), and Vehicle Style (VST); Conviction Resulting in Registration (CRR); Date of Conviction (CON); Sexual Predator Indicator (SXP); Offender Registration Date (ORD); Ending Registration Date (ERD); Originating Agency Case Number (OCA); Street Number (SNU); Street Name (SNA); City Name (CTY); County (COU); State Name (STA); ZIP Code (ZIP); Telephone Number (TNO); Address Type (ADD); State Identification Number (SID); Offender Status (OFS); Email Address (EML); Internet Identifiers (IID); Tier Level (TIR); Juvenile Offender Indicator (JUV); and Boat Color (BCO), Hull Serial Number (BHN), Overall Length (BLE), Boat Make (BMA), Model Name (BMO), Boat Name (BNM), Boat Type (BTY), Boat Model Year (BYR), Coast Guard Document Number (CGD), Home Port (HPT), Hull Shape (HSP), Outer Hull (HUL), Propulsion (PRO), Registration Number (REG), Registration State (RES), and Registration Year (REY).

*\*If a jurisdiction does not capture these data elements as part of the registration program,  
it is not required to do so for a NSOR entry.*

2. **Second-Party Check** - The accuracy of NCIC records is an integral part of the NCIC System.  
NCIC policy requires all entries into the NCIC be checked by a second party for accuracy of information included in the record. For NSOR records, all entered fields should

be verified against

the source document to ensure that the data in the NSOR record match the data in the registration report.

3. **Record Removal** - Every agency is responsible for the removal of an NCIC record as soon as it is aware that the record is no longer valid.

a) **Clear** - A NSOR record should be cleared when an offender has relocated and another jurisdiction

has registered the offender; when a previously valid record is removed from the jurisdiction's registry;

or as otherwise defined by jurisdiction policy/procedures.

b) **Cancel** - A cancellation message is used when it is determined that the record is invalid, the original

criminal offense is expunged or pardoned, or as otherwise defined by state policy/procedures.

For NSOR records, the CJIS audit will ensure that records are removed within 3 days of receipt of the

information by the entering agency. In addition, the CJIS audit will include a sampling of cleared and

canceled records to ensure that the records were removed using the appropriate transaction.

4. **Validation** - Validation obliges the originating agency to confirm that the record is complete, accurate,

and still outstanding or active. Validation is accomplished by reviewing the entry and current supporting

documents, and by recent consultation with any appropriate complainant, victim, prosecutor, court,

nonterminal agency, or other appropriate source or individual. Validation procedures must be formalized

and copies of these procedures must be on file for review during an FBI CJIS audit. In addition,

documentation and validation efforts must be maintained for review during such audit.

For NSOR records, the source of the information in the NSOR record is considered the jurisdiction's registry.

5. **Criteria for Entry** - For NSOR records, the CJIS audit will ensure that records meet the NCIC entry criteria.

6. **Record Modification** - Modification of information is completed as soon as possible after information is

available and information is processed and transmitted in accordance with standards as established by the

CJIS Advisory Policy Board.

For NSOR records, the CJIS audit will review that records are modified within 3 days of receipt of the information by the entering agency.

## 1.7 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
ADD	Address Type	Must be a valid NCIC-assigned code as listed in Personal Descriptors Codes, <i>NCIC 2000 Code Manual</i> .
AKA	Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Personal Descriptors, <i>NCIC 2000 Code Manual</i> , provides coding instructions.
AOV	Age of Victim	May be up to 99 years of age.
BCO	Boat Color	Must be a valid color code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> . If two color codes are used, they must be separated with a slash (/).
BDA	Beginning Date at Address	Must be a valid Gregorian date (YYYYMMDD). Must be prior to EDA and is mandatory if ADD contains 09.
BHN	Boat Hull Serial Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetics indicating that the hull serial is not known cannot be used. Cannot be identical to the OAN. If the BYR is 1985 or later and MISC is not entered in the BMA, the BHN must be at least 12 characters. If it is a nonconforming BHN, the BMA should be MISC.
BLE	Overall Boat Length	Must be two numeric characters representing feet, not inches.
BMA	Boat Make	The first four characters must be a valid NCIC-assigned BMA code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> , or the generic code MISC. If the generic code is used in an NCIC-formatted message, the MIS Field must include the manufacturer's full name. If the generic code is used, positions 5 through 24 must include the manufacturer's full name. The generic code MISC should be used if the BHN is nonconforming.
BMO	Boat Model Name	Free text.
BNM	Boat Name	Free text.

BTY	Boat Type	Must be a valid NCIC-assigned code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> .
BYR	Boat Model Year	Represents the production (model) year during which the boat was manufactured. Year cannot be more than 1 year beyond the current model year. When the entry has a model year between 1972 and 1984 and positions 9-12 of the BHN contain numeric characters, the last two characters of the BYR Field will match the characters in positions 11 and 12 of the BHN; or if the BHN has the alphabetic character "M" in position 9, the last two characters of the BYR must match the same characters in positions 10 and 11 of the BHN. For entries of model year the last two characters of the BYR must be the same as positions 11 and 12 of the BHN.
CGD	Coast Guard Document Number	Single zero only or run of zeros only indicating that the document number is not known, cannot be used. Cannot be identical to REG.
CMC	Caution and Medical Conditions	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
CON	Date of Conviction	Must be a valid Gregorian date (YYYYMMDD).
COU	County	Free text (alphabetic).
CRR	Conviction Resulting in Registration	Must be listed in Offense Codes, <i>NCIC 2000 Code Manual</i> .
CTY	City Name	Free text (alphabetic).
CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DLO	DNA Location	Free text. If the DNA Field is N or defaulted to N, then the DLO must be blank.
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y is entered, then the DLO Field must contain data.
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD) and cannot be later than the current date.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
EBS	Expanded Date of Birth Search	Must be either 1, 2, 3, or blank. The default value is blank. If 2 or 3 is entered, the day of birth in the DOB Field must be 12 or less.
EDA	Ending Date at Address	Must be a valid Gregorian date (YYYYMMDD). Must be after the BDA and is mandatory if ADD contains 09.
ENS	Expanded Name Search	Must be Y or N.
EML	E-mail Address	Free text. Must not contain a period (.).
EMP	Employer Name	Free text.

ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
ERD	Ending Registration Date	Must be either NONEXP or a valid Gregorian date (YYYYMMDD) greater than current date.
EYE	Eye Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
FBI	FBI Number	May be up to seven numerics; or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetics followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, C, D, or E; and the check digit must be 0 to 9. The alphabetic characters I and O are always invalid. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
FPC	Fingerprint Classification	Must be listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used.
HAI	Hair Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
HGT	Height	The first character represents feet and the second and third characters represent inches. May be a minimum of 400 but not more than a maximum of 711. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
HPT	Boat Home Port	Free text.
HSP	Boat Hull Shape	Must be a valid NCIC-assigned code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> .
HUL	Boat Outer Hull Material	Must be a valid NCIC-assigned code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> .
IID	Internet Identifier	Free text. Must not contain a period (.).
IMN	Image NCIC Number	A self-checking number automatically assigned by the NCIC to each accepted image record and consists of the alphabetic character I followed by nine numeric characters. Must have valid check digit.
IMT	Image Type	Must be a valid NCIC-assigned code as listed in the Image File chapter of this manual.
IND	Image Indicator	Must be Y or N.
JUV	Juvenile Offender Indicator	Must be Y or N.
LIC	License Plate Number	The characters UNK, UNKN, or UNKNOWN may be

		<p>used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI CJIS Division staff. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N.</p> <p>If the license plate number exceeds ten characters, only the last ten characters should be entered in the LIC Field. The full plate number must be shown in the MIS Field.</p>
LIS	License Plate State	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, <i>NCIC 2000 Code Manual</i> .
LIT	License Plate Type	Must be a valid NCIC-assigned code as listed in the Vehicular Data Codes, <i>NCIC 2000 Code Manual</i>
LIY	License Plate Year of Expiration	Must be a valid four-character year (YYYY) or the alphabetics NX to represent a nonexpiring registration.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System.)
LKI	Linkage Agency Identifier	Must be a valid ORI.
MIS	Miscellaneous	May include alphabetics, numerics, and special characters. The letters SVIN must be entered in the first four characters in the MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . The third character must be a hyphen. Entry of one zero only, or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number in MNU Field cannot be the only numeric identifier in the record. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
NAM	Name	The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Personal Descriptors, <i>NCIC 2000 Code Manual</i> , provides coding instructions.

NIC	NCIC Number	A self-checking number consisting of an alphabetic character (X in this file) followed by nine numeric characters assigned automatically by NCIC to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
OCA	Originating Agency Case	Must not contain a single zero only, run of zeros only, the word NONE, or a single alphabetic only. The Number first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
OCP	Occupation	Free text.
OFS	Offender Status Field	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
OLN	Operator's License Number	One zero only or run of zeros only indicating that a license is unknown may not be used. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
OLS	Operator's License State	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, <i>NCIC 2000 Code Manual</i> .
OLY	Operator's License Year of Expiration	Must represent the year the license expires (YYYY) or the alphabetics NX to represent a nonexpiring license. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
ORD	Offender Registration Date	Must be a valid Gregorian date (YYYYMMDD) less than or equal to the current date.
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.
PLC	Place of Crime	Must be a valid NCIC-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
PLN	Professional License Number	Free text.
PLT	Professional License Type	Free text.
POB	Place of Birth	Must be a valid NCIC-assigned code as listed in the State and Country Codes, <i>NCIC 2000 Code Manual</i> . Also more information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
PRO	Boat Propulsion	Must be a valid NCIC-assigned code as listed in Boat Data Codes, <i>NCIC 2000 Code Manual</i> .
RAC	Race	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
REG	Boat Registration Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetics only, indicating that the registration number is not known, cannot be used. Cannot be identical to CGD. For entries coded with "US" in RES Field, REG must be "DO" with six numeric characters or "D" with seven numeric

		characters.
RES	Boat Registration State	Must be a valid NCIC-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
REY	Boat Registration Year Expiration	Must be current year, current year minus one, or greater than current year, or the alphabetic NX to represent a nonexpiring registration.
RSH	Related Search Hit	Must be Y or N.
ROV	Relationship to Victim	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SEX	Sex	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SHN	School Name	Free text.
SID		State Identification First 2 characters must be valid state code. Number Embedded spaces are prohibited.
SKN	Skin Tone	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SNA	Street Name	Free text (alphanumeric and special characters).
SNU	Street Number	Free text (alphanumeric and special characters).
SOC	Social Security Number	Should not be less than 001010001 or have a value of 8 or 9 in the first position or have a value of 0 in the fourth and fifth positions. Invalid and/or nonissue numbers are accepted but cause an SOC attention message. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SOS	Sex Offender Status	Must be Y or N.
SOV	Sex of Victim	Must be M or F.
STA	State Name	Must be a valid NCIC-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
SXP	Sexual Predator Indicator	Must be either Y or N. Defaults to N. If SXP is Y, then ERD must be NONEXP, and the CMC Field must contain a valid code.
TIR	Tier Level	Must be a valid NCIC-assigned code as listed in Personal Descriptor, <i>NCIC 2000 Code Manual</i> .
TNO	Telephone Number	Must be three numerics, a space, followed by three numerics, followed by a hyphen, followed by four numeric characters.
TNT	Telephone Type	Must be a valid NCIC-assigned code as listed in Personal Descriptor, <i>NCIC 2000 Code Manual</i> .
VCO	Vehicle Color	Must be listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If two color codes are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used. The Vehicle File chapter has additional edits on the VIN

		Field. If state-assigned or nonconforming 17-character VIN, SVIN must be entered in the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field.
VLN	Name of Validator	Any valid characters representing validator.
VMA	Vehicle Make	<p>The VMA Field can be up to 24 characters. The first four characters must be a valid NCIC-assigned code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blank. The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK.</p> <p>If the VMO is other than TL, the VMA code must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i>.</p> <p>If the VMO is other than TL, the VMA code must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i>.</p> <p>If the VMO is TL, the VMA code must not be the characters: ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ.</p> <p>For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE.</p>
	(Jeep)	If the VMA code is JEP, the VYR must be 1969 or less. If the VMA code is AMER, the VYR must be 1988 or less. If the VMA code is JEEP, the VYR must be 1989 or greater.
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.
	(all-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobiles)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYL, or one of the approved VMA codes for snowmobiles or motorcycles as listed in the Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If VST is MV, the VMA code must be SPEC, ATV, CYL, or one of the approved VMA codes for snowmobiles or motorcycles listed in the Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If VMA code is ATV or SPEC, the VST must be EB, EN, MV, or OP, and the name of the

		manufacturer must be entered in the MIS Field.
VMO	Vehicle Model	Must be alphanumeric characters. Spaces cannot be skipped. Hyphens or symbols should be used. More information in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .  The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE.
	(assembled automobile)	If the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid manufacturer's codes as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> , the VMO must be SKT, SKW, TRA, TRW, or WHE.
	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VOW	Vehicle Ownership	Must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
VST	Vehicle Style	Must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If the VMA is ATV or SPEC, then the VST must be OP, EB, EN, or MV, and the MIS Field must contain a nonblank character.
VYR	Vehicle Year	Must represent the product (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than one year beyond the current model year. For entries 1981 or later, and when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.
WGT	Weight	Minimum of 050 and maximum of 499. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
ZIP	ZIP Code	Must be either five numerics or ten characters with five numerics followed by a hyphen and another four numerics.

## **1.8 CRITERIA FOR REJECTING DUPLICATE RECORD ENTRIES**

1. If the following fields of a NSOR entry message are the same as the corresponding fields of an active

NSOR record already on file, the second entry will be rejected with the message REJECT ON FILE:

FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OLN, OLS, and ORI; VIN, VMA,

NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; or DOB, NAM,

and ORI.

2. Whenever the message REJECT ON FILE is received, the record on file will also be transmitted.

3. A duplicate record will be accepted if the ORI in the second entry is different or the person type

is different, e.g., Wanted Person, etc. In this case, the first entry will be furnished as a response to  
the second entry.

## **1.9 UNSOLICITED NOTIFICATIONS**

### **1. \$.Q. SEX OFFENDER NOTIFICATION**

A \$.Q. Sex Offender Notification notifies the ORI of the NSOR record that another sex offender

record has been entered or modified to include matching identifiers. A match is determined by:

1) FBI, 2) SOC, or 3) NAM [or AKA] and DOB. Upon receipt of the notification, the first ORI

should ensure their NSOR record is still valid and update as appropriate.

\$.Q.

MD1012600

INDIVIDUAL OF YOUR RECORD WITH NIC/X000034560 HAS BEEN MATCHED BY  
FBI NUMBER TO THE FOLLOWING NEWLY ENTERED/MODIFIED  
SEX OFFENDER RECORD WITH NIC/X123400563 IN NCIC. PLEASE REVIEW  
YOUR RECORD AND UPDATE RECORD AS APPROPRIATE.

1N01HEADER.MXS.MI0090000.NIC/X123400563.OCA/1998-  
12345A.FBI/99999AB9

In the above message, FBI NUMBER will be replaced by SOC FIELD or NAM/DOB FIELDS

as required.

### **2. \$.K.SOR. NSOR MISSING INFORMATION NOTIFICATION**

A \$K.SOR. NSOR Missing Information Notification is transmitted to the ORI of record when

a NSOR record has been on file for 30 days and does not contain an FBI Number. If the offender's

FBI Number is unknown, the entering agency should follow recognized procedures to determine,

verify, or establish the FBI Number. Inclusion of the FBI Number ensures that sex offender registry

information is available through criminal and civil fingerprint submissions. Therefore, it is imperative

that every effort is made to determine if the offender has an FBI Number and to include it in the

NSOR record.

\$K.SOR. NSOR MISSING INFORMATION  
MD1230000  
NCIC INCOMPLETE NSOR NOTIFICATION AT 0515 EDT ON 05012011. THE FOLLOWING NSOR RECORD IS MISSING THE FBI NUMBER. EVERY EFFORT SHOULD BE MADE TO IDENTIFY THE OFFENDER'S FBI NUMBER AND INCLUDE IT IN THE RECORD.

MKE/SEXUALLY VIOLENT PREDATOR - CAUTION  
CMC/05 - VIOLENT TENDENCIES  
OFS/A2 - NON-COMPLIANT - ABSCONDED  
ORI/MD1230000 NAM/SMITH, JOHN SEX/M RAC/W POB/MD DOB/19620530  
HGT/601 WGT/209 EYE/BLU HAI/BRO CTZ/US SKN/ALB  
SMT/SC R HND  
FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/123456789  
OLN/98765432 OLS/MD OLY/2013  
ORD/19980923 ERD/NONEXP SXP/Y CRR/HOMICIDE - WILLFUL KILL -

WEAPON  
CON/19810510 PLC/MD AOV/12 SOV/M  
OCA/92312665  
MIS/ADDITIONAL CHARGES OF KIDNAPPING AND SEX ASSAULT - MINOR  
MIS/INFO RE PREDATOR DETERMINATION AVAILABLE FROM  
MIS/MD ST BUREAU OF PRISONS 301 555-1234  
SNU/112 SNA/ELM STREET  
CTY/SILVER CITY STA/MD ZIP/99999  
COU/ESSEX  
TNO/301 555-5555  
NIC/X123456789 DTE/20110401 0430 EDT DLU/20110401 0430 EDT

### 3. NSOR OUT OF STATE REGISTRATION NOTIFICATIONS

When the STA Field is entered or modified to contain a state code that is different from the state of the ORI, the NCIC System will transmit notifications to the jurisdictions' Sex Offender Registry Points of Contact (POCs). The POC's ORIs are listed in

the Introduction  
of this manual.

The following notification will be sent to the POC for the new jurisdiction:

\$.Q.STA. OFFENDER WITHIN STATE  
NCDCI0000  
NCIC OUT OF STATE REGISTRATION NOTIFICATION AT 0545 EST 20101214.  
RECORD NIC/X123456789 ENTERED BY FLORIDA CONTAINS AN  
ADDRESS FOR THE SEX OFFENDER WITHIN YOUR JURISDICTION.  
MKE/SEXUAL OFFENDER  
ORI/FL1230000 NAM/SMITH, JOHN SEX/M RAC/W POB/MD DOB/19620530  
HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/123456A SKN/ALB  
SMT/SC R HND  
FPC/121011C01159TTCI13TT MNU/AS 123456789 SOC/123456789  
OLN/98765432 OLS/FL OLY/2014  
ORD/19980923 ERD/NONEXP CRR/SEX OFFENSE  
CON/19810510 PLC/MD AOV/12 SOV/M DNA/N  
OCA/92312665  
MIS/CONVICTED OF INDECENT LIBERTIES WITH A MINOR  
ADD/01 - RESIDENCE (LAST KNOWN)  
SNU/112 SNA/ELM STREET  
CTY/ANY CITY STA/FL ZIP/99999  
COU/WASHINGTON  
TNO/555 555-5555  
ADD/09 - TEMPORARY LODGING BDA/20101221 EDA/20110103  
SNU/987 SNA/MAIN STREET  
CTY/ANOTHER TOWN STA/NC ZIP/99999  
COU/JEFFERSON  
NIC/X123456789 DTE/19990930 0430 EDT DLU/20101214 EST

The following notification will be sent to the POC for the jurisdiction of  
record:

\$.Q.OUT. OUT OF STATE REGISTRATION  
FL0370100  
NCIC OUT OF STATE REGISTRATION NOTIFICATION AT 0545 EST 20101214.  
YOUR RECORD NIC/X123456789 CONTAINS AN ADDRESS FOR THE SEX  
OFFENDER  
IN ANOTHER JURISDICTION.  
MKE/SEXUAL OFFENDER  
OFS/23 - COMPLIANT  
ORI/FL1230000 NAM/SMITH, JOHN SEX/M RAC/W POB/MD DOB/19620530  
HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/123456A CTZ/US SKN/ALB  
SMT/SC R HND  
FPC/121011C01159TTCI13TT MNU/AS 123456789 SOC/123456789  
OLN/98765432 OLS/FL OLY/2014  
ORD/19980923 ERD/NONEXP SXP/N CRR/SEX OFFENSE  
CON/19810510 PLC/MD AOV/12 SOV/M DNA/N  
OCA/92312665  
MIS/CONVICTED OF INDECENT LIBERTIES WITH A MINOR  
ADD/01 - RESIDENCE (LAST KNOWN)  
SNU/112 SNA/ELM STREET  
CTY/ANY CITY STA/FL ZIP/99999  
COU/WASHINGTON

TNO/555 555-5555  
ADD/09 - TEMPORARY LODGING BDA/20101221 EDA/20110103  
SNU/987 SNA/MAIN STREET  
CTY/ANOTHER TOWN STA/NC ZIP/99999  
COU/JEFFERSON  
NIC/X123456789 DTE/19990930 0430 EDT DLU/20101214 EST

### **1.10           \$8.OUT-OF-STATE MESSAGE**

NCIC will not transmit a \$.8. message when there is an entry, modification, clearance, or cancellation of a NSOR record containing data on a vehicle or boat registered in a state other than the ORI of record. Additional information on the \$.8. administrative message can be found in the Introduction chapter of this manual.

### **1.11           IMAGE CAPABILITY**

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC.

### **1.12           INVESTIGATIVE INTEREST**

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC.

### **1.13           STATE AND TERRITORY SEX OFFENDER REGISTERING AGENCIES**

territory, and the notifying another the CJIS concerning access FBI CJIS has developed and continues to maintain a POC list for state, District of Columbia sex offender registries. This list can be used when jurisdiction of an offender's change of residence and can be accessed through home page on the Law Enforcement Online (LEO) Intranet. Information to LEO can be obtained from FBI CJIS.

## **SECTION 2--ENTRY**

### **2.1           EXAMPLE OF A SEX OFFENDER RECORD ENTRY**

1N01HEADER.EXSC.MD1012600.SMITH, JOHN  
J.M.W.TX.19521012.19980521.

NONEXP.Y.510.175.BRO.BRO.123456A.DRK.SC R  
 HND.121011CO141159TTCI13.  
 AS-123456789.123456789.98765432.MD.2014.1101.19910120.1998-  
 12345789.  
 FELONY RAPE AND  
 KIDNAPPING.ABC1234.MD.2014.PC.3J57K5D012345.1975.OLDS.  
 CUT.2T.BLU.30.DC.42.F.1234.ELM STREET.SILVER  
 TOWN.ESSEX.MD.99999.  
 301 555-1212.Y.FBI LAB, QUANTICO, VA 703 632-4000,  
 VA1234567.US.17.  
 N.DC-  
 1234567.1...ST.P.01.19980521..H.BADGUYSMITH@YAHOO(DOT)COM.BADGUY.  
 7-11.CASHIER.123456.CARPENTER.UNIV OF MARYLAND SILVER CITY  
 CAMPUS.  
 MD12345.MD.2014.123XXX789.2000.SEAR.YYY.CAM.JOHN BOAT  
 2000.ML.FB.OB.  
 12..GONE FISHIN..

### **Acknowledgment:**

1L01HEADER  
 MD1012600  
 NAM/SMITH, JOHN J NIC/X000039206  
 OCA/1998-12345789

## **2.2 MESSAGE FIELD CODES FOR ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF BIRTH	MANDATORY	DOB	8-8	NUMERIC
OFFENDER REGISTRATION DATE	MANDATORY	ORD	8-8	NUMERIC
ENDING REGISTRATION DATE	MANDATORY	ERD	6-6 8-8	ALPHABETIC NUMERIC

SEXUAL PREDATOR INDICATOR	OPTIONAL	SXP	1-1	ALPHABETIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER	OPTIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	OPTIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2) OR NUMERIC (4)
CONVICTION RESULTING IN REGISTRATION	MANDATORY	CRR	4-4	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF CONVICTION	MANDATORY	CON	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	CONDITIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LICENSE PLATE NUMBER	OPTIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED <i>INNCIC 2000 CODE MANUAL</i>
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2) OR NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE</i>

				<i>MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	OPTIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE MODEL	SET	VMO	2-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN  <i>NCIC 2000 CODE MANUAL</i>
PLACE OF CRIME	OPTIONAL	PLC	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
AGE OF VICTIM	OPTIONAL	AOV	1-2	NUMERIC
SEX OF VICTIM	OPTIONAL	SOV	1-1	ALPHABETIC
STREET NUMBER	OPTIONAL	SNU	1-7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STREET NAME	OPTIONAL	SNA	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITY NAME	OPTIONAL	CTY	1-20	ALPHABETIC
COUNTY	OPTIONAL	COU	1-20	ALPHABETIC
STATE	MANDATORY	STA	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
ZIP CODE	OPTIONAL	ZIP	5-5 10-10	NUMERIC NUMERIC, SPECIAL CHARACTERS
TELEPHONE NUMBER	OPTIONAL	TNO	12-12	NUMERIC, SPECIAL CHARACTERS
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATOR	OPTIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OFFENDER STATUS	OPTIONAL	OFS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

JUVENILE OFFENDER INDICATOR	OPTIONAL	JUV	1-1	ALPHABETIC
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
TIER LEVEL	OPTIONAL	TIR	1-1	NUMERIC
LINKAGE AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
RELATIONSHIP OF VICTIM	OPTIONAL	ROV	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE OWNERSHIP	OPTIONAL	VOW	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
ADDRESS TYPE	OPTIONAL	ADD	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
BEGINNING DATE AT ADDRESS	CONDITIONAL	BDA	8-8	NUMERIC
ENDING DATE AT ADDRESS	CONDITIONAL	EDA	8-8	NUMERIC
TELEPHONE TYPE	CONDITIONAL	TNT	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
EMAIL ADDRESS	OPTIONAL	EML	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
INTERNET IDENTIFIER	OPTIONAL	IID	1-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
EMPLOYER NAME	OPTIONAL	EMP	1-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OCCUPATION	OPTIONAL	OCP	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROFESSIONAL LICENSE NUMBER	OPTIONAL	PLN	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROFESSIONAL LICENSE TYPE	OPTIONAL	PLT	1-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SCHOOL NAME	OPTIONAL	SHN	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
BOAT REGISTRATION NUMBER	OPTIONAL	REG	1-8	ALPHABETIC, NUMERIC
BOAT REGISTRATION STATE	OPTIONAL	RES	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE</i>

				<i>MANUAL</i>
BOAT REGISTRATION YEAR OF EXPIRATION	OPTIONAL	REY	2-2 4-4	ALPHABETIC NUMERIC
BOAT HULL SERIAL NUMBER	OPTIONAL	BHN	1-20	ALPHABETIC, NUMERIC
BOAT MODEL YEAR	OPTIONAL	BYR	4-4	NUMERIC
BOAT MAKE	OPTIONAL	BMA	3-24	ALPHABETIC, NUMERIC
BOAT TYPE	OPTIONAL	BTY	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
BOAT COLOR	OPTIONAL	BCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
BOAT MODEL NAME	OPTIONAL	BMO	1-20	ALPHABETIC, NUMERIC
OUTER HULL MATERIAL	OPTIONAL	HUL	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HULL SHAPE	OPTIONAL	HSP	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PROPELLSION	OPTIONAL	PRO	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OVERALL BOAT LENGTH	OPTIONAL	BLE	2-2	NUMERIC
HOME PORT	OPTIONAL	HPT	1-20	ALPHABETIC, NUMERIC
BOAT NAME	OPTIONAL	BNM	1-20	ALPHABETIC, NUMERIC
COAST GUARD DOCUMENT NUMBER	OPTIONAL	CGD	1-8	ALPHABETIC, NUMERIC
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

## 2.3 MANDATORY FIELDS FOR ENTRY

1. The following fields are mandatory to cause acceptance of a NSOR entry into NCIC:  
HDR, MKE, ORI, NAM, SEX, RAC, DOB, ORD, ERD, HGT, WGT, EYE, HAI, CRR, CON, OCA, and STA.
2. The entry of vehicle information is optional but if entered should be entered as a set; i.e., OLN with OLS and OLY; LIC with LIS, LIY, and LIT; VIN with VYR, VMA, and VST; or VMA with VYR and VST (VMO, VCO, and VOW are optional within the set). The entry will be

rejected if one of the mandatory fields is left blank, or the transaction is not completed.

3. For foreign sex offender records, the ERD is a mandatory blank. In addition, HGT, WGT, and HAI are not required if the FBI Field contains data or the MIS Field contains PHOTOS AND/OR PRINTS AVAILABLE.

## **2.4 ADDITIONAL GUIDELINES FOR ENTRY**

1. The entering agency must account for all fields in the NSOR record format. All available data called for in the record format must be entered. In addition, all available critical data should be entered.

Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MXS).

Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a NSOR record are located in Section 8 of this chapter.

2. For training and administrative purposes, agencies may enter test records into NCIC by using the header TN01. The test records will not generate any notifications nor will batch processing be performed in the test system.

3. If the MKE used in the NSOR data entry is EXSC (Enter Sexual Offender - Caution), then the CMC Field must contain a valid code.

4. When a NSOR record includes information in the FBI Field, the NCIC will transmit information to the Integrated Automated Fingerprint Identification System (IAFIS) for flagging of the criminal history record. The IAFIS will notify the registering agency and the state/territory registry of activity on the criminal history record (examples of these notifications are in Section 9 of this chapter).

5. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field.

The full MNU should be entered in the MIS Field.

6. When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as

to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric

identifiers, the determination should be based on multiple factors such as known criminal activity,

date of birth, scars, marks, tattoos, photographs, Social Security number, operators license number,

passport, military identification, last known address, and aliases. Particular attention should be paid

to discrepancies in height, age, etc. When uncertain, do not include the additional information in the

NCIC record and maintain documentation in the case file.

## **2.5 MESSAGE FIELD CODE EDITS FOR ENTRY**

### **1. ORIGINATING AGENCY IDENTIFIER (ORI)**

The ORI represents the agency responsible for maintaining the NSOR record.

The ORI can be the agency that operates the jurisdiction's registry or the local law enforcement agency where the offender is registered.

### **2. DESCRIPTORS**

Entry instructions for NAM, SEX, RAC, ETN, DOB, HGT, WGT, EYE, HAI, FBI, SKN, SMT, FPC,

MNU, SOC, and OLN can be found in Personal Descriptors, *NCIC 2000 Code Manual*. Entry

instructions for POB, PLC, CTZ, and STA can be found in State and Country Codes, *NCIC 2000 Code Manual*.

### **3. OFFENDER REGISTRATION DATE (ORD)**

The ORD is the date of the initial registration under the current registration requirement within the

jurisdiction. If the offender's registration requirements change based on subsequent convictions, the

ORD may contain the initial date of registration under the new requirements. For foreign sex offender records,

the ORD will be the date the INTERPOL Green notice was issued. If any other date is

used, the MIS Field should include appropriate comments. For example:

- MIS/ORD IS  
1. Retroactive requirements for which the offender has never registered  
REGISTRATION REQUIRED DATE.

- MIS/ORD IS LAST  
2. State registry only maintains date when registration was last updated  
REGISTRATION UPDATE.

#### 4. ENDING REGISTRATION DATE (ERD)

The ERD is the date the registration ends. When the ERD is met, the NCIC System will deactivate the NSOR record. If the ERD Field contains the value NONEXP, then the record is kept indefinitely.

If the end of registration has not been determined (e.g., subject to mental evaluation), NONEXP should be used with appropriate comments in the MIS Field. For example, MIS/ERD NOT ESTABLISHED. For foreign sex offender records, the ERD is a mandatory blank.

#### 5. SEXUAL PREDATOR INDICATOR (SXP)

If the SXP contains a Y, then the ERD Field must contain the value NONEXP, and data must be entered into the CMC Field.

#### 6. FBI NUMBER (FBI)

If the FBI has established a criminal history record for the offender, the FBI Number must be included in the NSOR record unless sharing the sex offender registration information for noncriminal

justice background checks violates a jurisdiction's laws or policies. If the offender's FBI Number is

unknown, the entering agency should follow recognized procedures to determine, verify, or establish

the FBI Number. Inclusion of the FBI Number ensures that sex offender registry information is

available through criminal and civil fingerprint submissions. Therefore, it is imperative that every effort

is made to determine if the offender has an FBI Number and to include it in the NSOR record.

#### 7. CONVICTION RESULTING IN REGISTRATION (CRR)

1. The valid NCIC-assigned codes appropriate for this field can be found in Uniform Offense Codes, *NCIC 2000 Code Manual*. Any offense code can be used. For example, the conviction charge may have been "assault," although the crime was "sexual assault." The offender may still have to register per plea bargaining, etc.

2. The MIS Field should be used to further describe the offense, especially when codes are for general offenses and require explanation. If the registering agency cannot determine the appropriate code, a generic offense code should be used with specific information in the MIS Field. For example, MIS/CRR IS LEWD/LASCIVIOUS ACT W/MINOR.

3. If registration is for civil commitment, the CRR Field should contain the offense code for the criminal act that led to the offender's commitment.

#### 8. DATE OF CONVICTION (CON)

The CON is the date of the conviction which resulted in registration. Due to lack of disposition reporting, the date of conviction may not be available. In such cases, another date associated with the conviction (e.g., that of arrest) may be used with comments in the MIS Field. For example, MIS/CON IS DATE OF ARREST and MIS/CON IS DATE OF SENTENCE. In the case of civil commitments, the CON Field should contain the date of the commitment with appropriate comments in the MIS Field.

#### 9. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, State Identification Number).

#### 10. MISCELLANEOUS (MIS) DATA

1. Aliases, nicknames (monikers), vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered in a supplemental record (MKE/EXSN), as illustrated and explained in Section 8 of this chapter, as this procedure increases the chance of a hit on this record.

Information in the MIS Field is not searchable.
2. When specific information required for a mandatory field is not available, similar information should be substituted in that field with appropriate comments in the MIS Field.
3. If the HGT, WGT, or HAI Fields and the FBI Field are blank in a foreign sex offender record, the MIS Field must contain PHOTOS AND/OR PRINTS AVAILABLE as the first 30 characters.

## 11. VEHICLE OR LICENSE PLATE DATA

Entry instructions for vehicle and license plate information can be found in the Vehicle File chapter of this manual, Vehicular Data Codes, *NCIC 2000 Code Manual*, and State and Country Codes, *NCIC 2000 Code Manual*.

## 12. CAUTION AND MEDICAL CONDITIONS (CMC)

When a NSOR record is entered with a caution indicator (MKE/EXSC) and/or the SXP flag is set to Y, the CMC Field must contain data. Valid caution and medical codes can be found in Personal Descriptors, *NCIC 2000 Code Manual*. Section 8 of this chapter describes the process for entry of additional CMC codes as supplemental records to a NSOR record. The CMC code specifically applicable to Sexual Predator records is 30, translated as: SEXUALLY VIOLENT PREDATOR - CONTACT ORI FOR DETAILED INFORMATION.

## 13. VICTIMS DATA

The AOV, SOV, and ROV Fields can provide valuable information to law enforcement regarding

the offender's preferences or lack of preferences. The valid NCIC-assigned codes for the ROV Field can be found in Personal Descriptors, *NCIC 2000 Code Manual*.

#### 14. ADDRESS DATA

- Fields should include all addresses for the offender.
- in the SNA Field if the jurisdiction's registry captures data in one field.
- the NCIC-assigned entered into the STA country that issued the example: St. Louis Street: ST).
- be included in the SNA Field as PO BOX is a valid NCIC-assigned code "05 - Other" is used, agencies should include additional information in the MIS Field. If code "09 - Temporary Lodging" is used, the BDA and EDA Fields must be included.
1. The SNU, SNA, CTY, COU, STA, ZIP, ADD, BDA, and EDA
  2. The street number and street name may be combined and included
  3. If offender has been deported or moved/traveled internationally, country code, as listed in the *NCIC 2000 Code Manual*, should be Field. For foreign sex offender records, the country code for the Green notice should be entered in the STA Field.
  4. Punctuation should be omitted from the CTY and COU Fields. For would be entered as ST LOUIS or SAINT LOUIS.
  5. The use of standard address abbreviations are recommended (e.g.,
  6. Additional address components such as Apartment Number should SNA Field.
  7. Post Office Box address information should be included in the and the number.
  8. The type of address is entered into the ADD Field. The ADD Field code as listed in Personal Descriptors, *NCIC 2000 Code Manual*. If used, agencies should include additional information in the MIS Lodging" is used, the BDA and EDA Fields must be included.

9. Guidelines for the entry of additional addresses as a supplemental record to a NSOR record are located in Section 8 of this chapter.

## 15. TELEPHONE DATA

The TNO and TNT Fields should include the telephone numbers for the offender, not the entering agency's telephone number. The TNT Field must be a valid NCIC-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual*. Guidelines for the entry of additional telephone numbers as a supplemental record to a NSOR record are located in Section 8 of this chapter.

## 16. DNA DATA

The DNA Field has a default value of N, meaning no DNA data are available. When the user sets the DNA Field to Y, indicating DNA data are available, then specific information regarding the location of the DNA sample must be included in the DLO Field. The DLO Field can include contact information, type of DNA sample, and other information deemed appropriate by the agency. If the DNA Field is set to Y and the DLO is blank, then the record will be rejected.

## 17. OFFENDER STATUS (OFS)

1. The OFS Field must be a valid NCIC-assigned code as listed in Personal Descriptors, *NCIC 2000 Code Manual*.
2. Registering agencies are encouraged to use the appropriate OFS code to indicate that the offender is affiliated with a federal agency to assist the federal agency with identifying and tracking the offender. For example, the Department of Defense may restrict a sex offender who is a military dependent from accompanying a service member during overseas duty.

3. Guidelines for the entry of additional statuses as a supplemental record to a NSOR record are located in Section 8 of this chapter.

18. JUVENILE OFFENDER INDICATOR (JUV)

The JUV Field should include a "Y" to indicate the offender is required to register based on a juvenile adjudication. If the offender was convicted as an adult, regardless of age, an "N" should be included in the JUV Field. If unknown, the field should be left blank.

19. STATE IDENTIFICATION NUMBER (SID)

Guidelines for the entry of additional SIDs as a supplemental record to a NSOR record are located in Section 8 of this chapter.

20. TIER LEVEL (TIR)

The TIR Field represents the federal tier level as defined in Public Law 109-248, Section 111.

The values for the TIR Field are as follows:

offender other than  
1 - TIER I SEX OFFENDER - The term 'tier I sex offender' means a sex  
a tier II or tier III sex offender.

sex offender other than  
2 - TIER II SEX OFFENDER - The term 'tier II sex offender' means a  
more than 1 year and--  
a tier III sex offender whose offense is punishable by imprisonment for

when committed against a  
against a minor:  
(A) is comparable to or more severe than the following offenses,  
United States Code);  
minor, or an attempt or conspiracy to commit such an offense  
title 18, United States  
(i) sex trafficking (as described in section 1591 of title 18,  
activity (as described in section  
(ii) coercion and enticement (as described in section 2422(b) of  
Code);  
18, United States Code);  
(iii) transportation with intent to engage in criminal sexual  
2423(a)) of title 18, United States Code;  
(iv) abusive sexual contact (as described in section 2244 of title  
18, United States Code);

- (B) involves--
  - (i) use of a minor in a sexual performance;
  - (ii) solicitation of a minor to practice prostitution; or
  - (iii) production or distribution of child pornography; or
- (C) occurs after the offender becomes a tier I sex offender.

3 - TIER III SEX OFFENDER - The term 'tier III sex offender' means a sex offender whose

offense is punishable by imprisonment for more than 1 year and--

(A) is comparable to or more severe than the following offenses, or an attempt or conspiracy

to commit such an offense:

(i) aggravated sexual abuse or sexual abuse (as described in sections 2241 and 2242 of title 18, United States Code); or

(ii) abusive sexual contact (as described in section 2244 of title 18, United States Code)

against a minor who has not attained the age of 13 years;

(B) involves kidnapping of a minor (unless committed by a parent or guardian); or

(C) occurs after the offender becomes a tier II sex offender.

## 21. LINKAGE DATA

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA).  
The NCIC System

will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.

22. E-MAIL ADDRESS (EML)

The E-mail Address (EML) Field contains the e-mail address for the sex offender. The NCIC

2000 formats do not permit inclusion of periods (.) in the EML Field. To represent a period, use

open parenthesis DOT close parenthesis [e.g., EML/  
JOHNDOE@YAHOO(DOT)COM]. If

using NCIC XML formats, periods may be included in the EML Field.

Guidelines for the entry

of additional EMLs as a supplemental record to a NSOR record are located in Section 8 of this chapter.

23. INTERNET IDENTIFIERS (IID)

The IID Field contains any designation used by the offender for purposes of routing or

self-identification in Internet communications or postings, excluding e-mail addresses which are

captured in the EML Field. The NCIC 2000 formats do not permit inclusion of periods (.) in the

IID Field. To represent a period use open parenthesis DOT close

parenthesis [e.g.,

IID/999(DOT)999(DOT)999(DOT)9]. If using NCIC XML formats, period may be included

in the EML Field. Guidelines for the entry of additional IIDs as a supplemental record to a NSOR

record are located in Section 8 of this chapter.

**24. EMPLOYER NAME (EMP)**

The EMP Field contains the company name of the offender's employer. Guidelines for the entry

of additional EMPS as a supplemental record to a NSOR record are located in Section 8 of this chapter.

**25. OCCUPATION (OCP)**

The OCP Field contains the occupation of the offender. Guidelines for the entry of additional

OCPs as a supplemental record to a NSOR record are located in Section 8 of this chapter.

**26. PROFESSIONAL LICENSE DATA**

The PLN and PLT Fields contain any professional licenses held by the offender such as commercial

driver, contractor, beautician, etc. Guidelines for the entry of additional OCPs as a supplemental

record to a NSOR record are located in Section 8 of this chapter.

**27. SCHOOL NAME (SHN)**

The SHN Field contains the name of any school attended by the offender. The SHN should include

any branch identification (e.g., SHN/INDIANA UNIVERSITY - PURDUE UNIVERSITY AT

INDIANAPOLIS). Guidelines for the entry of additional SHNs as a supplemental record to a

NSOR record are located in Section 8 of this chapter.

**28. BOAT DATA**

Entry instructions for boat information can be found in the Boat File chapter of this manual,

Boat Data Codes, *NCIC 2000 Code Manual*, and State and Country Codes, *NCIC 2000*

*Code Manual*. Guidelines for the entry of additional boat information as a supplemental record

to a NSOR record are located in Section 8 of this chapter.

## **SECTION 3--MODIFICATION**

### **3.1 WHEN TO USE A MODIFICATION MESSAGE**

Modification of a record is restricted to the agency that entered the record. A modification message is used to

add, delete, or change data in a NSOR record. A NSOR record cannot be modified if the record is in an expired

or cleared status. For online validation, a modification message is also used to validate a record. Upon receipt

of a modification message, the NCIC System will send a notification to the IAFIS. IAFIS will modify the sex

offender flag in the criminal history record accordingly.

An MXS message to delete information in the MNU, SOC, SMT, CMC, CTZ, OFS, EML, IID, SID, EMP,

OCP, and SHN Fields of the base record will cause the oldest data in the supplemental record to move up to

the base record. An MXS message to delete all fields in the OLN, ADD, TNO, AOV, and PLN datasets of

the base record will cause the oldest dataset in the supplemental record to move up to the base record.

Because the DOB is a mandatory field, it cannot be deleted even when supplemental DOBs exist. A

modification message to change data in the DOB Field in the base record to the same as data in a supplemental

DOB Field will place that data in the DOB Field in the base record and eliminate it from the supplemental record.

### **3.2 EXAMPLE OF A MODIFICATION MESSAGE**

1N01HEADER.MXS.MD1012600.NIC/X000039206.OCA/1234567.PLC/MD

#### **Acknowledgment:**

```
1L01HEADER  
MD1012600  
MODIFY NIC/X000039206 OCA/1234567
```

The above modification example contains: header (1N01HEADER), message key (MXS), Originating Agency

Identifier (MD1012600), two record identifiers (NIC/X000039206 and OCA/1234567), and the field being

modified and the data being changed (PLC/MD).

### **3.3 MESSAGE FIELD CODES FOR MODIFICATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION	OPTIONAL			

### **3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED**

The record to be modified must be identified by NAM and NIC, in that order; NAM and OCA, in that order;

or NIC and OCA, in that order, followed by the fields to be modified. All fields, other than the HDR, MKE,

and ORI, must be preceded by the appropriate MFC and a slash. The name used in identifying the record to

be modified must be set forth with the exact spelling and spacing as shown in the record on file.

### **3.5 ADDITIONAL GUIDELINES FOR MODIFICATION**

Section 8 of this chapter contains information on modifying an alias and/or additional identifiers previously appended to a NSOR record by means of a supplemental record.

#### **1. MODIFICATION TO REMOVE ALL VEHICULAR DATA**

If there is a need to delete all vehicular data from a NSOR base record, a special message field code may

be used to remove all vehicular data without identifying each individual field. When the characters

LIC-VCO/. are included in the modification transaction, the NCIC System will delete the following fields:

LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, VCO, and VOW.

1N01HEADER.MXS.MD1012600.NAM/SMITH, JOHN J.NIC/X000069216.  
LIC-VCO/.

**Acknowledgment:**

```
1L01HEADER  
MD1012600  
MODIFY NAM/SMITH, JOHN J NIC/X000069216
```

The above modification example to remove all vehicular data from the record contains: header

(1N01HEADER), message key (MXS), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/X000069216), and the fields being removed (LIC-VCO) immediately followed by slash period (/).

## 2. MODIFICATION TO REMOVE PART OF VEHICULAR DATA

The special modification message explained above cannot be used to remove less than all of the vehicular

data from a NSOR base record. For example, if only the four fields of license plate data (LIC, LIS, LIY, and LIT) are to be deleted from the record, the usual modification procedure must be followed with each field to be deleted explicitly set forth in the modify message. For example:

```
1N01HEADER.MXS.MD1012600.NAM/SMITH, JOHN J.NIC/X000069216.  
LIC/.LIS/.LIY/.LIT/.
```

## 3. MODIFICATION TO REMOVE ALL ADDRESS DATA

If there is a need to delete all address data from a NSOR base record, a special message field code may

be used to remove all address data without identifying each individual field. When the characters ADD-ZIP/.

are included in the modification transaction, the NCIC System will delete the following fields: ADD, SNU, SNA, CTY, COU, STA, ZIP, BDA, and EDA.

```
1N01HEADER.MXS.MD1012600.NAM/SMITH, JOHN J.NIC/X000069216.  
ADD-ZIP/.
```

### Acknowledgment:

```
1L01HEADER  
MD1012600  
MODIFY NAM/SMITH, JOHN J NIC/X000069216
```

The above modification example to remove all address data from the record contains: header

(1N01HEADER), message key (MXS), Originating Agency Identifier (MD1012600), two record

identifiers (NAM/SMITH, JOHN J and NIC/X000069216), and the fields being removed (ADD-ZIP)  
immediately followed by slash period (/).

#### 4. MODIFICATION TO REMOVE ALL BOAT DATA

If there is a need to delete all boat data from a NSOR base record, a special message field code may be

used to remove all boat data without identifying each individual field. When the characters REG-CGD/.

are included in the modification transaction, the NCIC System will delete the following fields: REG, RES,

REY, BHN, BYR, BMA, BTY, BCO, BMO, HUL, HSP, PRO, BLE, HPT, BNM, and CGD.

```
1N01HEADER.MXS.MD1012600.NAM/SMITH, JOHN J.NIC/X000069216.  
REG-CGD/ .
```

#### Acknowledgment:

```
1L01HEADER  
MD1012600  
MODIFY NAM/SMITH, JOHN J NIC/X000069216
```

The above modification example to remove all boat data from the record contains: header

(1N01HEADER), message key (MXS), Originating Agency Identifier (MD1012600), two record

identifiers (NAM/SMITH, JOHN J and NIC/X000069216), and the fields being removed (REG-CGD)

immediately followed by slash period (/).

### 3.6 VALIDATION GUIDELINES FOR NCIC MODIFICATION

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a

NSOR record to indicate that the record has been validated. When data are included in the VLN Field,

the NCIC places the current date in the Date of Last Validation (VLD) Field of the record. If the user

attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The

acknowledgment for the modify message containing VLN Field data will indicate the record has been

validated. Each CSA can determine the specific data to be included in the VLN Field for the validation

of the record. For example:

1N01HEADER.MXS.MD1012600.NAM/SMITH, JOHN J.NIC/X000069216.  
VLN/JONES, DAVID E

**Acknowledgment:**

1L01HEADER  
MD1012600  
VALIDATE NAM/SMITH, JOHN J NIC/X000069216

**SECTION 4--CANCELLATION**

**4.1 WHEN TO USE A CANCELLATION MESSAGE**

1. Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined that the record is invalid, the original criminal offense is expunged or pardoned, or as otherwise defined by the registering jurisdiction's policy or procedures. The cancellation message is used to retire expired and cleared records. The NCIC System will notify the IAFIS of the cancellation, and the IAFIS will remove the sex offender flag from the criminal history record.
2. The USNCB will cancel foreign sex offender records when the Green notice is cancelled by the issuing country or the INTERPOL, Secretariat General.

**4.2 EXAMPLE OF A CANCELLATION MESSAGE**

1N01HEADER.XXS.MD1012600.NIC/X000039206.OCA/1234567.20000423

**Acknowledgment:**

1L01HEADER  
MD1012600  
CANCEL NIC/X000039206 OCA/1234567

The above cancellation example contains: header (1N01HEADER), message key (XXS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/X000039206 and OCA/1234567), and date of cancellation (20000423).

When a NSOR record is canceled, the entire record, including all data appended to the record by means of a supplemental record entry, is automatically canceled.

**4.3 MESSAGE FIELD CODES FOR CANCELLATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC

#### **4.4 IDENTIFICATION OF A RECORD TO BE CANCELED**

The record to be canceled must be identified by NAM and NIC, in that order; NAM and OCA, in that

order; or NIC and OCA, in that order, preceded by the proper MFC. The name used in identifying the

record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file.

The cancellation date (without MFC) must follow the two record identifiers and be equal to the current date or the current date minus one.

#### **4.5 ADDITIONAL GUIDELINES FOR CANCELLATION**

Inactive records (expired and cleared) can be canceled. If the two record identifiers used in the cancellation message are NAM and OCA, the NCIC System will cancel the oldest matching record on file, which could be an inactive record.

Benefits and effectiveness data are not applicable to the NSOR records.

### **SECTION 5--INQUIRY**

#### **5.1 INQUIRY AND DISCLOSURE STANDARDS**

1. The message key QXS is used for NSOR inquiries. It searches the NSOR and may retrieve a NSOR record that is active, expired, or inactive. If the QXS includes MNU, SOC, or OLN, the NCIC System will search them against the SER of Article File personal identifier records.

A QW, QWA, QWE, QWF, QWS, or ZW inquiry searches the NSOR in addition to other identifiable person (except the NICS Denied Transaction File), Vehicle, and Article Files and retrieves active records only. The QV and ZV inquiry searches the NSOR in addition to Vehicle, License Plate, and Vehicle/Boat Part Files and other identifiable person records. The QB and ZB inquiry search the NSOR in addition to the Boat File.

2. All NSOR records are based on documented criminal history information and can only be disseminated

in accordance with Title 28, USC, Section 534, or other federal statutes.

#### Information in the NSOR

should not be disclosed to the public. Publicly available information is accessible on the jurisdictions'

websites or by searching the Dru Sjodin National Sex Offender Public Website at <www.nsopw.gov>.

3. The NSOR can be used to enhance the jurisdiction's process to locate noncompliant offenders. The

following scenario is provided to demonstrate how NSOR can be used in these processes:

Upon issuance of new operator licenses, the motor vehicle department could initiate a check on the

NSOR. Results would be provided to an authorized criminal justice agency. Any possible hits would

require an investigation to determine the individual's identity and ascertain if the individual is required to

register under the new jurisdiction's laws. If the individual failed to comply with registration requirements,

he or she could be charged with that crime. Despite whether the individual is charged, the state could now

register the offender.

## 5.2 EXAMPLES OF QXS INQUIRIES

### 1. Personal Identifiers

1N01HEADER.QXS.MD0100010.NAM/SMITH,  
JOHN.SEX/M.RAC/W.DOB/19620530

### 2. ZIP Code

1N01HEADER.QXS.MD0100010.ZIP/99999.SOS/N

### Negative Response:

1L01HEADER  
MD0100010

NO NCIC SEX OFFENDER FILE NAM/SMITH, JOHN DOB/19620530 SEX/M  
RAC/W

**Positive Response:**

1L01HEADER  
MD0100010

\*\*\* SEX OFFENDER REGISTRY INFORMATION \*\*\*  
THE SUBJECT IDENTIFIED IN THE FOLLOWING RECORD WITH  
NIC/X123456789  
IS REGISTERED AS A SEX OFFENDER. DO NOT SEARCH, DETAIN, OR  
ARREST BASED SOLELY ON THIS RECORD. ADDITIONAL INFORMATION  
REGARDING  
SUBJECT MAY BE AVAILABLE FROM THE INTERSTATE IDENTIFICATION  
INDEX.

MKE/SEXUAL OFFENDER  
CMC/05 - VIOLENT TENDENCIES  
OFS/A2 - NON-COMPLIANT - ABSCONDED  
ORI/MD1230000 NAM/SMITH, JOHN SEX/M RAC/W ETN/H POB/MD  
DOB/19620530 HGT/601 WGT/209 EYE/BLU HAI/BRO FBI/123456A CTZ/US  
SKN/ALB SMT/SC R HND  
FPC/121011C01159TTCI13TT MNU/AS-123456789 SOC/123456789  
OLN/987654321 OLS/MD OLY/2012  
ORD/20080923 ERD/NONEXP SXP/N CRR/HOMICIDE - WILLFUL KILL -  
WEAPON CON/19810510  
TIR/1 JUV/NPLC/MD  
AOV/12 SOV/M ROV/ST - VICTIM WAS STRANGER  
OCA/92312665 SID/MD9999999 LKI/VA0010000 LKA/1998-99999  
VLD/20100530  
MIS/SUBJECT COULD BE A THREAT TO YOUNG CHILDREN WEAPON USED WAS  
STRAIGHT  
MINOR  
MIS/RAZOR ADDITIONAL CHARGES OF KIDNAPPING AND SEX ASSAULT -  
MIS/BOAT IS A JOHNBOAT  
LIC/ABC1234 LIS/MD LIY/2014 LIT/PC  
VIN/123456789ABCD VYR/1972  
VMA/CHEV VMO/MAL VST/2D VCO/BLU  
VOW/P - PERSONAL  
DNA/Y DLO/MARYLAND STATE LAB 301-555-1111  
ADD/01 - RESIDENCE (LAST KNOWN) BDA/20040401  
SNU/1234 SNA/MAIN ST  
CTY/ANY TOWN STA/MD ZIP/99999  
COU/PRINCE GEORGE  
TNO/301 555-2222 TNT/H - HOME  
EML/BADGUY@AOL(DOT)COM  
IID/BADGUY  
SHN/UNIVERSITY OF MARYLAND MAIN CAMPUS  
EMP/A & A CONSTRUCTION OCP/LABORER

PLN/123456789 PLT/GENERAL CONTRACTING  
 REG/MD123456 RES/MD REY/2014  
 BHN/123ABC456789 BMA/BSM BYR/1986 BTY/YYY  
 BMO/JB123456 BCO/CAM BLE/14 PRO/OB HUL/ML HSP/FB  
 BNM/GONE FISHIN  
 ORI IS ANY TOWN MD 301 555-3333  
 DOB/19630205  
 AKA/JONES, JOHN JAY  
 SMT/BALD  
 SID/VA1111111  
 AOV/9 SOV/M ROV/NE - VICTIM WA NEIGHBOR  
 AOV/11 SOV/M ROV/ST - STRANGER  
 LIC/XYZ9876 VA 2014 C0  
 VIN/987654321987 1980 FORD F25 FB RED W - WORK  
 IMN/I123456789 IMT/M  
 IMN/I987654321 IMT/I  
 ADD/03 - RELATIVE  
 SNU/8989 SNA/HIGH ST  
 CTY/ANY TOWN STA/MD ZIP/99999  
 COU/PRINCE GEORGE  
 TNO/703 555-1212 TNT/W - WORK  
 ADD/02 - EMPLOYER BDA/20090909  
 SNU/98765 SNA/HIGHWAY 1  
 CTY/ALEXANDRIA STA/VA ZIP/99999  
 PLN/987654321 PLT/PLUMBING  
 NIC/X123456789 DTE/20080924 0430 EDT DLU/20100530 0112 EDT

\*\*\*\*\* END OF SEX OFFENDER REGISTRY INFORMATION \*\*\*\*\*

## 5.3 MESSAGE FIELD CODES FOR AN INQUIRY

### 1. Personal Identifiers

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC

OPERATOR'S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	OPTIONAL WITHIN SET	LIS	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1 -20	ALPHABETIC, NUMERIC
VEHICLE MAKE	OPTIONAL WITHIN SET	VMA	2-24	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
BOAT REGISTRATION NUMBER	CONDITIONAL	REG	1-8	ALPHABETIC, NUMERIC
BOAT HULL SERIAL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
ORIGINATING CASE AGENCY NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH	OPTIONAL	EBS	1-1	NUMERIC

## 2. ZIP Code

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
ZIP CODE	MANDATORY	ZIP	5-5 5-10	NUMERIC NUMERIC, SPECIAL CHARACTERS
SEXUAL OFFENDER STATUS	OPTIONAL	SOS	1-1	ALPHABETIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC

## 5.4 REQUIREMENTS FOR INQUIRY

1. A QXS inquiry of the NSOR may be made by name and one, more than one, or all of the following

alphanumeric identifiers: DOB (including year, month, and day), FBI, MNU, SOC, OLN, LIC, VIN,

REG, and/or BHN with each data element preceded by the proper MFC.  
Additionally, inquiries may be

made using ZIP only, preceded by the proper MFC.

2. When a QXS using name and an identifier is performed, active, expired, and cleared records will be returned.
3. When a QXS using ZIP is performed, the Sex Offender Status (SOS) Field can be used to specify whether expired and inactive records should be returned. If the SOS Field contains Y or is blank, only active NSOR records will be returned. If the SOS Field contains N, then active, expired, and cleared records will be returned.
4. A direct retrieval of an active NSOR record can be made using NAM and OCA only. Exact spelling of the name as contained in the entry is required when inquiring with only NAM and OCA.
5. To directly retrieve a NSOR record using NIC, a wanted person inquiry (QW, QWA, QWE, QWF, QWS, or ZW) must be performed. Additional information on these transactions can be found in the Wanted Person File chapter.

## **5.5 ADDITIONAL GUIDELINES FOR INQUIRY**

1. When the inquiry contains NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the exact date of birth in a record before a record will be retrieved. When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC will search for all matching records that contain the exact DOB and a surname that is a New York State Identification and Intelligence System (NYSIIS) match to the surname in the inquiry.
2. Sex and race should be included to minimize multiple hits by limiting the scope of the name search. Including sex will cause NCIC to search only those records containing the same (or unknown) SEX code as the SEX code in the inquiry. Also, the inclusion of race in an inquiry can limit the search made by the NCIC. A list of the Race Field codes and the race codes that will be searched when each is included in an inquiry are:

## **Race Code In Inquiry Race Codes Searched**

- A Asian or Pacific Islander All
- I American Indian or Alaskan Native All
- B Black All except W
- W White All except B
- U Unknown All

3. When the inquiry contains a name and an alphanumeric identifier other than DOB, (i.e., the SOC, FBI, MNU, OLN, LIC, VIN, RES, or BHN) a name search is not generated. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search.

4. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field. The MIS Field in the hit response should be reviewed to confirm that the first 15 characters are the same as the complete MNU.

5. If an alphanumeric identifier is not available, an alphabetical search by NAM can be performed by requesting a Global Inquiry (SPRQ) from the CSA if additional descriptive identifiers are known.

Additional information on the SPRQ can be found in the Other Transactions chapter.

6. An inquiry can provide a secondary hit response only from within the NSOR when the primary hit contains an SOC, FBI, VIN, or BHN and those fields were not part of the original search criteria. A second computer search is automatically generated on the SOC, FBI, VIN, and BHN contained in the primary record response. If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be included after the first 20 hit responses to indicate a file is being created with up to an additional 100 hit responses.

## **ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW**

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions

chapter of this manual  
contains additional information on retrieving the file.

7. A QXS transaction will not cause a cross-search of any other file except if the QXS includes MNU,

SOC, or OLN, then the NCIC System will search against the SER of Article File personal identifier records.

8. An inquiry of the Wanted Person (QW, QWA, QWE, QWF, QWS, ZW, QWB, or QWI), Vehicle (QV,

ZV, or QVB), and/or Boat (QB, ZB, or QBB) Files will result in the automatic cross-search of the NSOR.

Active records will be returned in a positive response; inactive records (expired and cleared) will not.

Additional information concerning the above MKEs can be found in the Wanted Person File, Vehicle File,  
and/or Boat File chapters.

## 9. IMAGE INDICATOR (IND)

QXS inquiries may also contain an Image Indicator (IND) to specify whether an image should be returned

if available. If the image indicator is Y, image data related to each primary hit response will be returned if available.

```
1N01HEADER.QXS.WA1230000.NAM/SMITH,JOHN.SEX/M.RAC/W.  
DOB/19680530.IND/Y
```

The following would be returned after the NIC information for a NSOR record with a mugshot image:

```
IMR/MNAM:SMITH, JOHN DOB:19680530  
RAC:W HGT:510 WGT:165 DOI:19981210  
NIC:X001269216 IMN:I000001233  
MIS:LEFT SIDE PHOTO  
  
00256 <image> .
```

The Image Response (IMR) is composed of the following data: the Image Type (M for mugshot) and

standard person MFCs (NAM, DOB, RAC, HGT, and WGT). The Date of Image (DOI) is next,

followed by the NIC of the base record and the Image NCIC Number (IMN). Following the IMN is

the Image MIS Field, then image size in bytes (00256), and, last, <image> would be replaced with the

actual image. Information in the Image Response, prior to the image, is in a fixed-length format.

## 10. RELATED SEARCH HIT (RSH)

QXS inquiries may also contain a Related Search Hit (RSH) Field. If the RSH is Y, secondary hit responses

will be returned for all linked NSOR records. The NCIC System links records when: 1) ORI/OCA matches

the primary hit response and the dates of entry for those records are within 30 days of each other and 2) the

LKI/LKA are the same as the ORI/OCA contained in the primary hit response.

If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be

included in the hit response to indicate a file is being created with up to an additional 100 hit responses.

## ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve

the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual

contains additional information on retrieving the file.

## 11. EXPANDED NAME SEARCH (ENS)

A QXS inquiry may also contain an Expanded Name Search (ENS) indicator to specify that if the NAM

and DOB identifiers are used, the ENS function should be performed. If the ENS is Y, primary hits will

be determined using each input name part as a last name, interchanging the remaining name parts as given

names.

```
1N01HEADER.QXS.WA1230000.NAM/FRANK, MILES.  
SEX/M.RAC/W.DOB/19691012.ENS/Y
```

The following hit response based on ENS would be returned:

```
1L01HEADER  
WA1230000
```

```
*** SEX OFFENDER REGISTRY INFORMATION ***  
THE SUBJECT IDENTIFIED IN THE FOLLOWING RECORD WITH
```

```
NIC/X000056789  
IS REGISTERED AS A SEX OFFENDER. DO NOT SEARCH, DETAIN, OR
```

REGARDING  
ARREST BASED SOLELY ON THIS RECORD. ADDITIONAL INFORMATION  
INDEX.  
SUBJECT MAY BE AVAILABLE FROM THE INTERSTATE IDENTIFICATION

MKE/SEXUAL OFFENDER  
ORI/IL1230000 NAM/MILES, FRANK SEX/M RAC/W ETN/H POB/IL  
DOB/19691012HGT/505 WGT/149 EYE/BLU HAI/BRO FBI/7856567  
SKN/LGT SOC/123456789  
ORD/19981231 ERD/20101231 SXP/N CRR/PROCURE FOR PROSTITUTE  
CON/19981231 TIR/2 JUV/N PLC/MD  
AOV/30 SOV/F ROV/AQ - VICTIM WAS ACQUAINTANCE  
OCA/92312665 SID/IL001122  
MIS/MULTIPLE CONVICTIONS  
DNA/Y DLO/MARYLAND STATE LAB 301 555-1212, DNA SAMPLE TAKEN BY  
PD  
DLO/NOT YET TYPED  
ADD/01 - RESIDENCE (LAST KNOWN)  
SNU/112 SNA/LAKESHORE DRIVE  
CTY/CHICAGO STA/IL ZIP/00312  
COU/COOK  
TNO/312 555-5555 TNT/H - HOME  
ORI IS CHICAGO PD IL 312 555-1234  
NIC/X000056789 DTE/19991110 1001 EST DLU/20121125 1600 EST

\*\*\*\*\* END OF SEXUAL OFFENDER REGISTRY INFORMATION \*\*\*\*\*

## 12. EXPANDED DATE OF BIRTH SEARCH (EBS)

When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search

will return records with the exact input DOB as well as records with the exact month and day and a range

of plus or minus one year of the input DOB. When an inquiry transaction includes the numeric 2 in the EBS

Field, the expanded date of birth search will return records with the exact input DOB as well as records

with the exact year of birth with the month and day transposed. When the inquiry transaction includes the

numeric 3 in the EBS Field, the expanded date of birth search will return the following: records with the

exact input DOB, records with the exact month and day and a range of plus or minus 1 year of the input

DOB, and records with the exact year of birth with the month and day of the input DOB transposed.

13. If a hit response contains expired license plate information, the following caveat will be included:

WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION,  
CONTACT ENTERING AGENCY TO CONFIRM STATUS.

14. If a hit response is based on partial VIN match (last 8 characters), the following caveat will be included:

RECORD NIC/X123456789 IS BASED ON PARTIAL VIN SEARCH - VERIFY  
ALL DATA BEFORE  
TAKING FURTHER ACTION BASED ON THIS RESPONSE

15. If a hit response is based on partial LIC match (first 8 characters), the following caveat will be included:

RECORD NIC/X987654321 IS BASED ON PARTIAL LIC SEARCH - VERIFY  
ALL DATA BEFORE  
TAKING FURTHER ACTION BASED ON THIS RESPONSE

16. If a hit response is based on partial BHN match (first 8 characters), the following caveat will be included:

RECORD NIC/X123456789 IS BASED ON PARTIAL BHN SEARCH - VERIFY  
ALL DATA BEFORE  
TAKING FURTHER ACTION BASED ON THIS RESPONSE

17. If an inquiry hits on more than 100 records, the NCIC System will discontinue processing the response and return the first 100 records with the following caveat.

MAXIMUM RECORD COUNT EXCEEDED FOR AN ON-LINE  
SEARCH. RESUBMIT MODIFIED SEARCH PARAMETERS OR  
SUBMIT A GLOBAL INQUIRY TO RETRIEVE ALL RECORDS.

To modify the search parameters to possibly prevent excessive hits, omit DOB and use NAM and a different numeric identifier. Also, using SEX and RAC with NAM and DOB may reduce the number of hits. To request a Global Inquiry, contact your CSA or the FBI's CJIS Division.

18. A NSOR response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, OFS, SID, operator's license data, license plate data, vehicle identification data, victim's data, address data, telephone number data, email address, internet identifier, employer, occupation, professional license data, school name, boat data, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the fields will be sorted as follows: operator's license data by OLS, license plate data by LIS, vehicle data by VIN, victim's data by AOV, address data by STA, telephone number data by TNO, professional license data by PLN, boat data by RES, and image data by IMN.

19. If a hit response is for a foreign sex offender record, the following caveat will be included:

REPEAT - DO NOT DETAIN BASED UPON NCIC RECORD WITH NIC/X123456789.

FOREIGN SEX OFFENDER - IMMEDIATELY CONTACT INTERPOL, US DOJ, AT NLETS ORI/DCINTER00, OR TEL. NO. (202) 616-9000.

## **5.6 PROCEDURES FOR HANDLING A HIT**

1. The existence of an NCIC NSOR record does not require action by the inquiring agency (except for foreign sex offender records). If information obtained during the encounter indicates that the offender has failed to fulfill registration requirements (i.e., change of address), the NSOR record is not probable cause for arrest or detainment. However, the SOR record can be used as the basis for initiating an investigation.

2. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(ies). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

3. When an agency receives a foreign sex offender record in response to an NCIC inquiry, the agency should contact The INTERPOL, USNCB. USNCB will provide additional guidance to the inquiring agency and notify the country that issued the Green notice. If subject has relocated to the inquiring agency's jurisdiction, USNCB can provide Assistance in obtaining the foreign conviction information to determine if subject is required to register.

## **SECTION 6--LOCATE**

There are no locate procedures for the NSOR.

## **SECTION 7--CLEAR**

### **7.1 WHEN TO USE A CLEAR MESSAGE**

A NSOR record should be cleared when an offender has relocated and another jurisdiction has registered the offender; when a previously valid record is removed from the jurisdiction's registry; or as otherwise defined by the jurisdiction's policy/procedures. When offenders are relocating, jurisdictions are encouraged to keep their record active in NCIC until the new jurisdiction has entered a new record for the offender in the NSOR. The clear transaction will change the status of the NSOR record from active to inactive. Only the ORI that entered the record can clear the record.

Expired records cannot be cleared.

If the record being cleared contains an FBI Number, the NCIC System will notify the IAFIS of the clearance, and the IAFIS will remove the sex offender flag from the criminal history record.

## 7.2 EXAMPLE OF A CLEAR MESSAGE

1N01HEADER.CXS.WA1230000.NIC/X000039206.OCA/123456726.20101030

### Acknowledgment:

1L01HEADER  
WA1230000  
CLEAR NIC/X000039206 OCA/123456726

The preceding clear example contains: header (1N01HEADER), message key (CXS), Originating Agency Identifier (WA1230000), two record identifiers (NIC/X000039206 and OCA/123456726), and the date of clear (20101030).

## 7.3 MESSAGE FIELD CODES FOR CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC,

CASE NUMBER			SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8
			NUMERIC

#### **7.4 IDENTIFICATION OF A RECORD TO BE CLEARED**

The record to be cleared must be identified by NAM and NIC, in that order; NAM and OCA, in that order;

or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used in

identifying the record to be cleared must be set forth with the exact spelling and spacing as shown in the record

on file. Clear date (which must be the current date or less than the current date) without MFC must follow the  
two record identifiers.

#### **7.5 ADDITIONAL GUIDELINES FOR CLEAR**

1. When a NSOR record is cleared, any supplemental information appended to that record will be cleared automatically.

2. When a NSOR record is cleared, its status will be changed to inactive. During this period of time, the

record can be accessed via the QXS transaction. Inactive records cannot be modified; however,

they can be canceled. Cleared records will remain in an inactive status until the agency cancels the record.

3. Benefits and effectiveness data are not applicable to the NSOR record.

### **SECTION 8--SUPPLEMENTAL RECORD**

#### **8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN <sup>1</sup>		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC <sup>2</sup>		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN <sup>3</sup>		
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OFFENDER STATUS FIELD	OPTIONAL	OFS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	1-10	ALPHABETIC, NUMERIC
VICTIM DATASET	OPTIONAL SET	ROV <sup>4</sup>		
ADDRESS DATASET	OPTIONAL SET	ADD <sup>5</sup>		
TELEPHONE NUMBER SET	OPTIONAL SET	TNO <sup>6</sup>		
EMAIL ADDRESS	OPTIONAL	EML	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
INTERNET IDENTIFIER	OPTIONAL	IID	1-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
EMPLOYER	OPTIONAL	EMP	1-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OCCUPATION	OPTIONAL	OCP	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROFESSIONAL LICENSE NUMBER SET	OPTIONAL SET	PLN <sup>7</sup>		
SCHOOL NAME	OPTIONAL	SHN	1-200	ALPHABETIC, NUMERIC,
BOAT DATASET	OPTIONAL SET	REG <sup>8</sup>		SPECIAL CHARACTERS

<sup>1</sup> OLN/<OLN>.<OLS>.<OLY>

<sup>2</sup> LIC/<LIC>.<LIS>.<LIY>.<LIT>

<sup>3</sup> VIN/<VIN>.<VYR>.<VMA.<VMO>.<VST>.<VCO>.<VOW>

<sup>4</sup> ROV/<ROV>.<AOV>.<SOV>

<sup>5</sup> ADD/<ADD>.<BDA>.<EDA>.<SNU>.<SNA>.<CTY>.<COU>.<STA>.<ZIP>

<sup>6</sup> TNO/<TNO>.<TNT>

<sup>7</sup> PLN/<PLN>.<PLT>

<sup>8</sup> REG/<REG><RES><REY><BHN>.<BYR>.<BMA>.<BTY>.<BCO>.<BMO>.<HUL>.<HSP>.<PRO>.<BLE>.  
<HPT>.<BNM>.<CGD>

## **8.2 ENTRY OF A SUPPLEMENTAL RECORD**

Entry of alias(es) and/or other additional identifiers as a supplemental record to a NSOR record may be made only by the ORI that entered the NSOR base record.

## **8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY**

1N01HEADER.EXSN.MD1012600.NAM/SMITH, JOHN J.OCA/5439.AKA/ROE,  
EDWARD.  
JONES, EDWARD.DOB/19650912.19630912.SMT/CAUL L EAR.TAT R ARM.  
EML/USER1234@AOL(DOT)COM.USER1234@YAHOO(DOT)COM.IID/CHAT NAME

### **Acknowledgment:**

1L01HEADER  
MD1012600  
SUPP NAM/SMITH, JOHN J OCA/5439

The above supplemental record entry example contains: header (1N01HEADER), message key (EXSN),

Originating Agency Identifier (MD1012600), two record identifiers (NAM/ SMITH, JOHN J and OCA/5439)

and the supplemental data added to the record: two aliases (AKA/ROE, EDWARD and JONES, EDWARD);

two dates of birth (DOB/19650912 and 19630912); two scars, marks, and tattoos (SMT/CAUL L EAR and

TAT R ARM); two e-mail addresses (USER1234@AOL(DOT)COM and USER1234@YAHOO(DOT)COM); and one Internet identifier (CHAT NAME).

## **8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY**

The NSOR record to which a supplemental record of an alias and/or other additional identifier is to be

added must be identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC

and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying

the record must be set forth with the exact spelling and spacing as shown in the record on file.

## **8.5 FIELDS IN A SUPPLEMENTAL RECORD**

1. The AKA Field and all additional data fields that may be included in a supplemental record are listed below with their field codes and the maximum number of occurrences for each field in the NSOR supplemental record.

<b>Field</b>	<b>Field Code</b>	<b>Maximum Number Permitted</b>
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	19
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Operator's License Number State and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, Color, and Ownership (entered as a set; model, color and ownership are not required for entry, but should be entered if known)	VIN	9
Caution and Medical Conditions	CMC	10
Citizenship	CTZ	9
Offender Status	OFS	9
State Identification Number	SID	55
Relationship of Victim, Age of Victim, Sex of Victim	ROV	9
Address Type, Beginning Date at Address, Ending Date at Address, Street Number, Street Name, City, County, State, Zip Code	ADD	99
Telephone Number and Type	TNO	9
E-mail Address	EML	99
Internet Identifier	IID	99
Employer	EMP	9
Occupation	OCP	9
Professional License Number and Type	PLN	9
School Name	SHN	9
Boat Registration Number, State, Year of Expiration, Boat Hull Number, Hull Material, Hull Shape, Propulsion, Length, Home Port, Name, and Coast Document Number	REG	9

2. A maximum of 99 AKAs, ADDs, EMLs, and IIDs; 55 SIDs; 19 SMTs; 10 CMCs; and 9 of each of the following: DOBs, MNUs, SOCs, OLNs, LICs, VINs, OFSs, ROVs, TNOs, EMPs, OCPs, PLNs, SHNs, and REGs may be added to a NSOR record.

For example, a record relating to JOHN HARRY SMITH might have an appended supplemental record of  
aliases and other additional identifiers consisting of three other names (AKAs),  
nine DOBs, five SMTs, two  
MNUs (an Army serial number and a mariner's document number), three EMLs,  
two sets of data describing  
operator's licenses known to have been issued in two states, three sets of data  
describing license plates known  
to be used by the offender, one set of data concerning an automobile known to be  
used by the offender; and  
one set of data concerning a boat used by the offender.

Entry of these additional data would require several supplemental record entry messages, as all of these  
additional identifiers could not be included in one supplemental record entry message.

## **8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY**

A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry  
message. Additional messages are required if more identifiers are to be entered.  
Each alias (or variation of  
name spelling); date of birth; scar, mark, tattoo, etc.; miscellaneous number;  
Social Security number;  
citizenship; offender status; State Identification Number; e-mail address; Internet identifier; employer;  
occupation; school name; or caution and medical condition is counted as one identifier. Each set of data  
relating to an operator's license, a license plate, vehicle, victim's information, address, telephone number,  
professional license, or boat is likewise counted as one identifier.

## **8.7 ADDITIONAL GUIDELINES FOR A SUPPLEMENTAL RECORD ENTRY**

1. After the NSOR record has been identified, each field included in a supplemental record entry, except  
those entered in sets of data, must be identified by the appropriate field code followed by a slash and the  
item(s) of data. The data elements must be separated by a period. Fields that are not a part of sets of  
data may be entered in any order in a supplemental record entry.

2. The field in the main record must contain data before any supplemental entry for that same field will be

accepted. For example, any attempt to enter a Social Security number in a supplemental record will be

rejected as a format error if the base record does not contain a Social Security number in the SOC Field.

3. All numeric identifiers excluding OCA and MNU are to be entered omitting spaces, hyphens, and

symbols. A hyphen may be used in the OCA Field, and a hyphen must be used to separate the two

alphabetics from the number itself in the MNU Field.

4. The NCIC 2000 formats do not permit inclusion of periods (.) in the EML and IID Fields. To represent

a period, use open parenthesis DOT close parenthesis. The period is used to separate data elements.

For example:

EML/JOHN(DOT)SMITH@YAHOO(DOT)COM.JSMITH@AOL(DOT)COM.IID/BIGJOHN  
999DOT)999 (DOT)999(DOT)9. If using NCIC XML formats, periods may be included in the EML  
and IID Fields.

5. When a supplemental record entry contains data on a person, a vehicle, a license plate, or a boat

already contained in a person (e.g., Missing or Wanted) file, Vehicle, License Plate, or Boat Files

records, the agency making the supplemental record entry will be furnished with the record on file

at the time the supplemental record entry message is acknowledged.

6. Additional information for the coding of personal identifiers can be found in Personal Descriptors,

*NCIC 2000 Code Manual.*

## **8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY**

### **1. ALIAS (AKA) FIELD**

1. Field code AKA followed by a slash is used to identify an alias(es). An alias includes any name in

which any last, first, or middle name is different from that in the NAM Field (or those previously

entered in the AKA Fields) for the record, i.e., NAM/SMITH, MICHAEL LEE and AKA/SMITH,  
LEE MICHAEL.

2. Aliases are to be listed with the last name, comma (space after the comma is optional), first name  
or initial, space, middle name or initial if any, space, and suffix indicating seniority if any, e.g., SR  
or III. Aliases and/or variations in name spelling must be separated by a period without repeating  
the MFC AKA.
3. Nicknames (monikers) are to be entered in the AKA Field of the NSOR record. The term  
the proper name of  
of a proper name,  
followed by a comma  
nickname in the NCIC is defined as a name added to or substituted for  
a person, such as their street name (i.e., Shorty). It is not a familiar form  
such as Jim for James. The nickname is to be entered in the AKA Field  
(space after comma is optional), then an X (i.e., AKA/PEANUT, X).
4. Additional information for the coding of aliases can be found in Personal Descriptors,  
*NCIC 2000 Code Manual.*

## 2. OPERATOR'S LICENSE SET (OLN)

Field code OLN followed by a slash is used to identify additional operator's license data in an entry

The three data elements making up this field are OLN, OLS, and OLY. All three elements must be

included in the order listed in the format and must be separated by a period.  
For example:

OLN/L234526677238.VA.1976.

In the event more than one operator's license is to be entered at the same time, each set of operator's license data must be preceded by MFC OLN/.

## 3. LICENSE PLATE SET (LIC)

Field code LIC followed by a slash is used to identify additional license plate data in an entry.

This field contains four data elements: LIC, LIS, LIY, and LIT. Elements must be entered in the order listed in the format and must be separated by a period. For example:

LIC/CBA321.MD.1977.TK.

In the event more than one set of license plates is to be included in one supplemental message,

each set of license plate data must be preceded by MFC LIC/.

#### 4. VEHICULAR DATA IN A SUPPLEMENTAL RECORD ENTRY (VIN)

1. Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This field contains the following six data elements: VIN, VYR, VMA, VMO, VST, VCO, and VOW.

2. The VIN, VYR, VMA, and VST are required for entry. However, model, color, and ownership

must be entered in proper order when available. Elements must be separated by periods, and each data element must be accounted for. For example:

VIN/1L69X6J023456.1976.CHEV.IMP.4D.BLK.W.

or

VIN/1D37Q6R001225.1976.CHEV..2D..

3. In the event data related to other vehicles are entered at the same time, each set of vehicular data must be preceded by MFC VIN/.

#### 5. ADDRESS SET

1. Field code ADD followed by a slash is used to identify additional address information in a supplemental entry. This field contains the following nine data elements: ADD, BDA, EDA, SNU, SNA, CTY, COU, STA, and ZIP.

2. The STA is required for entry. However, all fields must be entered in proper order when

available. Elements must be separated by periods, and each data element must be accounted for. For example:

ADD/09.20120415.20120430.123.OCEAN DRIVE.DAYTONA BEACH.  
VOLUSIA.FL.99999

or

ADD/...123.OCEAN DRIVE.DAYTONA BEACH..FL..

3. In the event data related to other addresses are entered at the same time, each set of data must  
be preceded by MFC ADD/.

## 6. VICTIM SET

1. Field code ROV followed by a slash is used to identify additional victim information in a supplemental entry. This field contains the following three data elements: ROV, AOV, and SOV.
  2. All fields are optional within the ROV set. However, all fields must be entered in proper order when available. Elements must be separated by periods, and each data element must be accounted for. For example:

ROV/AQ.12.F

or

ROV/.12.F.

3. In the event data related to other victims are entered at the same time, each set of data must be preceded by MFC ROV/.

## 7. TELEPHONE NUMBER SET

1. Field code TNO followed by a slash is used to identify additional telephone number in a supplemental entry. This field contains the following two data elements: TNO and TNT.
  2. All fields are optional within the TNO set. However, all fields must be entered in proper order when available. Elements must be separated by periods, and each data element must be accounted for. For example:

TNO/304 555-1212.C.

or

TNO/304 555-1212..

3. In the event data related to other telephone numbers are entered at the same time, each set of data must be preceded by MFC TNO/.

## 8. PROFESSIONAL LICENSE SET

1. Field code PLN followed by a slash is used to identify additional professional license information in a supplemental entry. This field contains the following two data elements: PLN and PLT.
    2. All fields are optional within the PLN set. However, all fields must be entered in proper order when available. Elements must be separated by periods, and each data element must be accounted for.

For example:

PLN/123456789ABC.CONTRACTOR.

or

PLN/.CONTRACTOR.

3. In the event data related to other professional licenses are entered at the same time, each set of data must be preceded by MFC PLN/.

## 9. BOAT SET

1. Field code REG followed by a slash is used to identify additional boat information in a supplemental entry. This field contains the following 16 data elements: REG, RES, REY, BHN, BYR, BMA, BTY, BCO, BMO, HUL, HSP, PRO, BLE, HPT, BNM, and CGD.

2. All fields are optional within the REG set. However, all fields should be entered in proper order when available. Elements must be separated by periods, and each data element must be accounted for.

For example:

REG/WV12345.WV.2014.STM8528EM79B.1979.STR.RUN.BLU.  
WAVERUNNER.PL.SV.IN.WESTON.GONE SKIING..

or

REG/WV12345.WV.2014.STM8528EM79B.1979...BLU. ....GONE  
SKIING..

3. In the event data related to other boats are entered at the same time, each set of data must be preceded by MFC REG/.

#### 10. ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

Additional dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers;

Social Security numbers; countries of citizenship; offender statuses; caution and medical conditions;

State Identification Numbers; e-mail addresses; and Internet identifiers, employers, occupations,

and schools follow the field codes DOB, SMT, MNU, SOC, CTZ, OFS, CMC, SID, EML, IID,

EMP, OCP, and SHN respectively, without repeating the MFC and separated only by periods.

For example:

DOB/19370102.19350823.SMT/SC L CHK.POCKMARKS.MNU/AF-2252333.  
SOC/123456789.

CMC/30.OCP/AUTO MECHANIC.SHN/WEST VIRGINIA JUNIOR COLLEGE  
BRIDGEPORT CAMPUS

#### 8.9 MODIFICATION OF ALIAS(ES) AND/OR OTHER IDENTIFIERS IN A SUPPLEMENTAL RECORD

1. No one-step procedure is available to modify an alias or other identifier in a supplemental record to a NSOR record.

2. To modify an AKA or other identifier in a supplemental record to a NSOR record, the incorrect AKA

or other identifier should be canceled and reentered. Cancellation procedures are set forth in Section 8

of this chapter. Once canceled, the correct alias or other identifier can be entered.

3. An MXS message to the base record to delete information in a field will cause the same data in the

supplemental record to move up to the base record excluding license plate, vehicle, and boat data.

## **8.10 EXAMPLE OF SUPPLEMENTAL RECORD ALIASES AND OTHER IDENTIFIERS**

### **CANCELLATION**

1N01HEADER.XXSN.MD1012600.NAM/SMITH, JOHN J.NIC/X000069216.  
AKA/ROE, EDWARD.JONES, EDWARD.DOB/19651012.19630912

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
CANCEL SUPP NAM/SMITH, JOHN NIC/X000069216  
AKA/ROE, EDWARD  
AKA/JONES, EDWARD  
DOB/19651012  
DOB/19630912

The preceding example of a cancellation of aliases and other additional identifiers in a supplemental record

contains: header (1N01HEADER), message key (XXSN), Originating Agency Identifier (MD1012600),

two record identifiers (NAM/SMITH, JOHN J and NIC/X000069216), and data to be canceled

(AKA/ROE, EDWARD.JONES, EDWARD) and (DOB/19651012.19630912).

## **8.11 IDENTIFICATION OF RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS**

When canceling an AKA and/or other additional identifiers contained in a supplemental record, the NSOR

record to which the supplemental record is appended must be identified by either NAM and NIC, in that

order; NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded

by the proper MFC and the supplemental data to be canceled with each field preceded by the proper MFC.

## **8.12 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE**

A maximum of nine identifiers of various kinds may be canceled in one cancel message. Additional messages

are required if more than nine identifiers are to be canceled. Each AKA (or name spelling variation), DOB,

SMT, MNU, SOC, CTZ, CMC, OFS, SID, EML, IID, EMP, OCP, and SHN is counted as one identifier.

Each set of OLN, LIC, VIN, ROV, ADD, TNO, PLN, and REG is counted as one identifier.

## **8.13 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION**

1. Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers;  
Social Security numbers; citizenship; offender status; State Identification Number; e-mail address;  
Internet identifier; employer; occupation; school name; and/or caution and medical conditions to be canceled are to be set out in the cancel message in the same manner as in a supplemental record entry.  
That is, more than one identifier of the same type may follow the MFC without repetition of the MFC.  
However, character for character, each identifier to be canceled must be set out exactly as it appears  
in the supplemental record on file.

2. Each set of operator's license, license plate, victim's information, address, telephone number, professional license, or boat data must be preceded by OLN/, LIC/, ROV/, ADD/, TNO/, PLN/, or REG/ respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When vehicular data are canceled, only the vehicle identification number and make are required following VIN/ with a period to account for the intervening VYR Field.

For example:

VIN/1L69X6JO23456..CHEV

3. Up to nine images can be canceled in a supplemental cancel transaction: one signature, one mugshot, and/or ten identifying images. The format is IMN/<IMN>.<IMT>. The IMN is the NIC of the image and the image type will be either S, M, or I. If the image type of the record is not the same type as defined by the IMT, the supplemental data will be rejected. Additional information regarding the entry of images can be found in the Image File chapter.

4. When a NSOR record is canceled, its entire supplemental record is automatically canceled.

## **SECTION 9 - IAFIS SEX OFFENDER REGISTRY NOTICE**

## **9.1 SEX OFFENDER REGISTRY (SOR) NOTICE**

1. When a NSOR record is entered with, or modified to include, an FBI Number, the NCIC System

generates an inter-system message (\$.A.WPT) to the IAFIS. IAFIS places a SOR Notice on the

offender's criminal history record, therefore, ensuring that the subject's status as a sex offender is

discovered during a fingerprint check (criminal and civil).

2. Prior to posting a SOR Notice, IAFIS performs additional edits in an attempt to ensure the subject

of the NSOR record is the same as the subject of the criminal history record identified by the FBI Number.

3. The SOR Notice contains the registering agency's name and ORI, agency's case number, NCIC number,

name offender registered under, as well as the beginning and ending registration dates. Examples of the

SOR Notice are provided in the III Chapter.

## **9.2 CRIMINAL HISTORY RECORD ACTIVITY**

An International Justice and Public Safety Information Sharing Network (Nlets) administrative message is sent

to the ORI of the NCIC record when there is a fingerprint identification, consolidation, or expungement of the

correlating criminal history record. The following are examples of these Nlets messages:

### **1. FINGERPRINT IDENTIFICATIONS (Arrest, Deceased, and Applicant)<sup>1</sup>**

ML01HEADER.AM.DCFBIWAP3.CODPD0000.TXT  
TO: DENVER POLICE DEPARTMENT  
DENVER, CO

ON 2000/11/30 ARREST FINGERPRINTS WERE IDENTIFIED WITH  
SMITH, JONATHAN DOUGLAS JR, DOB 1968/02/03, FBI/9999999.  
NOTIFICATION WAS RECEIVED FROM DALLAS POLICE DEPT (ORI/TXDPD0000)  
DALLAS, LOCAL IDENTIFICATION #1234567890, DATE OF ARREST  
2000/11/29

OUR RECORDS INDICATE THAT THIS INDIVIDUAL IS REGISTERED BY YOUR  
AGENCY AS A CONVICTED SEXUAL OFFENDER AS  
SMITH, JOHN D JR, CASE #1998-12345,  
ENTERED IN NCIC (NIC/X987654321).

INDIVIDUAL'S CRIMINAL RECORD IS AVAILABLE VIA THE INTERSTATE  
IDENTIFICATION INDEX.

FOLLOW-UP ACTION MAY BE APPROPRIATE.

FBI CRIMINAL JUSTICE INFORMATION SERVICES DIVISION CLARKSBURG, WV

<sup>1</sup> "DECEASED" or "APPLICANT" would replace "ARREST" in message when appropriate.

## **2. RECORDS CONSOLIDATED**

ML01HEAD ER.AM.DCFBIWAP3.CODPD0000.TXT

TO: DENVER POLICE DEPARTMENT  
DENVER, CO

OUR RECORDS INDICATE THAT SMITH, JOHN D JR, FBI#9999999,  
WAS REGISTERED AS A CONVICTED SEXUAL OFFENDER WITH YOUR AGENCY, AS  
CASE #1998-12345, ENTERED IN NCIC (NIC/X987654321).  
FBI NUMBER 9999999 HAS BEEN CANCELED AS A RESULT OF A CONSOLIDATION.

THE CURRENT FBI NUMBER FOR THIS INDIVIDUAL IS 123456789, AND THE  
INDIVIDUAL IS REGISTERED UNDER THE MASTER NAME  
SMITH, JONATHAN DOUGLAS JR. THIS INDIVIDUAL WILL CONTINUE TO BE  
REGISTERED IN OUR RECORDS AS CASE #1998-12345, NCIC (NIC/X987654321)  
UNTIL YOU TERMINATE THE REGISTRATION OR THE REGISTRATION PERIOD EXPIRES.

YOUR RECORDS AND YOUR NCIC REGISTRATION FOR THIS INDIVIDUAL SHOULD BE  
UPDATED TO REFLECT THESE CHANGES.

INDIVIDUAL'S IDENTIFICATION RECORD IS AVAILABLE VIA THE INTERSTATE  
IDENTIFICATION INDEX.

FBI CRIMINAL JUSTICE INFORMATION SERVICES DIVISION CLARKSBURG, WV

## **3. RECORD EXPUNGED**

ML01HEADER.AM.DCFBIWAP3.CODPD0000.TXT

TO: DENVER POLICE DEPARTMENT  
DENVER, CO

OUR RECORDS INDICATE THAT SMITH, JOHN D JR, FBI  
#9999999, IS REGISTERED AS A CONVICTED SEXUAL OFFENDER WITH YOUR  
AGENCY, AS CASE #1998-12345, ENTERED IN NCIC (NIC/X987654321). THE  
FINGERPRINTS AND CRIMINAL RECORD FOR FBI NUMBER 9999999 HAVE BEEN  
PURGED IN THE FBI'S CRIMINAL FILE.

IF YOU HAVE CRIMINAL ARREST FINGERPRINTS IN YOUR FILES ON THIS  
INDIVIDUAL, SUBMIT THE FINGERPRINTS TO ESTABLISH A NEW FBI NUMBER AND  
CRIMINAL RECORD. CLEAR THE CURRENT NCIC SEXUAL OFFENDER REGISTRY FOR  
THIS INDIVIDUAL AND REESTABLISH THE SEXUAL OFFENDER REGISTRY USING THE  
NEW FBI NUMBER.

FBI CRIMINAL JUSTICE INFORMATION SERVICES DIVISION CLARKSBURG, WV

#### **4. NATIONAL FINGERPRINT FILE (NFF) STATE IDENTIFICATION**

ML01HEADER.AM.DCFBIWAP3.CODPD0000.TXT

TO: DENVER POLICE DEPARTMENT  
DENVER, CO

ON 2010/11/30 FINGERPRINTS WERE IDENTIFIED WITH  
SMITH, JONATHAN DOUGLAS JR, DOB 1968/02/03, FBI/9999999.  
NOTIFICATION WAS RECEIVED FROM BU OF CRIMINAL IDENT (ORI/ID001015Y)  
MERIDIAN

OUR RECORDS INDICATE THAT THIS INDIVIDUAL IS REGISTERED BY YOUR  
AGENCY AS A CONVICTED SEXUAL OFFENDER AS  
SMITH, JOHN D JR, CASE #1998-12345,  
ENTERED IN NCIC (NIC/X987654321).

INDIVIDUAL'S CRIMINAL RECORD IS AVAILABLE VIA THE INTERSTATE IDENTIFICATION  
INDEX.

FOLLOW-UP ACTION MAY BE APPROPRIATE.

FBI CRIMINAL JUSTICE INFORMATION SERVICES DIVISION CLARKSBURG, WV

#### **5. NON-URGENT FINGERPRINT IDENTIFICATION**

ML01HEADER.AM.DCFBIWAP3.CODPD0000.TXT

TO: DENVER POLICE DEPARTMENT  
DENVER, CO

\*\*\*RECORD UPDATE IS DUE TO PROCESSING OF A NON-RECENT ARREST FINGERPRINT  
CARD. SUBJECT  
MAY NO LONGER BE IN CUSTODY.\*\*\*

ON 2010/11/30 ARREST FINGERPRINTS WERE IDENTIFIED WITH  
SMITH, JONATHAN DOUGLAS JR, DOB 1968/02/03, FBI/9999999.  
NOTIFICATION WAS RECEIVED FROM DALLAS POLICE DEPT (ORI/TXDPD0000)  
DALLAS, LOCAL IDENTIFICATION #1234567890, DATE OF ARREST  
2005/01/29

OUR RECORDS INDICATE THAT THIS INDIVIDUAL IS REGISTERED BY YOUR  
AGENCY AS A CONVICTED SEXUAL OFFENDER AS  
SMITH, JOHN D JR, CASE #1998-12345,  
ENTERED IN NCIC (NIC/X987654321).

INDIVIDUAL'S CRIMINAL RECORD IS AVAILABLE VIA THE INTERSTATE IDENTIFICATION  
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FOLLOW-UP ACTION MAY BE APPROPRIATE.

FBI CRIMINAL JUSTICE INFORMATION SERVICES DIVISION CLARKSBURG, WV

*NCIC 2000 Operating Manual*  
**ORIGINATING AGENCY IDENTIFIER (ORI) FILE**

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**SECTION 1--INTRODUCTION**

**1.1 BACKGROUND**

The ORI File gives users the capability to inquire upon any Originating Agency Identifier (ORI) to receive its translation (ZO) or to obtain additional information (QO). Users can also modify their agency address and telephone number.

## **1.2 NCIC 2000 ORI REQUEST AND ASSIGNMENT POLICY**

A Control Terminal Officer (CTO) or a Federal Service Coordinator (FSC) must make requests for assignment or modification of ORI numbers in writing. These requests should be addressed to the FBI, Criminal Justice Information Services (CJIS) Division, Investigative and Operational Assistance Unit, Module E-3, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306-0158. Upon receipt, the requests will be evaluated by FBI CJIS staff to determine if the agency meets the criteria for ORI assignment. Once a determination has been made, the CTO/FSC is notified of the decision in writing.

## **1.3 CRITERIA FOR ASSIGNMENT OF A FULL ACCESS ORI**

All NCIC 2000 files and the Interstate Identification Index (III) are available to full access ORIs. The agency must be authorized access pursuant to Title 28, United States Code (U.S.C.), Section 534, and must meet the criteria which follow:

1. The agency is a governmental agency and meets the definition of a criminal justice agency as contained in the Department of Justice Regulations on Criminal Justice Information Systems (Title 28, Code of Federal Regulations [CFR], Part 20, Subpart A). These regulations in Section 20.3 define a criminal justice agency as "(g) . . . (1) courts; (2) a governmental agency or any subunit thereof that performs the administration of criminal justice pursuant to a statute or executive order, and which allocates a substantial part of its annual budget to the administration of criminal justice ('allocates a substantial part' has been interpreted to mean more than 50 percent by the originator of the Regulations). State and Federal Inspector General offices are included. (b) The 'administration of criminal justice' means performance of any of the following activities: detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. The administration of criminal justice shall include criminal identification activities and the collection, storage, and dissemination of criminal history record information."

### **Notes:**

Any court that hears civil cases only (with the exception of domestic violence and stalking cases) does not qualify for an NCIC 2000 ORI assignment, e.g., some probate courts. Any correctional facility that houses only juveniles who are not involved in the criminal justice process but who are orphaned or declared incorrigible does not qualify for an NCIC 2000 ORI assignment.

Effective October 1999, 28 CFR, Part 20, was amended to authorize delegation by criminal justice agencies to noncriminal justice agencies of dispatching and data processing/information services pursuant to statute, regulation, executive order, or interagency agreement. The management control agreements previously required will be considered one type of interagency; hence, the mandatory and exclusive language in this publication dealing with management

control agreements is not entirely correct in light of this amendment, and a Technical Operational Update will be issued to clarify any uncertainty.

2. A governmental agency not meeting the qualifications set out in (1) must meet the definition of an agency under management control of a criminal justice agency as defined in the *Computerized Criminal History Program Background, Concept and Policy* as approved by the NCIC Advisory Policy Board, March 1, 1984, (Policy Paper). The definition contained therein is as follows: ". . . the authority to set and enforce (1) priorities; (2) standards for the selection, supervision, and termination of personnel; and (3) policy governing the operation of computers, circuits, and telecommunications terminals used to process criminal history record information insofar as the equipment is used to process, store, or transmit criminal history record information. Management control includes, but is not limited to, the supervision of equipment, system design, programming, and operating procedures necessary for the development and implementation of the computerized criminal history program. Such management control guarantees the priority service needed by the criminal justice community. A criminal justice agency must have a written agreement with the noncriminal justice agency operating the data center assuring that the criminal justice agency has management control as defined above."

Noncriminal justice governmental agencies are sometimes tasked to perform dispatching functions or data processing/information services for criminal justice agencies. The performance of such tasks does not convert an otherwise noncriminal justice agency into a criminal justice agency as described in (1) above. Title 28 CFR, Part 20, authorizes the delegation of such tasks to noncriminal justice agencies if done pursuant to executive order, statute, regulations, or interagency agreement. Criminal history record information contained in the III System and FIRS (Fingerprint Identification Records System) may be made available to noncriminal justice governmental agencies performing criminal justice dispatching functions or data processing/information services for criminal justice agencies; and to private contractors pursuant to a specific agreement with a criminal justice agency or noncriminal justice governmental agency, as previously described, for the administration of criminal justice pursuant to that agreement. Additionally, the agreement must incorporate a security addendum that specifically authorizes access to criminal history record information, limits the use of the information to the purposes for which it is provided, ensures the security and confidentiality of the information consistent with 28 CFR, Part 20, provides for sanctions, and contains other provisions as the Attorney General may require. Agencies meeting the above criteria are assigned an ORI number with the numeric character 9 in position eight of the ORI. The ninth position is an alphabetic character representing the type of agency.

3. A governmental regional dispatch center may qualify for an ORI assignment related to the NCIC 2000 files and III. A center is a cooperative effort entered into by political subdivisions in a particular area for the purpose of providing consolidated and computer-assisted dispatch for public safety, that is, police, fire, and rescue services. In many cases, the law enforcement departments involved are abolishing their communications sections and turning the communications functions over to a consolidated regional system. In management control situations, the state Control Terminal Agency (CTA) must submit a copy of the management control agreement to FBI CJIS. Agencies meeting the above criteria are assigned an ORI number ending with the alphabetic character N.

4. A nongovernmental railroad or campus police department is one which performs the administration of criminal justice and has arrest powers pursuant to a state statute which allocates a substantial part of its annual budget to the administration of justice as defined by the Department of Justice Regulations on Criminal Justice Information Systems (28 CFR, Part 20, Subpart A) and which meets training requirements established by law or ordinance for law enforcement officers. These agencies are assigned an ORI ending with the alphabetic character E.

5. Public Law 99-169 (as amended) the Security Clearance Information Act (SCIA) authorizes the Department of Defense (DOD), the Office of Personnel Management (OPM), the Central Intelligence Agency (CIA), the Department of State (DOS), the Department of Transportation, and the FBI to receive criminal history record information on individuals investigated by them for access to classified information or assignment to or retention in sensitive national security duties. For national security purposes, these agencies have access to all files; however, any inquiry resulting in a positive response must be immediately turned over to a proper law enforcement agency(s) before proceeding with the SCIA investigation. Other NCIC 2000 access, e.g., record entry/cancellation, is prohibited. These agencies are assigned a special ORI ending with the alphabetic character R to clearly identify the SCIA agencies.

6. The Adam Walsh Child Protection and Safety Act of 2006 (the Act), Public Law 109-248, was enacted into law on July 27, 2006. Section 151 of the Act requires the Attorney General to ensure access to FBI criminal history record information by Governmental Social Services (GSS) agencies with child protection responsibilities and the National Center for Missing and Exploited Children (NCMEC). States are therefore authorized under Section 151 of the Act to provide GSS and NCMEC agencies with access to the NCIC and III. Section 151 provides that access by GSS agencies with child protection responsibilities is to be used only in investigating or responding to reports of child abuse, neglect, or exploitation. Section 151 access by NCMEC agencies is to be used only within the scope of the Center's duties and responsibilities under federal law to assist or support law enforcement agencies in administration of criminal justice functions. Section 151 requires the establishment of conditions of access and associated rules of dissemination to ensure all personnel having such access meet training, certification, and background screening requirements. GSS and NCMEC agencies are assigned an ORI ending with the alphabetic character F.

#### **1.4 CRITERIA FOR ASSIGNMENT OF A LIMITED ACCESS ORI**

The criteria FBI CJIS staff uses for determining that an agency qualifies for an ORI assignment related to a limited set of NCIC files are the following:

1. A nongovernmental agency or subunit thereof which allocates a substantial part of its annual budget to the administration of criminal justice, and whose regularly employed peace officers have full police powers pursuant to state law and have complied with the minimum employment standards of governmentally employed police officers as specified by state statute, may have direct terminal access to NCIC Protective Interest, Violent Person, Wanted Person, Missing Person, stolen property files, and active Protection Order File records, provided such access is approved by the state CSA. Such agency shall execute an agreement with the state CSA assuring

compliance with established NCIC policies and procedures. These agencies are assigned an ORI ending with the alphabetic character **P**.

2. A governmental regional dispatch center, established by a state statute, resolution, ordinance, or executive order, which provides communication services to criminal justice agencies may be authorized direct access to NCIC Protective Interest, Violent Person, Wanted Person, Missing Person, stolen property files, and active Protection Order File records, provided such access is approved by the state CSA. Such centers shall be required to execute an agreement with each criminal justice agency they serve and with the state CSA assuring compliance with all established NCIC policies and procedures. These agencies are assigned an ORI number ending with the alphabetic character **P**.

3. The National Insurance Crime Bureau (NICB) is a nongovernmental, nonprofit agency that acts as a national clearinghouse for information on stolen vehicles. NICB offers free assistance to law enforcement agencies concerning automobile thefts and identification and recovery of stolen vehicles. NICB is provided limited access to the Vehicle, Boat, License Plate, Article, and Vehicle/Boat Part Files and is assigned an ORI ending with the alphabetic character **O**.

4. A noncriminal justice governmental department of motor vehicles (DMV) or driver license registry, established by a state statute, which provides vehicle registration and driver record information to criminal justice agencies and has an essential need to access the License Plate, Vehicle, and Vehicle/Boat Part Files, may be authorized direct access to NCIC 2000 Wanted Person, Missing Person, Unidentified Person, License Plate, Vehicle, and Vehicle/Boat Part Files. The CTA must approve access to these agencies. These governmental agencies perform civil functions and are required to execute an agreement with the state CTA ensuring compliance with all established NCIC 2000 policies and procedures. These agencies are assigned an ORI ending with the alphabetic character **V**.

As required by the REAL ID Act of 2005 and in accordance with Title 6, Code of Federal Regulations, Section 37.45 (b) (1), state DMVs may be authorized direct access to conduct NCIC Wanted Person File inquiries of DMV employees and contractors involved in the manufacture or production of REAL ID driver's licenses and identification cards or who have the ability to affect the identity information that appears on the license or identification card. These agencies are assigned an ORI ending with the alphabetic character **V**.

5. FBI CJIS staff has assigned an ORI to the National Center for Missing and Exploited Children (NCMEC). The center is a nongovernmental, noncriminal justice agency set up by a government grant to aid the parents of missing and exploited children. NCMEC has an essential need to access the Unidentified Person, Missing Person, Wanted Person, Image, and Vehicle Files. NCMEC has the ability to enter investigative interest supplemental records and append Image File records for Wanted Person, Missing Person, and Unidentified Person File records. The agency is assigned an ORI ending with the alphabetic character **W**.

6. The National Law Enforcement Telecommunications System, Inc. (NLETS), a nongovernmental, nonprofit agency which provides computer-controlled message switching to local, state, and federal agencies, is provided inquiry access to the ORI File.

7. The Violent Crime Control and Law Enforcement Act of 1994 amended 28 U.S.C. § 534 to authorize the United States Attorney General to disseminate information from national crime information databases consisting of identification records, criminal history records, wanted person records, and protection orders for use in domestic violence and stalking cases. Therefore, civil courts may qualify for an ORI assignment related to the NCIC 2000 Wanted Person and Protection Order Files and III for use in domestic violence and stalking cases. These agencies are assigned an ORI number ending with the alphabetic character **D**.
8. A governmental child support enforcement agency, based on 42 U.S.C. § 666(a), by which states are mandated to have in effect laws requiring the use of certain procedures to increase the effectiveness of state child support enforcement. Section 315 of the Personal Responsibility and Work Opportunity Act of 1996, Public Law 104-193, entitled "Locator Information from Interstate Networks," amends 42 U.S.C. § 666(a) to include a requirement that states have in place "procedures to ensure that all federal and state agencies conducting activities under this part have access to any system used by the state to locate an individual for purposes relating to motor vehicles or law enforcement." Such agencies may be provided limited access to the Wanted Person, Missing Person, and Protection Order Files. These agencies are assigned an ORI ending with the alphabetic character **U**.
9. The Compact Council (Council), established pursuant to the National Crime Prevention and Privacy Compact Act of 1998, sets forth rules and procedures necessary to regulate the use of the III system for noncriminal justice purposes. In October 2000, the Council established a rule to allow direct access to the III for a preliminary name check pending positive fingerprint identification. This access is authorized in limited situations when exigent circumstances exist that do not reasonably lend themselves to immediate fingerprinting. Authorized governmental agencies, e.g., agencies affiliated with the Department of Children and Family Services, may conduct name inquiries for the emergency placement of children in those limited instances when the primary caretaker (parent or custodian) is unavailable. As a prerequisite, the state must have a statute that has been approved by the FBI under the provisions of Public Law 92-544. Once the FBI on behalf of the Compact Council authorizes access, the ORI staff assigns an ORI ending in the alpha character "T" to the noncriminal justice governmental agency conducting the emergency child placement checks.
10. The USCIS has been authorized full access to all NCIC files, but not III, in order to fulfill their mission regarding the adjudication of petitions and applications for immigration benefits. The USCIS is assigned ORIs with the characters ACS in positions 3, 4, and 5.

## **1.5 ORI STRUCTURE AND USE**

The ORI is a nine-character identifier assigned by FBI CJIS Division staff to an agency which has met the established qualifying criteria for ORI assignment to identify the agency in transactions on the NCIC 2000 System. The structure of law enforcement ORIs (those ORIs ending with a zero) and other criminal justice ORIs (those ORIs ending with an alphabetic character) are as follows:

### **1. POSITIONS 1 THROUGH 5**

Positions 1 and 2 are the alphabetic characters representing the state or country in which the agency is located.

For example: **PA**0040100

Positions 3, 4, and 5 are numeric characters indicating the county in which the agency is located.

For example: PA**004**0100

Exceptions to this are some state-level and federal agencies, which have the acronym for that agency, or alphabetic variations thereof, in positions 3, 4, and 5, i.e., DCATF0000 and TXDPD0000 for the Bureau of Alcohol, Tobacco and Firearms and the Dallas, Texas, Police Department, respectively.

## 2. POSITIONS 6 THROUGH 9 OF LAW ENFORCEMENT ORIs

The criterion FBI CJIS staff uses for assigning a law enforcement ORI (one ending with a zero) is that the agency is a governmental agency or subunit thereof having statutory power of arrest and whose primary function is that of apprehension and detection.

Positions 6 and 7 in a law enforcement ORI are used to distinguish one agency from another within the same county.

For example: PA004**01**00

Positions 8 and 9 of a law enforcement ORI are always double zero. NCIC 2000 users, particularly large city/urban police departments, may vary the last two positions (8 and 9) to identify internal divisions, units, substations, or multiple terminals for the same agency within the same city. Any variation of the last two positions is acceptable with the exception that an alphabetic character cannot be used in position 9. NCIC 2000 does not assign these variations. The variations will not translate when a ZO inquiry is made.

Example: PA00401**00**

## 3. POSITIONS 6 THROUGH 9 OF CRIMINAL JUSTICE ORIs

FBI CJIS Division staff determines the numeric and alphabetic characters assigned to positions 6 through 9 for criminal justice ORIs as follows:

Positions 6 and 7 are numeric or alphabetic characters uniquely distinguishing one agency from other agencies of the same type and level within the same county. They do not indicate location (e.g., city) of the agency.

For example: PA004**02**3C or PA004**1A**3C or PA004**A1**3C

Position 8 is a unique numeric character indicating the government level of the agency:

- 1 - Local, Municipal, City
- 3 - County
- 5 - State
- 7 - Federal
- 9 - Nongovernmental/Noncriminal justice

For example: PA004023C

Position 9 is an alphabetic character representing the type of agency:

A - Prosecuting Attorney's Offices (includes District Attorney's Offices, Attorney General's Offices, etc.).

B - Pretrial service agencies and pretrial release agencies.

C - Correctional Institutions (includes jails, prisons, detention centers, etc.).

D - Civil Courts for use in domestic violence and stalking cases.

E - Nongovernmental railroad or campus police departments qualifying for access to III. (This section provides criteria for assignment of a limited access ORI.)

F - Governmental social service agencies with child protection responsibilities and the National Center for Missing and Exploited Children, as authorized under Section 151 of the Adam Walsh Child Protection and Safety Act of 2006.

G - Probation and Parole Offices.

I - INTERPOL.

J - Courts and Magistrates Offices.

K - Medical examiners and coroners offices, and state noncriminal justice missing person clearinghouses, for access to Missing Person and Unidentified Person Files.

M - Custodial facilities in medical or psychiatric institutions and some medical examiners' offices which are criminal justice in function.

N - Regional dispatch centers that are criminal justice agencies or noncriminal justice governmental agencies performing criminal justice dispatching functions for criminal justice agencies.

O - National Insurance Crime Bureau.

P - Nongovernmental agencies that qualify for access to some NCIC 2000 files other than III. Also, 911 centers that do not have a management control agreement.

Q - Department of Housing and Urban Development approved Public Housing Agencies.

R - Agencies authorized by Public Law 99-169 for national security purposes.

T - Social service agencies seeking emergency placement of children in exigent circumstances.

U - Federal and state governmental child support enforcement agencies.

V - Department of Motor Vehicles.

W - National Center for Missing and Exploited Children (NCMEC).

Y - Local, county, state, or federal agencies that are classified as criminal justice agencies by statute but do not fall into one of the aforementioned categories, e.g., Arkansas Crime Information Center.

For example: PA004023C

## **1.6 Z ORIs**

The "Z" agency identifier numbers are assigned to agencies that do not meet the criteria for an NCIC 2000 ORI assignment but are authorized by statute to submit fingerprints and to receive criminal history record information from the CJIS Division. The Z numbers are identified by the alphabetic character Z in the ninth position. Agencies with these ORIs are restricted from accessing NCIC 2000 files or III.

## **1.7 VALIDATION**

ORIs are validated on a biennial basis. As part of the NCIC validation process, each ORI record is contained in a \$.C. administrative message, with all \$.C. administrative messages for a CSA grouped together in a file. The CSA is notified by a \$.B. administrative message that its file is ready for retrieval.

Each CSA is responsible for verifying the accuracy of every ORI accessing NCIC through the respective state/federal system. The validation process includes verifying an agency's status and authority, as well as the other information listed in the ORI record, e.g., telephone number, street address, and ZIP code. An example of the \$.C. administrative message for ORI validation follows:

\$.C.

NCIC VALIDATION REQUEST (19990925). YOU MUST VERIFY THE  
COMPLETENESS, ACCURACY, AND VALIDITY OF YOUR ORI RECORD.

ORI/FL0130000 ATR/ANYCITY PD  
COU/DADE TYP/1 CT1/407 555-1212  
CT2/407 555-1313 CT3/407 555-1414

AN1/METRO-DADE AN2/POLICE DEPARTMENT  
 SNU/1320  
 SNA/N W 14TH STREET CTY/MIAMI ST/FL  
 ZIP/99999-1234  
 NLC/0001 TUC/0001 OMC/0085 CDC/0085 DTE/19790510 1200 EDT DLU/20080510 1600  
 EDT  
 VLD/20061210 VLN/TOOLMAN, TIM

Additional information concerning Validation can be found in the Introduction chapter of this manual.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

## **1.8 MESSAGE FIELD CODES, EDITS, AND DEFINITIONS**

The following table represents a listing of all message field codes, translations, field sizes, and applicable edits for the data elements found in an ORI record. Fields are listed in alphabetical order by code and not in the order by which they appear in the record.

<b>Message Field Code</b>	<b>Field</b>	<b>Field Size</b>	<b>Edits and Definitions</b>
AN1 AN2 AN3	Agency Name (line 1) Agency Name (line 2) Agency Name (line 3)	1-30	Must be alphabetic and/or numeric. Special characters allowed. May be one to three lines of up to 30 characters each. Appropriate MFC should precede each line.
ATR	Agency Translation	1-47	Must be alphabetic and/or numeric. Represents the agency name and city or an abbreviation thereof.
CDC	<i>NCIC 2000 Code Manual Count</i>	1-4	Must be numeric field. Number of code manuals needed.
COU	County	1-20	Must be alphabetic. Name of county in which the ORI is physically located.
CRY	Country	1-30	Must be alphabetic. Must be included if FPP is used. Designates ORI location when it is other than the U.S.
CTY	City Name	1-20	Must be alphabetic. The city in which the ORI is physically located and receives mail.
CT1	Confirmation Telephone Numbers* (Primary)	12-21	U.S. (including Territories) and Canada (including Provinces) ORI telephone numbers must be three

CT2 CT3	(Secondary) (Tertiary)		numerics, one space, three numerics, one hyphen, four numerics and if applicable, one space, and an alphabetic character "X" followed by the numeric extension; or one space, followed by the alphabetic characters "FAX". International ORI telephone numbers may be any combination of numerics, spaces, and hyphens to accommodate the telephone number and possible extension. Represents up to three telephone or facsimile numbers for the agency.
DLU	Date of Last Update	8-8	System generated. Represents date of last update (YYYYMMDD).
EML	E-mail Address	3-80	May be alphabetic, numeric, and special characters except period (.). Represents E-mail address of agency.
FOC	FBI Field Office Code	4-4	Must be alphabetic. Represents the FBI Field Office that has jurisdiction over the area in which the agency is located.
FPP	Foreign Postal Code	6-6	Must be alphabetic and/or numeric. Should be entered without hyphens or spaces. Must not include FPP if ZIP is included.
NLC	Newsletter Count	1-4	Must be numeric. Number of CJIS newsletters needed.
OMC	NCIC 2000 Operating Manual Count	1-4	Must be numeric. Number of operating manuals needed when a revision is printed.
ORI	Originating Agency Identifier	9-9	Must be a valid NCIC-2000 assigned ORI.
SNA	Street Name or Post Office Box	1-25	Must be alphabetic, numeric, and/or the special characters of space, hyphen, and/or ampersand. A hyphen entered in this field indicates that the agency has a valid two-line address which consists of name, city, state, and ZIP.
SNU	Street Number	1-7	Must be alphabetic, numeric, and/or the special characters of hyphen and/or slash. If post office box number is entered in the SNA, the

			SNU should be blank. Indicates the location of the ORI on a particular street.
STA	State Name	2-2	Must be alphabetic. Must match the two characters of the ORI unless the first two characters are NB or US, the TYP is 7, or the first seven characters are DCFBIWA. If NB, NE is allowed in the STA Field. If US, DC, IL or MD are allowed. If DCFBIWA, DC or WV is allowed. Represents postal abbreviation for state.
TNO	Telephone Number	12-12	Must be three numerics, one space, three numerics, one hyphen, and four numerics. Represents telephone number of agency.
TUC	Technical and Operational Update (TOU) Count	1-4	Must be numeric. Number of TOUs needed.
TYP	Type	1-1	Must be alphabetic and/or numeric. Valid values are 1-8, A, B, C, E, F, R, S, Y, and Z. 1 - state agency; 2 - county agency; 3 - local or city; 4 - federal; 5 - ORIs ending in D, H, I, K, N, O, P, Q, R, U, V, or W; 6 - criminal justice; 7 - foreign/local; 8 - federal, noncriminal justice agency (SCIA) A, B, C are Canadian; E - editorial; F - FSC; R - retired; S - State CTA; Y - CR; and Z - Identification Division. Indicates kind of agency to which the ORI is assigned.
VLN	Name of Validator	3-30	Free text. Unique identifier of the person responsible for validating a record.

ZIP	ZIP Code	5-5	Must be five numerics or five numerics, a hyphen, and four numerics. Must not include ZIP if FPP included. Represents ZIP code of agency.
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\*NCIC 2000 format only

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## **SECTION 2--ENTRY**

All ORI record entries are made by the FBI CJIS staff.

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## **SECTION 3--MODIFICATION**

### **3.1 WHEN TO USE AN ORI MODIFICATION MESSAGE**

A modification message is used to add, delete, or change data in an ORI record. A modification message can be made by the FBI CJIS Division staff, the ORI of the record, or the state CTA/FSC. The state CTA/FSC must use the nine-character ORI of the record being modified in the ORI Field.

ORIs and/or CTAs/FSCs may modify only the following fields of an ORI record: CTY; CT1, CT2, CT3 (NCIC 2000 format); EML; FPP; SNA; SNU; TNO (NCIC format); ZIP; and VLN. If the first two characters of the ORI are IC and the modification is for a Canadian ORI, in addition to the above, the following fields may be modified: ATR, AN1, AN2, AN3, and TYP. TYP can only be modified to R. FBI CJIS Division staff can modify all fields in the ORI record except the identifier or state code.

### **3.2 EXAMPLE OF AN ORI RECORD MODIFICATION MESSAGE**

1N01HEADER.MO.MD1012600.ORI/MD1012600.CT1/301 555-3000

#### **Acknowledgment:**

1L01HEADER MD1012600 ORI/MD1012600 HAS BEEN SUCCESSFULLY UPDATED

The above modification transaction example contains: header (1N01HEADER), message key (MO), the ORI making the modification (MD1012600), the identifier of the record to be modified preceded by the message field code (ORI/MD1012600), the field being modified, and the modification (CT1/301 555-3000).

### **3.3 MESSAGE FIELD CODES FOR MODIFICATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
COUNTRY	OPTIONAL	CRY	1-30	ALPHABETIC
STREET NUMBER	OPTIONAL	SNU	1-7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STREET NAME	OPTIONAL	SNA	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITY NAME	OPTIONAL	CTY	1-20	ALPHABETIC
ZIP CODE	OPTIONAL	ZIP	5-5 10-10	NUMERIC  NUMERIC, SPECIAL CHARACTERS
FOREIGN POSTAL CODE	OPTIONAL	FPP	6-6	ALPHABETIC, NUMERIC
CONFIRMATION TELEPHONE NUMBER (PRIMARY)	OPTIONAL	CT1	12-21	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CONFIRMATION TELEPHONE NUMBER (SECONDARY)	OPTIONAL	CT2	12-21	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CONFIRMATION TELEPHONE NUMBER (TERTIARY)	OPTIONAL	CT3	12-21	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
E-MAIL ADDRESS	OPTIONAL	EML	3-80	ALPHABETIC, NUMERIC, SPECIAL

				CHARACTERS [EXCEPT PERIOD (.)]
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### **3.4 MANDATORY FIELDS FOR MODIFICATION**

To modify information in an ORI record, the transaction must contain the following: HDR, MKE, (MO) ORI, ORI, and any modifiable field.

### **3.5 ADDITIONAL GUIDELINES FOR NCIC MODIFICATION**

#### **1. NEW MFCS**

*NCIC 2000 Code Manual* Count (CDC) has replaced CMC as the MFC for the Code Manual Update Field in NCIC 2000-formatted messages. CDC, rather than CMC, will be returned on all ORI responses regardless of the format used for inquiry.

The MFCS CT1, CT2, and CT3 have replaced TNO as the Telephone Number Field in NCIC 2000-formatted messages. They are the MFCS for the primary, secondary, and tertiary confirmation telephone numbers. The CT1 Field represents the main telephone number of the ORI. The CT2 and CT3 Fields signify alternate or facsimile telephone numbers for the ORI. To indicate a telephone extension, the complete telephone number should be used, followed by a space, the alphabetic X, and extension number. To indicate a facsimile number, the complete telephone number should be used, followed by a space and the alphabetic string FAX. International telephone numbers can be included using any combination of numerics, spaces, and hyphens. Unless blank, these MFCS, rather than TNO, will be returned on all responses regardless of the format used for inquiry.

#### **2. NAME OF VALIDATOR (VLN) FIELD**

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of an ORI record to indicate that the record has been validated. When data are entered into the VLN Field, NCIC stores the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

1N01HEADER.MO.MD1012600.ORI/MD1012600.VLN/JONES, DAVID E

#### **Acknowledgment:**

1L01HEADER MD1012600 VALIDATE ORI/MD1012600

3. The E-mail Address (EML) Field should contain the primary e-mail address of the agency.

4. "(DOT)" represents a period "." in the EML Field  
(e.g., EML/MNMHP@MN(DOT)STATE(DOT)US).
- 

## **SECTION 4--CANCELLATION**

Only FBI CJIS staff can cancel (delete) an ORI record. Cancellation (deletion) only occurs when the record cannot be modified or should not be in file.

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## **SECTION 5--INQUIRY**

### **5.1 WHEN TO USE AN INQUIRY**

Inquiries into the ORI File are used to display the translation of a nine-character ORI or to determine an agency's address and/or telephone number. A ZO inquiry displays the ORI translation, whereas a QO inquiry displays the entire ORI record.

### **5.2 EXAMPLE OF ZO INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES**

1N01HEADER.ZO.DCFBIWA00.ORI/MNMHP0000

#### **Negative Response:**

1L01HEADER  
DCFBIWA00  
NO RECORD ORI/MNMHP0000

#### **Positive Response:**

1L01HEADER  
DCFBIWA00  
ORI/MNMHP0000 IS DPS-SP CENTRAL OFF ST PAUL MN

### **5.3 EXAMPLE OF QO INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES**

1N01HEADER.QO.DCDOJWA00.ORI/MNMHP0000

#### **Negative Response**

1L01HEADER  
DCDOJWA00  
  
NO RECORD ORI/MNMHP0000

#### **Positive Response**

1L01HEADER  
DCDOJWA00

ORI/MNMHP0000 ATR/DPS-SP CENTRAL OFF ST PAUL  
TYP/1 CT1/612 582-1516  
AN1/DEPARTMENT OF PUBLIC AN2/SAFETY STATE PATROL  
AN3/CENTRAL OFFICE SNU/1500  
SNA/W COUNTY RD B-2 RM 181 CTY/ROSEVILLE STA/MN  
ZIP/55113  
FOC/MNMP  
EML/MNMHP@MN (DOT) US  
NLC/0001 TUC/1 OMC/10 CDC/10 DTE/19790510 0000 EDT DLU/20080510 1600 EDT

#### 5.4 MESSAGE FIELD CODES FOR INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

#### 5.5 REQUIREMENTS FOR QO/ZO INQUIRY

The following fields are required to obtain an ORI translation or an ORI record: HDR, MKE (QO or ZO), ORI, and ORI being inquired upon preceded by the MFC.

*NCIC 2000 Operating Manual*  
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## **SECTION 1--FILE TRANSFER DECISION (FT)**

### **1.1 GENERAL INFORMATION**

The File Transfer Decision transaction is used when a \$.B. File Transfer Ready notification has been sent by NCIC to notify the user that a file is available and the user is ready to initiate the file transfer.

## 1.2 EXAMPLES OF FILE TRANSFER DECISIONS

### File Transfer Ready Notification:

\$.B.  
NCDCI0000  
FILE CONTAINS SPRQ RESULTS FOR CTN/D123456789. FOR TRANSACTION:  
1N01HEADER.SPRQ.NCDCI0000.ACT..DET SMITH.101 MAIN ST ANYCITY NC.9  
BATCH FILE SIZE: 15,000 BYTES, READY FOR DOWNLOAD.  
PLEASE REQUEST FILE NAME F123456  
USE THE FT MKE TO RETRIEVE THE FILE OR FTP WITH THE BINARY OPTION.

This notification applies to a file in response to a Global Inquiry.

For a validation file, the notification is slightly different in that the ORI is not included and the file name follows a standardized format:

\$.B.  
FILE CONTAINS \$.C REQUEST FOR VALIDATION NOTIFICATIONS  
BATCH FILE SIZE: 15,000 BYTES, READY FOR DOWNLOAD.  
PLEASE REQUEST FILE NAME NC320901  
USE THE FT MKE TO RETRIEVE THE FILE OR FTP WITHOUT THE BINARY OPTION.

### File Transfer Message:

1N01000005.FT.MD1012600.UDC/P.FLN/F243534.CPY/2. ATN/SMITH, JOHN

### Acknowledgment:

1L01HEADER  
MD1012600  
FILE TRANSFER REQUEST RECEIVED

In this transaction, the user is requesting two copies of File Number (F243534) to be printed and mailed (P).

## 1.3 FILE TRANSFER DECISION FORMAT

FIELD NAME	RECORD ENTRY REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
------------	---------------------------	--------------------	--------------	-----------

HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
USER DECISION CODE	MANDATORY	UDC	1-1	ALPHABETIC
FILE NUMBER	MANDATORY	FLN	1-8	ALPHABETIC, NUMERIC
NUMBER OF COPIES	OPTIONAL	CPY	1-1	NUMERIC
ATTENTION FIELD	OPTIONAL	ATN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

## 1.4 REQUIREMENTS

The following are mandatory for the File Transfer (FT) Decision format: HDR, MKE, ORI, UDC, and FLN. The UDC and FLN Fields must be preceded by the proper MFCs.

## 1.5 ADDITIONAL GUIDELINES

### 1. NUMBER OF COPIES (CPY)

The CPY Field is only used when the UDC Field is P. If the UDC Field is P and the CPY Field is blank, the default is 1. If the UDC Field is not P and the CPY Field is entered, the value in the CPY Field is ignored.

### 2. FILE NUMBER (FLN)

The FLN Field is assigned by the System and provided in the \$.B. notification.

### 3. USER DECISION CODE (UDC)

The UDC Field must contain a valid NCIC 2000-assigned code.

Code	Translation
D	Delete
P	Print and Mail

S	Send electronically
T	Put on tape and mail

If the UDC code Field is S and the file size exceeds 32,000 bytes, the following error message will be transmitted:

1L0100005  
MD1012600  
REJECT - FILE GREATER THAN 32,000 BYTES  
RESUBMIT WITH UDC/P OR UDC/T  
1N0100005.FT.MD1012600.UDC/S.FLN/F243534.ATN/JONES, PAUL

With this message, the user is urged to resubmit the transaction requesting retrieval of the file as a printout or on tape.

#### 4. ATTENTION (ATN) FIELD

The ATN Field must identify the recipient of the file.

---

### **SECTION 2--ONE CRIME INQUIRY TRANSACTION (QI)**

#### **2.1 GENERAL INFORMATION**

This transaction enables users to submit an inquiry for all information related to a crime based on ORI and date of entry and/or case number. The inquiry can be directed to one, more than one, or all file types.

#### **2.2 EXAMPLE OF A ONE CRIME INQUIRY TRANSACTION**

1N01HEADER.QI.TN0470010.ORI/VA1230022.DTE/19991225

##### **Negative Response:**

1L01HEADER  
TN0470010  
NO RECORD ORI/VA1230022 DTE/19991225

##### **Positive Response:**

1L01HEADER  
TN0470010

\* \* \* \* \*

WARNING - THE SUBJECT IDENTIFIED IN THIS RECORD NIC/W000039244 IS  
KNOWN TO USE THE FOLLOWING STOLEN OR FALSE (S/F) IDENTIFICATION

DOCUMENTS. USE CAUTION IN VERIFYING THE IDENTITY OF THIS PERSON.

S/F NAM/BLAKE, FRANK

S/F NAM/JENSEN, MARK

S/F NAM/TOMPSON, JERRY

S/F DOB/19340911

S/F DOB/19320821

S/F DOB/19310719

S/F SOC/555334444

S/F SOC/111556666

S/F SOC/333228888

S/F MNU/AS-555667777

S/F MNU/AS-333222444

S/F MNU/AS-444112222

S/F OLN/ID555667777 DC 1993

S/F OLN/ID333661111 MD 1992

S/F OLN/ID532865555 DC 1993

MKE/WANTED PERSON - CAUTION

CMC/00 - ARMED AND DANGEROUS

EXL/1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD

ORI/VA1230022 NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19311012

HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK

SMT/SC R HD

FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789

OLN/34862561 OLS/MD OLY/1984

OFF/HOMICIDE-WILLFUL KILL-POL OFF-GUN

DOW/19991223 OCA/611112131

MIS/ALSO KNOWN TO BE INVOLVED IN DRUG TRAFFIC

LIC/ABC123 LIS/WI LIY/1999 LIT/PC

VIN/2F37Z7P351519 VYR/1977 VMA/PONT VMO/LEM VST/2D VCO/WHI

ORI IS US MARSHALS SERVICE HEADQUARTERS MCLEAN VA 703 555-8147

DOB/19541111

AKA/SMITH, WILLIAM

AKA/THOMPSON, ROBERT

SMT/TAT R ARM

MNU/AS-987654321

SOC/987654321

LIC/ABC654 MD 1999 PC

LIC/345678 MD 1999 PC

VIN/3J57K5D112345 1975 OLDS CUT 2T BLU

VIN/A9C437C103980 1979 AMER GRE 2D TRQ

IMT/M IMN/I435461801

NIC/W000039244 DTE/19991225 0001 EST DLU/20010202 0845 EST

IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

MKE/STOLEN VEHICLE - OCCUPANT(S)ARMED/HOLD FOR LATENTS

ORI/VA1230022 LIC/ABC123 LIS/AZ LIY/1999 LIT/PC

VIN/1FTDF15Y7FPA36160 VYR/1982 VMA/PORS VMO/356 VST/CV VCO/GRN DOT/19991223

OCA/112233445566

MIS/CAR CUSTOM PAINTED WITH YELLOW FLAMES AROUND THE SIDES

IMT/I IMN/I005234987

NIC/V000100823 DTE/19991225 0031 EST DLU/20010205 0846 EST

ORI IS US MARSHALS SERVICE HEADQUARTERS MCLEAN VA 703 555-8147

IMMED CONFIRM RECORD WITH ORI

MKE/STOLEN GUN

ORI/VA1230022 SER/1289341 MAK/REM CAL/308 MOD/1234  
 TYP/RC DOT/19991223 OCA/3018006750  
 MIS/GUN WAS IN STOLEN CAR  
 NIC/G000101214 DTE/19991225 0100 EST DLU/20010205 0847 EST  
 ORI IS US MARSHALS SERVICE HEADQUARTERS MCLEAN VA 703 555-8147  
 IMMED CONFIRM RECORD WITH ORI

In the above example, three records were returned each with the same owning ORI (VA1230022) and DTE (19991225) from three separate file types: person, vehicle, and gun.

### **2.3 MESSAGE FIELD CODES FOR ONE CRIME INQUIRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	ORI OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE AND TIME OF ENTRY	CONDITIONAL	DTE	8-8	NUMERIC
DATABASE NAME	OPTIONAL	DBN	1-1	ALPHABETIC

### **2.4 REQUIREMENTS**

All information related to One Crime Inquiry must contain the following: HDR, MKE, ORI, and ORI being inquired upon preceded by MFC and followed by OCA and/or DTE which must be preceded by MFC.

### **2.5 ADDITIONAL GUIDELINES**

1. The Database Name (DBN) is used to specify the file from which data are requested. This field is repeatable up to eight times. The MFC must precede the DBN code for each file requested (DBN/G, DBN/W, etc.). DBN codes and their translations are as follows:

<b>Code</b>	<b>Translation</b>
A	Article File
G	Gun File
S	Securities File
M	Missing Person File
W	Wanted Person, Gang, Known or Appropriately Suspected Terrorist, Identity Theft, Protection Order, Protective Interest, Violent Person, Immigration Violator, Supervised Release, and Foreign Fugitive Files and National Sex Offender Registry
U	Unidentified Person File
B	Boat and Vehicle/Boat Part Files
P	License Plate File
R	Canadian Vehicle Index
V	Vehicle and Vehicle/Boat Part Files

2. If not specified, the inquiry will search all files. The same file code may not be used more than once.
3. Images cannot be retrieved through the QI inquiry.
4. The inquiry will return up to 20 hits on-line. If the hit response contains more than 20 responses, the following will be included to indicate a file is being created with up to an additional 100 hit responses.

#### **ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW**

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in this chapter of this manual contains additional information on retrieving the file.

### **SECTION 3--DATE AND TIME OF ENTRY INQUIRY (ZE)**

#### **3.1 GENERAL INFORMATION**

1. This transaction is used to inquire upon the date and time of entry of a record and date and time of last update to a record. The QI transaction is available to all users. If a record was entered in NCIC prior to NCIC 2000 implementation (July 11, 1999), then the inquiry result will feature a date of entry only. If a record was entered after NCIC 2000 implementation, then the response returned will include the date and time the record was entered.

2. The exact date of entry can be obtained for all records on file except wanted person records entered prior to March 29, 1971, and gun records entered prior to April 5, 1971.
  3. The date of entry for all wanted person and gun records entered prior to the above dates will be returned as January 1 and the actual year of entry, e.g., January 1, 1971, or January 1, 1969, etc.
  4. NCIC 2000 includes this information as part of a positive response directly following the NIC
- .

### **3.2 EXAMPLE OF A DATE AND TIME INQUIRY**

1N01HEADER.ZE.MD1012600.NIC/V000039206

#### **Negative Response:**

1L01HEADER  
MD1012600  
NO RECORD NIC/V000039206

#### **Positive Response:**

For a record entered after NCIC 2000 implementation:

1L01HEADER  
MD1012600  
NIC/V000039206 ENTERED SEPTEMBER 24, 1999 2300 EDT  
LAST UPDATED DECEMBER 15, 2008 1310 EST

For a record entered prior to NCIC 2000 implementation:

1L01HEADER  
MD1012600  
NIC/V000039206 ENTERED SEPTEMBER 24, 1993  
LAST UPDATED DECEMBER 15, 1995

### **3.3 MESSAGE FIELD CODES FOR DATE AND TIME OF ENTRY INQUIRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

IDENTIFIER				
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC

### **3.4 REQUIREMENT**

Date and Time of Entry Inquiry must contain the following: HDR, MKE, ORI, and NIC preceded by NIC MFC.

---

## **SECTION 4--BENEFITS AND EFFECTIVENESS DATA ENTRY TRANSACTIONS (LRBD/CRBD)**

### **4.1 GENERAL INFORMATION**

1. More information concerning general concepts for benefits and effectiveness data can be found in the Introduction chapter of this manual. Specific details concerning entry of benefits and effectiveness data can also be found in the locate, clear, and cancel sections of each NCIC 2000 file.
2. Although the entry of benefits and effectiveness data is optional, the user is expected to enter these data at the time of a locate, clear, or cancel. However, when the user clears or locates a record without providing any benefits data and the System is in statistics mode, the System will issue a notification (\$.R.) to remind the user that benefits and effectiveness data have not been provided. The user would then submit a separate transaction via the LRBD (enter benefits data after a locate transaction) or CRBD (enter benefits data after a clear transaction) message with the required data.

The \$.R. Transmit Benefits Data notification format is as follows:

```
$R.  
<ORI>  
THE <status> TRANSACTION WITH HEADER  
1N01HEADER FOR THE FOLLOWING  
RECORD DID NOT CONTAIN BENEFITS DATA  
<affected record>  
TRANSMIT BENEFITS DATA AS SOON AS POSSIBLE
```

3. The <ORI> contains the ORI that entered the locate/clear transaction. The <status> contains LOCATED if the update transaction was a locate message or CLEARED if the update transaction was a clear message. The <affected record> contains the record that was updated by the locate or clear transaction.

4. The **statistics mode** is set periodically by FBI CJIS staff, and the user is notified by an unsolicited message (\$.S.). This message includes the period of time the statistics mode will cover.

The \$.S. Statistics Mode notification format is as follows:

\$.S.

STATISTICS MODE NOTICE  
ALL REMOVALS OF NCIC RECORDS  
MUST CONTAIN REASON FOR RECORD REMOVAL AND  
APPROPRIATE BENEFITS DATA FOR PERIOD  
<hhmm> EST <yyyymmdd> TO <hhmm> EST  
<yyyymmdd>

#### **4.2 EXAMPLES OF BENEFITS DATA ENTRY TRANSACTIONS AFTER LOCATE (LRBD) OR CLEAR (CRBD)**

1. Following a locate person transaction:

1N01HEADER.LRBD.MD1012600.NIC/W000039206.OCA/27590177538.  
RPS/HIT NCIC 19991225.PAR/1.HIT/4.NPA/3.VOR/10000.VRC/50000

##### **Acknowledgment:**

1L01HEADER  
MD1012600  
BENEFITS DATA APPENDED NIC/W000039206

In the above example, benefits data indicate that the recovery was made following a hit response received on NCIC 2000 on December 25, 1999 (RPS/HIT NCIC 19991225). The subject of the arrest was armed (PAR/1). The wanted person was held for extradition (HIT/4). Three people were apprehended in the same incident (NPA/3). The value of other recovered property was \$10,000 (VOR/10000), and the value of recovered contraband was \$50,000 (VRC/50000).

2. Following a clear vehicle transaction:

1N01HEADER.CRBD.MD1012600.NIC/V001131106.OCA/27590177538.  
RPP/HIT NCIC 19991225.NPA/2.VNP/10000.VRC/50000

##### **Acknowledgment:**

1L01HEADER  
MD1012600  
BENEFITS DATA APPENDED NIC/V001131106

In the above example, benefits data indicate that the recovery was made following a hit response received on NCIC 2000 on December 25, 1999 (RPP/HIT NCIC 19991225). Two people were apprehended as a result of the recovery (NPA/2). The value of recovered property was \$10,000 (VNP/10000), and the value of recovered contraband was \$50,000 (VRC/50000).

#### **4.3 MESSAGE FIELD CODES FOR BENEFITS DATA ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PERSON RECORD REMOVAL	MANDATORY <sup>1</sup>	RPS	1-20	ALPHABETIC, NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	MANDATORY <sup>2</sup>	RPP	8-21	ALPHABETIC, NUMERIC
PERSON ARMED	OPTIONAL <sup>1</sup>	PAR	1-1	NUMERIC
WANTED/MISSING PERSON HIT RESULTS	OPTIONAL <sup>1</sup>	HIT	1-2	NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER	OPTIONAL	VOR	1-8	NUMERIC

RECOVERED PROPERTY				
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

<sup>1</sup> Person transactions only

<sup>2</sup> Property transactions only

#### **4.4 REQUIREMENT FOR ENTRY**

Benefits and effectiveness data entry transactions must contain the following: HDR, MKE, ORI, NIC preceded by MFC, and applicable data fields preceded by MFC.

---

### **SECTION 5--BENEFITS AND EFFECTIVENESS ANALYSIS REQUEST TRANSACTION (RBED)**

#### **5.1 GENERAL INFORMATION**

This transaction allows CSAs to initiate an on-line request for benefits and effectiveness data accumulated for specified month within the last year. NCIC acknowledges the request when it is received. When the benefits and effectiveness report is ready, the CSA is notified via a \$.B. File Transfer Ready notification. The CSA can then request the response file via the FT transaction or FTP.

#### **5.2 EXAMPLE OF A BENEFITS AND EFFECTIVENESS DATA REQUEST**

1N01HEADER.RBED.MD1012600.SBE/MDDPS++++.DBE/200801

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
REQUEST FOR BENEFITS AND EFFECTIVENESS DATA RECEIVED

#### **5.3 EXAMPLE OF A BENEFITS AND EFFECTIVENESS REPORT**

1N01HEADER  
MD1012600  
SBE/MDDPS++++

SUMMARY OF BENEFITS AND EFFECTIVENESS DATA COLLECTION

PERIOD: 20080101-20080131

DATABASE: ARTICLE

ADMIN CLOSING - 1

CASE DROPPED - 10

HIT LOCAL - 20

	LOCATE	VALUE	CLEAR	VALUE	CANCEL	TOTAL	VALUE
	-----	-----	-----	-----	-----	-----	-----
NPA	2	2	5	7		7	9
VNP			10	5123		10	5123
VOR			8	7020		8	7020
VRC			10	10550		10	10550

HIT NCIC - 8

	LOCATE	VALUE	CLEAR	VALUE	CANCEL	TOTAL	VALUE
	-----	-----	-----	-----	-----	-----	-----
NPA	2	2				2	2
VNP	6	4250				6	4250
VOR							
VRC							

HIT STATE - 16

	LOCATE	VALUE	CLEAR	VALUE	CANCEL	TOTAL	VALUE
	-----	-----	-----	-----	-----	-----	-----
NPA	10	18				10	18
VNP	8	15350				8	15350
VOR	7	8155				7	8155
VRC	5	9250				5	9250

NOT STOLEN - 30

NOT LOST - 2

PREVIOUS RECOVERY - 2

OTHER MEANS - 14

DATABASE: WANTED PERSON

ADMIN CLOSING - 8

CASE DROPPED - 4

HIT LOCAL - 154

	LOCATE	VALUE	CLEAR	VALUE	CANCEL	TOTAL	VALUE
NPA	2	2	123	167		125	169
VNP			2	1050		2	1050
VOR			1	210		1	210
VRC			3	524		3	524
PAR(1)			10				
PAR(2)			88				
PAR(3)			35				
HIT(1)			2				
HIT(2)			8				
HIT(3)			6				
HIT(4)			3				
HIT(5)			11				
HIT(6)			1				
HIT(7)			1				
HIT(9)			4				

HIT NCIC - 62

	LOCATE	VALUE	CLEAR	VALUE	CANCEL	TOTAL	VALUE
NPA	58	62				58	62
VNP	2	1050				2	1050
VOR	1	75				1	
75							
VRC	3	515				3	515
PAR(1)	5						
PAR(2)	8						
PAR(3)	12						
HIT(1)	2						
HIT(2)	1						
HIT(3)	6						
HIT(4)	3						
HIT(5)	1						
HIT(6)	1						
HIT(7)	1						
HIT(9)	4						

HIT STATE - 119

	LOCATE	VALUE	CLEAR	VALUE	CANCEL	TOTAL	VALUE
NPA	21	25				21	25
VNP	3	1325				3	1325
VOR	1	875				1	

875							
VRC	5	10500			5	10500	
PAR(1)	10						
PAR(2)	25						
PAR(3)	5						
HIT(1)	2						
HIT(2)	8						
HIT(3)	6						
HIT(4)	3						
HIT(5)	1						
HIT(6)	1						
HIT(7)	1						
HIT(9)	4						

LOCATED - 17

LOCATE	VALUE	CLEAR	VALUE	CANCEL	TOTAL	VALUE
PAR(1)	5		1			
PAR(2)	3		8			
PAR(3)	4		3			
HIT(1)	1		2			
HIT(2)	1		1			
HIT(3)	3		1			
HIT(4)	4		1			
HIT(5)	2		1			
HIT(6)	1		1			
HIT(7)	1		1			
HIT(9)	1		4			

NOT WANTED - 128

PREVIOUSLY LOCATED - 3

LOCATE	VALUE	CLEAR	VALUE	CANCEL	TOTAL	VALUE
PAR(2)	1					
HIT(6)			1			
HIT(9)	1					

WARRANT DISMISSED - 34

OTHER MEANS - 225

LOCATE	VALUE	CLEAR	VALUE	CANCEL	TOTAL	VALUE

PAR(1)	45	23
PAR(2)	68	64
PAR(3)	10	13
HIT(1)	11	22
HIT(2)	23	18
HIT(3)	34	21
HIT(4)	46	16
HIT(5)	23	31
HIT(6)	17	15
HIT(7)	41	61
HIT(9)	21	42

The Benefits and Effectiveness Data Report is sorted alphabetically primarily by file type and secondarily by the Reason for Property Record Removal (RPP) Field or the Reason for Person Record Removal (RPS) Field. The benefits and effectiveness data for the Number of Persons Apprehended (NPA), Number of Missing Persons Found (NPF), Value of Recovered Property (VNP), Value of Other Recovered Property, and Value of Recovered Contraband (VRC) Fields represent the number of occurrences and the accumulated value within that file and RPP/RPS code. For the Persons Armed (PAR) and Wanted/Missing Person Hit Results (HIT) Fields, the benefits and effectiveness data are the number of occurrences that each value is used in the field.

#### **5.4 MESSAGE FIELD CODES FOR BENEFITS ANALYSIS REQUEST**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
SUBJECT OF BENEFITS AND EFFECTIVENESS PROFILE	OPTIONAL	SBE	9-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BENEFITS AND EFFECTIVENESS PROFILE	OPTIONAL	DBE	6-6	NUMERIC

#### **5.5 REQUIREMENTS**

1. The Benefits and Effectiveness Analysis Request (RBED) transaction must contain the following: HDR, MKE, and ORI without MFC. One ORI per CSA is authorized to

perform RBED transactions. CSAs can only retrieve benefits and effectiveness data stored under their respective user codes.

2. The SBE Field enables the CSA to limit the RBED to a specific ORI or similarly structured ORIs using wildcard (+) characters. For example, to obtain all benefits and effectiveness data entered by the Department of Public Safety for the CSA's user code use ++DPS++++. If not used, the NCIC System provides all benefits and effectiveness data for the CSA.
  - 3 The DBE Field enables the CSA to request any of the 12 previous month's Benefits and Effectiveness Data Reports. The format is YYYYMM. If not used, the NCIC System will provide the previous month's Benefits and Effectiveness Data Report.
- 

## **SECTION 6--NCIC USAGE STATISTICS REQUEST (RSDU)**

### **6.1 GENERAL INFORMATION**

The RSDU transaction allows CTAs/FSCs to request usage statistics compiled for the previous month's transactions. These requests are limited to CTAs/FSCs and are restricted to transactions for those agencies using NCIC 2000 through respective state/federal systems. The request can be designated for a specific user and/or transaction type.

The NCIC 2000 System acknowledges the request when it is received. When the usage analysis response is ready, the CTA/FSC is notified via a \$.B. File Transfer Ready notification. The CTA/FSC can then request the response file via the FT transaction.

### **6.2 EXAMPLE OF A USAGE ANALYSIS REQUEST**

1N01HEADER.RSDU.NJNSP0000.NJ++++++.QV

The request is for all vehicle inquiries by the state of New Jersey.

#### **Acknowledgment:**

1L01HEADERNJNSP0000  
USAGE ANALYSIS REQUEST RECEIVED

### **6.3 EXAMPLE OF A USAGE ANALYSIS RESPONSE**

1L01HEADER  
NJNSP0000  
MKE/STATISTICAL DATA ON USAGE 199909  
ORI/NJ  
SUBJECT IS NEW JERSEY

AVERAGES BY MESSAGE KEY								DAILY	MONTHLY
MESSAGE KEY	SUN	MON	TUE	WED	THU	FRI	SAT	AVG	TOTAL
QV	50	61	103	55	79	155	176	97	679

## 6.4 MESSAGE CODES FOR USAGE ANALYSIS REQUEST

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
SUBJECT OF STATISTICAL DATA REQUEST	OPTIONAL	SDR	9-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE TYPE	MANDATORY	MTY	2-4	ALPHABETIC, SPECIAL CHARACTERS

## 6.5 REQUIREMENTS

The usage analysis request transaction must contain the following: HDR, MKE, ORI, and MTY without MFC.

## 6.6 ADDITIONAL GUIDELINES

### 1. MESSAGE TYPE (MTY)

1. The MTY Field indicates the message key for which the statistical data are requested. It must be a valid NCIC 2000-assigned message key or ALL if statistics for all transactions are requested.
2. In response to an RSDU inquiry, the message type requested is broken down by MKEs or by groups of MKEs related by type.

For example, EA and EAA would be grouped, as would ELG, ERG, and EG, but EV and EW would be shown on two different lines.

Person MKEs would be reported separately by person type (e.g., Convicted Person on Supervised Release, Wanted, Missing, Unidentified, etc.).

3. MKEs are reported in the following order: entry, query, cancel, clear, locate, modify, and miscellaneous transactions.

They are sorted in the following order: Vehicle, Vehicle/Boat Part, Article, License Plate, Gun, Wanted Person, Missing Person, Securities, Boat, Unidentified Person, ORI, Dental, Gang Reference, Gang, Known or Appropriately Suspected Terrorist, Canadian Vehicle Index, Protection Order, National Sex Offender Registry, other person, QI, image, SPRQ, deferred request, miscellaneous, rejects, and NLETS

4. Deferred requests include RSDU, RPDQ, RBED, etc. Miscellaneous includes ZE, LRBD, CRBD, etc.

## 2. SUBJECT OF STATISTICAL DATA REQUEST (SDR)

The SDR Field indicates the agency or agencies for which statistical data are requested. The wildcard (+) in a position indicates that anything in that position is acceptable. However, the wildcard cannot be used for all 9 positions of the SDR. (Additional information on the wildcard can be found in Section 8 of this chapter.) The following are examples of valid SDRs:

NJ1230001

NJ++++++

NJ+++++H

NJ123+++

In the Usage Analysis Response, the SDR is translated as SUBJECT IS followed by the SDR input or the ORI translation.

For example:

SUBJECT IS ORLANDO POLICE DEPARTMENT

or

SUBJECT IS NJ++++++.

---

## SECTION 7--ERROR TREND ANALYSIS REQUEST (RPDQ)

### 7.1 GENERAL INFORMATION

The RPDQ transaction allows CTAs/FSCs to request an Error Trend Analysis, data entry rejects and serious errors, compiled from the previous month's transactions. These requests are limited to CTAs/FSCs and are restricted to transactions for those agencies using NCIC 2000 through respective state/federal systems. The request can be designated for a specific user and/or transaction type.

The NCIC 2000 System acknowledges the request when it is received. When the Error Trend Analysis is ready, the CTA/FSC is notified via a \$.B. File Transfer Ready notification. The CTA/FSC can then request the response file via the FT transaction.

## **7.2 EXAMPLE OF AN ERROR TREND ANALYSIS REQUEST**

1N01HEADER.RPDQ.NCDCI0002..ALL

### **Acknowledgment:**

1L01HEADER  
NCDCI0002  
ERROR TREND ANALYSIS RECEIVED

## **7.3 EXAMPLE OF AN ERROR TREND ANALYSIS RESPONSE**

1L01HEADER  
NCDCI0002

MKE/DATA QUALITY PROFILE 199909  
SUBJECT IS GUILFORD CO SO GREENSBORO, NC

MKE/WANTED PERSON

NMR/2600 NMJ/13 PRJ/5%  
RMS/REJECT FIELD ERROR NAM NOO/4  
RMS/REJECT FIELD ERROR DOB NOO/3  
RMS/REJECT FIELD ERROR HGT NOO/6

MKE/MISSING PERSON

NMR/300 NMJ/3 PRJ/1%  
RMS/REJECT FIELD ERROR NAM NOO/1  
RMS/REJECT FIELD ERROR SEX NOO/1  
RMS/REJECT FIELD ERROR HGT NOO/1

MKE/UNIDENTIFIED PERSON

NMR/NO MESSAGES RECEIVED

MKE/STOLEN VEHICLE

NMR/500 NMJ/NO MESSAGES REJECTED

SET\THE VEHICLE IDENTIFICATION NUMBER -VIN- DOES NOT AGREE  
SET\WITH MANUFACTURE'S SPECIFICATION AND/OR WITH OTHER

SET\AVAILABLE REFERENCES SUCH AS THE NATIONAL INSURANCE  
SET\CRIME BUREAU NRC\1

#### 7.4 MESSAGE CODES FOR ERROR TREND ANALYSIS REQUEST

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
SUBJECT OF DATA QUALITY PROFILE	OPTIONAL	SDP	9-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
TYPE OF TRANSACTION	MANDATORY	TTY	2-4	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

#### 7.5 REQUIREMENTS

The Error Trend Analysis Request must contain the following: HDR, MKE, ORI, and TTY without MFC.

#### 7.6 ADDITIONAL GUIDELINES

##### 1. SUBJECT OF DATA QUALITY PROFILE (SDP)

The SDP Field contains the agency or agencies for which the data quality profile is requested. The wildcard in a position indicates that anything in that position is acceptable. However, the wildcard cannot be used for all 9 positions of the SDP. The following are examples of valid SDPs:

NJ1230001  
NJ++++++  
NJ+++++H  
NJ123+++

If SDP is not specified, the CTA/FSC will receive the analysis for traffic for the line.

##### 2. TYPE OF TRANSACTION (TTY)

The TTY is a mandatory field specifying the message key for which data are requested. It must be a valid NCIC 2000 MKE or ALL when a profile of all transactions is requested or INV when a profile of all transactions with an invalid header or invalid message key is requested.

### 3. ERROR TREND ANALYSIS REPORT FIELDS

#### 1. MKE/Wanted Person

MKE Message key translation

#### 2. NMR/2600 NMJ/13 PRJ/5%

NMR Number of messages received. Contains a count of the messages received for the message type being reported or NO MESSAGES RECEIVED.

NMJ Number of messages rejected. Contains a count of the messages rejected for the message type being reported or NO MESSAGES REJECTED.

PRJ Percentage of messages rejected.

#### 3. RMS/REJECT FIELD ERROR NAM NOO/4

RMS Reject Messages

NOO Number of occurrences.

#### 4. SET/REVIEW OF ERRONEOUS SER INDICATES THAT THE NUMBER IS THE RIGHT LENGTH, BUT CONTAINS INVALID CHARACTERS. NRC/1.

SET Serious error type.

NRC Number of records canceled.

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## SECTION 8--GLOBAL INQUIRY (SPRQ)

### 8.1 BACKGROUND

The Global Inquiry, also known as the off-line search or SPRQ, is a request for records that cannot be retrieved by way of a standard inquiry transaction. The use of Global Inquiry is restricted to authorized CTAs/FSCs and other authorized agencies. The CTA/FSC can perform searches of the active or retired (purged) NCIC 2000 records. Additionally, log searches can be requested by contacting FBI CJIS at 304 625-3000.

NCIC 2000 responds with an acknowledgment or a reject message. An acknowledge message includes the Control Number (CTN) for tracking purposes. Once the inquiry has been processed, the results are written to file, and a \$.B. Administrative Message is generated. The \$.B. Administrative Message includes the CTN and the first 65 characters of the SPRQ transaction. The file may be retrieved via a File Transfer (FT) transaction for up to 120 hours. Additional information on the FT transaction can be found in Section 2 of this chapter.

## **8.2 SPRQ MESSAGE FIELDS, EDITS, AND DESCRIPTIONS**

The message field codes are listed in the order they are included in an SPRQ transaction. Each field is separated by a period in the SPRQ transaction. All fields must be accounted for.

<b>Code</b>	<b>Field</b>	<b>Edits and Descriptions</b>
HDR	Header	Must begin with 1N01 and be at least 9 characters but not more than 19 characters.
MKE	Message Key	Must be SPRQ.
ORI	Originating Agency Identifier	Must be a valid and authorized NCIC 2000-assigned ORI.
TYPE	Type of Request	The type of request must be ACT (active) or PRG (retired).
NEED	Urgency of Request	Must be blank the search will be discontinued at a record limit of 2,000.
RQST	Name of Requester	May contain a hyphen or comma as allowable special characters. The contact person requesting the SPRQ.
RADR	Requester's Address	Free Text. The address of the contact person.
RTNO	Requester's Telephone Number	Must be three numerics, a space, three numerics, a hyphen, and four numerics. The contact person's telephone number.
TITL	Report Title	Free text. The title as requested for the SPRQ output report.
UINF	User Information	Free text. Used to indicate any special instruction or user comments about the request.
FILE	NCIC 2000 File	Must contain one of the following codes:  A Stolen Articles B Stolen Boats C Supervised Release G Felony, Lost, Stolen, and Recovered Guns H Protection Orders J Identity Theft K Protective Interest L Violent Person

		M Missing Persons N Immigration Violator P Stolen License Plates R Canadian Vehicle Index Records S Stolen Securities T Gang Members and Terrorists U Unidentified Persons V Stolen Vehicles, Vehicle/Boat Parts W Wanted Persons X Sexual Offenders Z Gang Groups + All of the above (ACT only) 0 Originating Agencies (ACT only)
TYPO	Type of Output	This field must be one of the following codes:  CNT: A record count is desired in the output LST: A physical list of records is desired. ONE: Records are listed one per page.
BDAT	Beginning Date	Mandatory blank.
EDAT	Ending Date	Mandatory blank.
FSIZ	File Size	Mandatory blank.
RCNT	Random Count	Mandatory blank.
RLST	List of Random Numbers	Mandatory blank.
IND	Image Indicator	Mandatory blank.
RSCH	Request Search	Valid searchable fields.

### 8.3 GENERAL GUIDELINES

1. To search a field, the MFC followed by a slash and its value should be entered into the search criteria portion (RSCH) of the SPRQ transaction. An MFC may be used only once.
2. Multiple values for an MFC are allowed. To search more than one value of a certain MFC, each value should be separated by a percent sign (%). For example:

VMO/616%618%626%RX7

When multiple values for an MFC are searched, the search selection criteria will be applied in a logical OR manner. For the above example, the following records would be returned:

VMO of 616 or 618 or 626 or RX7

3. To indicate that other MFCs will also be searched, a period should be placed after the field value and then the next MFC followed by a slash and its value(s) should be entered. For example:

VMA/CHEV.VMO/CIT.VCO/RED

When multiple MFCs are searched, the search selection criteria will be applied in a logical AND manner. For the above example, the following records would be returned:

VMA of CHEV and VMO of CIT and VCO of RED

4. The maximum number of fields for any SPRQ request is 30. A maximum of 15 values per MFC is allowed for ACT searches, and 30 values per MFC are permitted for PRG searches.

5. As with the regular NCIC 2000 on-line transactions, the alphabetic O is converted to numeric 0.

6. **All fields** are left justified. If the search statement does not have the full length of the field specified, it will only match what has been supplied

For example, a search of MKE/EW will only return records with that MKE; records with other characters in the MKE will not be returned. If it is desired that all records with any version of the MKE/EW be returned, the wildcard (described in 8.4 below) should be used, for example, EW++.

7. A search message key (MKE) must be valid for the specified file. For example, if FILE is W, MKE/EW++ is valid, but MKE/EV++ is not.

8. An NCIC Number (NIC) must be valid for the specified file. For example, if FILE is V, NIC/V123456789 is valid, but NIC/W123456789 is not. In addition, the NIC check digit must also be valid.

9. Only valid MFCs for the search file code are permitted.

10. If the search criteria (RSCH) specifies dental characteristics, NCIC 2000 will use a scoring algorithm to determine if the data qualify for selection.

11. To obtain a listing of all records entered by a particular agency, use "+" in the File Field and the ORI as the search parameter in the RSCH Field. The list will be sorted by file type and date of entry.

#### **8.4 WILDCARD CHARACTER (+) UTILIZATION**

1. A wildcard (+) is used when the field being searched may contain any character in a specific position. To search an MFC value with certain positions as wildcards, a plus sign should be entered in the desired positions. A field cannot contain all wildcards.

For example: MKE/EW++ Returns all records with an MKE of EW, EW-C, EWJ, or EWJC.

Multiple searches using wildcards on the same MFC are allowed.

For example: SER/+\*\*\*\*\*ARW%\*\*\*\*\*BRW

2. Where NAM/, NMF/, or NDB/ are used for the search, each field should be right-filled with wildcard characters unless only an exact name is being searched.

For example:

NAM/JACKSON, TOM NO HIT for NAM/JACKSON, TOM J  
NAM/JACKSON, TOM++++++ HIT for NAM/JACKSON, TOM J  
NAM/WILSON, JOE WILLY++++ NO HIT for NAM/WILSON, JOE W  
NAM/WILSON, J++++++ HIT for NAM/WILSON, JIM BOB

## **8.5 RANGE INDICATION AND BRANCH CONDITIONS (-, H, L)**

1. To indicate a certain range of values, an asterisk is entered after the period ending the field value. Following the asterisk, a hyphen is entered. A range is specified by entering two values prior to ".\*-". If a range is specified, the first value must be less than the second value.

For example: DOB/1950013119550131.\* Returns records with a DOB between 19500131 and 19550131.

2. To indicate a **branch** condition, an asterisk is entered after the period ending the field value. Following the asterisk, H or L is entered.

A **branch on high** (H) means that values numerically higher than the one entered are eliminated from the search. If DOW/19751207 is the search statement, all records with a DOW higher than 19751207 will be eliminated, and all records with a DOW of 19751207 and lower will be returned.

For example: DOW/19751207.\*H Returns records with DOW/195751207 and lower.

A **branch on low** (L) means that values numerically lower than the one entered are eliminated from the search. If DOW/19751207 is the search statement, all records with DOW lower than 19751207 will be eliminated from the search, and all on-line records with a DOW higher than 19751207 will be returned.

For example: DOW/19751207.\*L Returns records with DOW/19751207 and higher.

3. If the MFC used represents a range of values (e.g., HGT for unidentified person) and the range branch on high or branch on low is used, any value overlapping the two ranges will be returned.

4. If a branch on high or low is used, only one search statement per MFC is allowed.

## **8.6 ORI EXCLUSION (\*.E)**

1. To exclude an MFC from a search, E must be entered after the asterisk.. The exclusion (\*.E) option is only valid with the ORI MFC. All ORIs following the slash will be excluded from the search. This option is not allowed when an ORI file search is requested.

For example: ORI/PA++++++%NY+++++.\*.E Returns records with ORIs that do not begin with PA or NY.

## **8.7 SORTING**

1. To sort records, SRT/ is entered in the RSCH Field.
2. After SRT/ a maximum of three MFCs may follow, along with the desired length for the sort criteria of each MFC.
3. The length of the sort criteria may be less than the maximum length of the specified MFC except where noted. The length of the sort criteria cannot be greater than the maximum length of the specified MFC.

For example: SRT/ORI, 2 Sorts by the first two characters of the ORI.

4. If there is more than one MFC in the sort criteria, NCIC 2000 will sequence the results in ascending order based on the leftmost MFC specified, followed by the next MFC, and the final MFC as supplied.

For example:

SRT/ORI,9,DTE,8 Sorts by agency and date of entry within agency.

SRT/VMA,4,VYR,4,VIN,20 Sorts vehicles by vehicle make (primary), vehicle year (secondary), and then by VIN.

5. Sort criteria will be rejected if there is not a valid MFC for the FILE or TYPE, or if the length is invalid or missing.

For example:

SRT/ORI,12 Length greater than maximum for MFC should not be used.

SRT/ORI,VMO,3 Length of sort is required.

SRT/ORI,,VMO,3 MFC and length must be specified.

## **8.8 SEARCH CRITERIA (RSCH) MESSAGE FIELD CODE EDITS**

<b>Code</b>	<b>Field</b>	<b>Field Length</b>	<b>Format A=Alphabetic N=Numeric S=Special Characters</b>	<b>Valid File Code</b>	<b>Edits</b>
AOV	Age of Victim	1 - 2	NS	X	Only valid special character is the plus sign. Plus signs in all positions are prohibited.
ARI	Arresting Agency Identifier	9 - 9	ANS	C	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.
BCO	Boat Color	3 - 7	AS	B,R	Only valid special characters are the slash and plus sign. Plus signs in all positions and embedded spaces are prohibited.
BHN	Boat Hull Serial Number	1 - 20	ANS	B,R	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.
BLE	Overall Boat Length*	2 - 2	N	B,R	NN is accepted format for expressing a length without a range or branch condition.
BLT	Blood Type	4 - 5	A	M,U	Must be valid code from, <i>the NCIC 2000 Code Manual (December 2000)</i> .
BMA	Boat Make	3 - 24	ANS	B,R	Only valid special character is the

					plus sign. Plus signs in all positions are prohibited.
BMO	Model Name	1 - 20	ANS	B	Only valid special character is the plus sign. Plus signs in all positions are prohibited.
BNM	Boat Name	1 - 20	ANS	B,R	Only valid special character is the plus sign. Plus signs in all positions are prohibited.
BPS	Body Parts Status	15 - 15	AS	U	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.
BRA	Brand Name - Vehicle/ Boat Parts	2 - 4	ANS	R,V	Only valid special characters are the hyphen and plus sign. Plus signs in all positions prohibited.
BRA	Brand Name - Article	2 - 6	ANS	A	Only valid special characters are the hyphen and plus sign. Plus signs in all positions prohibited.
BRD	Brady Record Indicator	1 - 1	A	H	Must be Y, or U.
BTY	Type - Boat	3 - 3	AS	B,R	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.

BXR	Body X-rays	1 - 1	A	U	Must be valid code from the <i>NCIC 2000 Code Manual</i> (December 2000).
BYR	Boat Model Year	4 - 4	NS	B,R	Only valid special character is the plus sign. Plus signs in all positions are prohibited.
CAL	Caliber	1 - 4	NS	G	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.

\*Range (.\*)- or branch (\*.H or \*.L) suffixes accepted.

CAT	Category	2 - 2	AS	V,R	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.
CDA	Manner and Cause of Death	1 - 1	A	U	Must be valid code from the <i>NCIC 2000 Code Manual</i> (December 2000).
CDE	Canadian Date of Entry*	8 - 8	N	R	Must be a valid Gregorian date, YYYYMMDD.
CGD	Coast Guard Document Number	1 - 8	NS	B	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.
CMC	Caution and Medical Conditions	2 - 2	N	C, H, M, N, T, W, X, 9	Must be valid code from the <i>NCIC 2000 Code Manual</i> (December 2000).

CON	Date of Conviction*	8 - 8	N	X	Must be a valid Gregorian date, YYYYMMDD.
COU	County	1 - 20	A	X	
CRC	Circumcision	1 - 1	A	M,U	Must be valid code from Part 4, <i>the NCIC 2000 Code Manual.</i> (December 2000).
CRI	Court of Issuing Warrant	9-9	ANS	C	Only valid special character is the plus sign. Plus Signs in all positions and embedded spaces are prohibited.
CRR	Conviction Resulting in Registration	1 - 4	NS	X	Only valid special character is the plus sign. Plus signs in all positions are prohibited.
CTI	Court ORI	9 - 9	ANS	H	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.
DBF	Date Body Found*	8 - 8	N	U	Must be a valid Gregorian date, YYYYMMDD.
DCC	Dental Characteristics	1 - 1	A	M,U,W	Must contain A or a space. DCC/A searches records containing dental information. DCC/space searches records without dental information.

DCH	Dental Characteristics	10 - 12	ANS	M,U,W	Format is 2 numeric characters (tooth number), followed by up to 7 characteristic codes. Positions 3-10 are AS and the only valid special character allowed in 3-10 is the "/" or plus sign. DCH must be filled when DCC equals A. DCH must be absent when DCC equals space. Spaces and pluses are ignored in the actual search.
DCL	Date of Clear*	8-8	N	A,B,G,H,M,N,P,S,U,V,W,X	Must be a valid Gregorian date, YYYYMMDD.
DEN	Denomination	1 - 9	ANS	S	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.
DTT	Date of Threat	8-8	N	K	Must be a valid Gregorian date, YYYYMMDD.
DII	Date Investigative Interest*	8-8	N	A,B,C,G,H, M,N,P,S,T,U,V,W,X	Must be a valid Gregorian date, (YYYYMMDD).
DIS	Date Incarceration Starts*	8-8	N	W	Must be a valid Gregorian date, (YYYYMMDD).
DLC	Date of Last Contact*	8 - 8	NS	M	Must be a valid Gregorian date, YYYYMMDD.
DLU	Date Last Update*	8-8	N	A,B,C,G,H,M,N,P,R,S,T,U,V , W,X,Z,9	Must be a valid Gregorian date, (YYYYMMDD).

DNA	DNA Available	1 - 1	A	X	Must be Y or N.
DNO	Detainer Case Number	1 - 20	ANS	W	Only valid special characters are the hyphen and plus sign. Plus signs in all positions are prohibited.
DOA	Date of Arrest*	8 - 8	N	C	Must be a valid Gregorian date, YYYYMMDD.
DOB	Date of Birth*	8 - 8	N	C,H,M,N,T,W,X,9	Must be a valid Gregorian date, YYYYMMDD.
DOC	Date of Cancel*	8 - 8	N	A, B, C, G, H, M, N, P, R, S, T, U, V, W, X, Z	Must be a valid Gregorian date, YYYYMMDD.
DOD	Date of Detainer*	8 - 8	N	W	Must be a valid Gregorian date, YYYYMMDD.
DOE	Date of Emancipation *	8 - 8	N	M, W	Must be a valid Gregorian date, YYYYMMDD.

\*Range (\*.\*) or branch (\*.H or \*.L) suffixes accepted.

DOL	Date of Loss*	8 - 8	N	G	Must be a valid Gregorian date, YYYYMMDD.
DOP	Date of Purge**	8 - 8	N	T	Must be a valid Gregorian date, YYYYMMDD.
DOR	Date of Recovery*	8 - 8	N	A, B, G, P, S, V, W	Must be a valid Gregorian date, YYYYMMDD.
DOT	Date of Theft*	8 - 8	N	A,B,G,P,R,S,V	Must be a valid Gregorian date, YYYYMMDD.
DOV	Date of Violation*	8 - 8	N	W	Must be a valid Gregorian date, YYYYMMDD.
DO	Date of	8 - 8	N	W	Must be a valid

W	Warrant*				Gregorian date, YYYYMMDD.
DPR	Date Probation or Release Revoked*	8 - 8	N	C	Must be a valid Gregorian date, YYYYMMDD.
DRS	Identifying Dress	1 - 25	ANS	Z	Only valid special characters are the plus sign, dashes, slashes, and commas. Plus signs in all positions are prohibited.
DSE	Date of Sentence Expiration*	8 - 8	N	W	Must be a valid Gregorian date, YYYYMMDD.
DSP	Disposition	4 - 4	A	M	Must be valid code from the <i>NCIC 2000 Code Manual</i> (December 2000).
DSS	Date of Start of Supervision*	8 - 8	N	C	Must be a valid Gregorian date, YYYYMMDD.
DTE	Date of Entry*	8 - 8	N	A,B,C,G,H,M,N, P,S,R,T,U,V,W,X,Z,8,9	Must be a valid Gregorian date, YYYYMMDD.
ECR	Criteria for Entry	1 - 2	AS	T	Must contain A or any two- character combination of A-F or plus sign.
EDD	Estimated Date of Death*	8 - 8	N	U	Must be a valid Gregorian date, YYYYMMDD.
EDS	Date of Release of Supervision*	8 - 8	N	C	Must be a valid Gregorian date, YYYYMMDD.
EPD	Engine Power or Displacement	2 - 5	2 - 5	V	Only valid special characters are the hyphen and plus sign. Plus signs in all positions and embedded spaces

					are prohibited.
ERD	Ending Registration Date*	6 - 6 8 - 8	A N	X	Must contain NONEXP or a valid Gregorian date, YYYYMMDD.
EXL	Extradition Limitation	1 - 2	A N	W	Must be valid code from the <i>NCIC 2000 Code Manual</i> (December 2000).
EXP	Expiration Date*	6 - 6 8 - 8	A N	H	Must contain NONEXP or a valid Gregorian date, YYYYMMDD.
EXT	Extradition	4 - 4	A	W	Must be EXTR, NOEX, or DETN.
EYB	Estimated Year of Birth*	4 - 4	N	U	Must be YYYY format for the four-character format.
EYE	Eye Color	3 - 3	A	C,H,M,N, T,U,W,X,9	Must be valid code from the <i>NCIC 2000 Code Manual</i> . (December 2000).
FBI	FBI Number	1 - 9	AN	C, H, M, N, T, W, X, 9	
FPA	Footprint Available	1 - 1	A	M, U	Must be Y or N.
FPC	Fingerprint Classification	3 - 3 20-20	A ANS	C,H,M,N, T,U,W,X,8,9	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited. A three-character value must contain NFP.
GNG	Group Name	1 - 22	ANS	T,Z	Only valid special character is the plus sign. Plus

					signs in all positions are prohibited.
GTI	Identifying Graffiti	1 - 25	ANS	Z	Only valid special characters are the plus sign, dashes, slashes, and commas. Plus signs in all positions are prohibited.
HAI	Hair Color	3 - 3	A	C,H,M,N, T,U,W,X,9	Must be valid code from the <i>NCIC 2000 Code Manual</i> (December 2000).
HGT	Height*	3 - 3	N	C,D,H,M, N,T,U,W,X,9	

\*Range (\*.\*) or branch (\*.H or \*.L) suffixes accepted.

HND	Identifying Hand Signals	1 - 25	ANS	Z	Only valid special characters are the plus sign, dash, slash, and comma. Plus signs in all positions are prohibited.
HMC	Hazardous Material Container	1 - 25	ANS	A	Plus signs in all positions are prohibited.
HPT	Home Port	1 - 20	ANS	B	Only valid special character is the plus sign. Plus signs in all positions are prohibited.
HSP	Hull Shape	2 - 2	AS	B	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces

					are prohibited.
HUL	Outer Hull Material	2 - 2	AS	B,R	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.
ICA	Investigative Interest Case Number	1 - 20	ANS	A, B, C, G, H, M, N, P, S, T, U, V, W, X	Only valid special characters are the hyphen and plus sign. Plus signs in all positions are prohibited.
IIA	Investigative Interest Agency Identifier	9 - 9	ANS	A, B, C, G, H, M, N, P, S, T, U, V, W, X	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.
INC	Place of Incarceration	1 - 50	ANS	C	Plus signs in all positions are prohibited.
ISD	Date of Issue*	8 - 8	N	H	Must be a valid Gregorian date, YYYYMMDD.
ISS	Issuer	1 - 15	ANS	S	Only valid special characters are the hyphen and plus sign. Plus signs in all positions prohibited.
JWL	Jewelry Description	1 - 100	ANS	M, U	Plus signs in all positions are prohibited.
JWT	Jewelry Type	2 - 2	AS	M,U	Only valid special character is the plus sign. Plus signs in all positions are prohibited.

LIC	License Plate Number	1 - 10	ANS	C,H,M,N,P,R,T, V,W,X,8,9	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited. Plus sign is prohibited if <FILE> equals W, M, C, H, N, T, X, 8, or 9.
LIS	License Plate State	2 - 2	AS	C,H,M,N,P,R,T, V,W,X,8,9	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited. Plus sign is prohibited if <FILE> equals W, M, C, H, N, T, X, 8, or 9.
LIT	License Plate Type	2 - 2	AS	C,H,M,N,P,R,T, V,W,X,8,9	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited. Plus sign is prohibited if <FILE> equals W, M, C, H, N, T, X, 8, or 9.
LIY	License Plate Year of Expiration*	2 - 2 4 - 4	A N	C,H,M,N,P,R,T, V,W,X,8,9	Range (*.*) and branch (*.H and *.L) suffix and plus signs are accepted if <FILE> equals P, R, or V. Only NX is accepted as the two-character

					format.
LKA	Linkage Case Number	1 - 20	ANS	A, B, C, G, H, M, N, P, S, T, U, V, W, X, 9	Only valid special characters are the hyphen and plus sign. Plus signs in all positions are prohibited.
LKI	Linkage Agency Identifier	9 - 9	ANS	A, B, C, G, H, M, N, P, S, T, U, V, W, X, 9	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.
LOC	Release Location	1 - 50	ANS	C	Plus signs in all positions are prohibited.
LOT	Lot Number	1 - 20	ANS	A	Plus signs in all positions are prohibited.
MAK	Gun Make	2 - 23	AS	G	Only valid special character is the plus sign. Plus signs in all positions are prohibited.
MIF	Missing Person Interest	1 - 1	A	M	Must be Y or N.
MIS	Miscellaneous	1 - 40	ANS	C, H, M, N, R, S, T, V, W, X, Z,9	Only valid special character is the plus sign. Plus signs in all positions are prohibited.
MKE	Message Key	2 - 4	ANS	A, B, C, G, H, M, N, P, R, S, T, U, V, W, X, Z,9	Must be valid NCIC 2000 MKE. Only special characters for valid NCIC 2000 MKE queries are the hyphen and plus sign.

MNP	Missing Person	2 - 2	A	M	Must be valid code from the <i>NCIC 2000 Code Manual</i> (December 2000).
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\*Range (.\*) or branch (\*.H or \*.L) suffixes accepted.

MNU	Miscellaneous Number	4 - 15	ANS	C,H,M,N, T,W,X,9	Only valid special characters are the hyphen and plus sign. Plus sign in all positions and embedded spaces are prohibited.
MOD	Model - Gun	1-20	ANS	G	Only valid special character is the plus sign. Plus signs in all positions are prohibited.
MOD	Model - Article	1 - 9	ANS	A,	Only valid special character is the plus sign. Plus signs in all positions are prohibited.
MPA	Dental Models/Photographs	1 - 1	A	M,U	Must be Y or N.
MPC	Missing Person Circumstances	1 - 1	A	M	Must be valid code from the <i>NCIC 2000 Code Manual</i> (December 2000).
NAM	Name	3 - 30	ANS	C, H, M, N, T, W, X,9	Only valid special characters are one mandatory comma, which must appear after position one; no more than one space after comma; hyphen; and plus sign (e.g., X,X is minimum valid name). NAM prohibited when NMF or NDB is

					used.
NDB	Name and Date of Birth	12 - 39	ANS	C, Đ, H, M, N, T, W, X, 8, 9	Format is up to 30 alphabetic characters (for Name), followed by @, then 8 numeric characters (for Date of Birth). For Name portion: Only valid special characters are one mandatory comma, which must appear after position one; no more than one space after comma; hyphen; and plus sign, which may not precede comma. For the Date of Birth: Plus signs prohibited. NDB prohibited if <TYPE> does not equal PRG. NAM, NMF, and DOB are prohibited when NDB is used.
NIA	Notify Investigative Agency	1 - 1	A	A, B, C, G, H, M, N, P, S, T, U, V, W, X	Must be Y or N.
NIC	NCIC Number	10 - 10	AN	A, B, C, G, H, M, N, P, R, S, T, U, V, W, X, Z, 9	Must be a valid NCIC System assigned number.
NMF	First Name	3 - 30	ANS	C, H, M, N, T, W, X, 9	Only valid special character is the plus sign. Plus signs in all positions and

					embedded spaces are prohibited. NMF is prohibited when NAM or NDB is used.
NOA	Notify Originating Agency	1 - 1	A	A, B, G, H, M, N, P, S, T, U, V, W	Must be Y or N.
OAN	Owner-Applied Number	1 - 20	ANS	A, B, V	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.
OCA	Originating Agency Case Number	1 - 20	ANS	A, B, C, G, H, M, N, P, R, S, T, U, V, W, X,9	Only valid special characters are the hyphen and plus sign. Plus signs in all positions are prohibited.
OFF	Offense Code	4 - 24	ANS	N,W,9	Only valid special character is the plus sign. Plus signs in all positions are prohibited.
OLN	Operator's License	1 - 20	AN	C, H, M, N, T, W, X,9	
OLS	Operator's License State	2 - 2	A	C, H, M, N, T, W, X,9	Embedded spaces are prohibited.
OLY	Operator's License Year of Expiration	2 - 2 4 - 4	A N	C, H, M, N, T, W, X,9	Only NX will be accepted as the two-character format.
OOC	Original Offense Code	4 - 4	NS	C, W, N,-8, 9	Only valid special character is the plus sign. Plus signs in all positions are prohibited.
ORD	Offender Registration	8 - 8	N	X	Must be a valid Gregorian date,

	Date*				YYYYMMDD.
ORI	Originating Agency Identifier	9 - 9	ANS	A, B, C, G, H, M, N, P, R, S, T, U, V, W, X, Z,9	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited. .E* is permitted as a suffix to the ORI Field.
PCO	Protection Order Conditions	2 - 2	N	H	Must be valid code from the <i>NCIC 2000 Code Manual</i> (December 2000).
PDT	Purge Date*	8 - 8	N	A, B, C, D, G, H, M, N, P, S, T, U, V, W, X, Z,8,9	Must be a valid Gregorian date, YYYYMMDD.
PLC	Place of Crime	2 - 2	A	X	Embedded spaces are prohibited.
PLI	Partial Lot Indicator	1 - 1	A	A	Must be P or C.
PNO	Protection Order Number	3 - 15	ANS	H	Only valid special characters are the hyphen and plus sign. Plus signs in all positions are prohibited.
POB	Place of Birth	2 - 2	AS	C,H,M,N,T,W,X,9	Only valid special characters are the hyphen and plus sign. Plus signs in all positions and embedded spaces are prohibited.
POC	Point of Contact	1 - 50	ANS	Z	Only valid special characters are the plus sign, dash, slash, and comma. Plus signs in all positions are prohibited.

PPB	Protected Person Date of Birth*	8 - 8	N	H	Must be a valid Gregorian date, YYYYMMDD.
-----	---------------------------------	-------	---	---	---

\*Range (\*.\*) or branch (\*.H or \*.L) suffixes accepted.

PPN	Protected Person Name	3 - 30	ANS	H	Only valid special characters are one mandatory comma, which must appear after position one; no more than one space after the comma; the hyphen; and the plus sign (e.g., X,X is the minimum valid name).
PPR	Protected Person Race	1 - 1	A	H	Must be valid code from the <i>NCIC 2000 Code Manual</i> (December 2000).
PRO	Propulsion	2 - 2	AS	B, R	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.
PSN	Protected Person Social Security Number	9 - 9	NS	H	Only valid special character is the plus sign. Use of plus sign in more than two positions is prohibited.
PSX	Protected Person Sex	1 - 1	A	H	Must be valid code from the <i>NCIC 2000 Code Manual</i> (December 2000).
RAC	Race	1 - 1	A	C, H, M, N, T, U, W, X,9	Must be valid code from the <i>NCIC 2000 Code Manual</i> (December 2000).

RCA	Recovering Agency Case Number	1 - 20	ANS	A, B, C, G, H, M, N, P, S, T, U, V, W, X, 9	Only valid special characters are the hyphen and plus sign. Plus signs in all positions are prohibited.
REG	Registration Number	1 - 8	ANS	B, R	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.
RES	Registration State	2 - 2	AS	B, R	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.
REY	Registration Year of Expiration*	2 - 2 4 - 4	A N	B, R	NX is the only value accepted for the two-character format.
RMI	Ransom Money Indicator	1 - 1	A	S	Must be valid code from the <i>NCIC 2000 Code Manual</i> (December 2000).
RRI	Recovering Agency Identifier	9 - 9	ANS	A, B, C, G, H, M, N, P, S, T, U, V, W, X, 9	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.
SCI	Sentencing Court Identifier	9 - 9	ANS	C	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.
SDT	Date or Series Year	4 - 9	ANS	S	Only valid special character is the

					plus sign. Plus signs in all positions and embedded spaces are prohibited.
SER	Serial Number - Article	1 - 20	ANS	A	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.
SER	Serial Number - Gun	1 - 20	ANS	G	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.
SER	Serial Number - Securities	1 - 18	ANS	S	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.
SER	Serial Number - Vehicle/Boat Part	1 - 20	ANS	R,V	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.
SEX	Sex	1 - 1	A	C, H, M, N, T, U, W, X,9	Must be valid code from the <i>NCIC 2000 Code Manual</i> (December 2000).
SGP	Subgroup Name	1 - 35	ANS	T, Z	Only valid special character is the plus sign. Plus signs in all positions are prohibited.
SKN	Skin Tone	3 - 3	A	C, H, M, N, T, W, X, 8, 9	Must be valid code

					from the <i>NCIC 2000 Code Manual</i> (December 2000).
--	--	--	--	--	--

\*Range (\*.\*) or branch (\*.H or \*.L) suffixes accepted.

SMT	Scars, Marks, Tattoos, and Other Characteristics	3 - 10	AS	C, H, M, N, T, U, W, X, 8, 9	Only valid special character is the plus sign. Plus signs in all positions are prohibited.
SNA	Street Name	1 - 25	ANS	X	Plus signs in all positions are prohibited.
SNU	Street Number	1 - 7	ANS	X	Plus signs in all positions are prohibited.
SOC	Social Security Number	9 - 9	NS	C, D, H, M, N, S, T, W, X, 8, 9	Only valid special character is the plus sign. Use of plus sign in more than two positions is prohibited.
SON	Name of Supervising Officer	3 - 30	ANS	C	Only valid special characters are one mandatory comma, which must appear after position one; no more than one space after comma; hyphen; and plus sign.
SOS	Sex Offender Status	1 - 1	A	X	Must be Y or N.
SOV	Sex of Victim	1 - 1	A	X	Must be M or F.
SRT	Sort Parameters	5-80	ANS	A, B, C, G, H, M, N, P, R, S, T, U, V, W, X, Z, 9	Only valid special characters are commas. Only DBF and/or ORI is accepted as SRT MFCs when <FILE> equals U.

STA	State Name	2 - 2	A	X	Only valid special character is the plus sign. Plus signs in all positions are prohibited.
SXP	Sexual Predator Indicator	1 - 1	A	X	Must be Y or N.
TNO	Telephone Number	12 - 12	ANS	X	If no plus sign is used, the format is 3 numerics, followed by a space, 3 numerics, a hyphen, then 4 numerics. The only valid special character is the plus sign. Use of plus sign in all positions is prohibited.
TTO	Identifying Tattoos	3 - 35	ANS	Z	Only valid special characters are the plus sign, dashes, slash, and comma. Use of plus sign in all positions is prohibited. Characters 11-35 are free text.
TYP	Type - Article	4 - 7	AS	A	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.
TYP	Type - Gun	1 - 2	AS	G	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces

					are prohibited.
TYP	Type - ORI	1 - 1	AN	0	
TYP	Type - Securities	2 - 2	AS	S	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited.
USR	User Code	2 - 2	AN	A, B, C, G, H, M, N, P, R, S, T, U, V, W, X, Z,9	Embedded spaces are prohibited.
VCO	Vehicle Color	3 - 7	AS	C, H, M, N, T, V, W, X,9	Only valid special characters are the dash and plus sign. Plus signs in all positions and embedded spaces are prohibited. Plus sign is prohibited if <FILE> equals W, M, C, H, N, T, X, or 9.
VIN	Vehicle Identification Number	1 - 20	ANS	C, H, M, N, R, T, V, W, X, 9	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited. Plus sign is prohibited if <FILE> equals W, M, C, H, N, T, X, or 9.
VMA	Vehicle Make	2- 24	ANS	C, H, M, N, R, T, V, W, X, 9	Use of plus sign in all positions is prohibited. Plus sign is prohibited if <FILE> equals W, M, C, H, N, T, X, or 9.

VMO	Vehicle Model	2 - 3	ANS	C, H, M, N, T, V, W, X, 9	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited. Plus sign is prohibited if <FILE> equals W, M, C, H, N, T, X, or 9.
VRX	Corrective Vision Prescription	1 - 40	ANS	M, U	Plus signs in all positions are prohibited.
VST	Vehicle Style	2 - 2	ANS	C, H, M, N, T, V, W, X, 9	Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited. Plus sign is prohibited if <FILE> equals W, M, C, H, N, T, X, 8, or 9.
VYR	Vehicle Year*	4 - 4	NS	C, H, M, N, R, T, V, W, X, 9	Range (*.*) and branch (*.H and *.L) suffix is accepted if <FILE> equals R or V. Only valid special character is the plus sign. Plus signs in all positions and embedded spaces are prohibited. Plus sign is prohibited if <FILE> equals W, M, C, H, N, T, X, or 9.
WGT	Weight*	3 - 3	N	C, D, H, M, N, T, U, W, X, 9	

WN O	Warrant Number	1 - 15	ANS	C, W	Only valid special character is the plus sign. Plus signs in all positions are prohibited.
ZIP	Zip Code	5 - 5 10 - 10	NS NS	X	Only valid special character in the five character format is the plus sign. The ten character format must contain a hyphen in position six and may include plus signs. Plus signs in all positions are prohibited.
*Range (*.*) or branch (*.H or *.L) suffixes accepted.					

## 8.9 MESSAGE FIELD CODES FOR GLOBAL INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
TYPE OF REQUEST	MANDATORY	TYPE	3-3	ALPHABETIC
URGENCY OF REQUEST	OPTIONAL	NEED	3-3	ALPHABETIC
NAME OF REQUESTER	MANDATORY	RQST	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ADDRESS OF REQUESTER	MANDATORY	RADR	1-100	ALPHABETIC, NUMERIC, SPECIAL

				CHARACTERS
REQUESTER'S TELEPHONE NUMBER	MANDATORY	RTNO	12-12	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REPORT TITLE	MANDATORY	TITL	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
USER INFORMATION	MANDATORY	UINF	1-100	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
FILE	MANDATORY	FILE	1-1	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
TYPE OF OUTPUT	MANDATORY	TYPO	3-3	ALPHABETIC
BEGINNING DATE	MANDATORY	BDAT	8-8	BLANK
ENDING DATE	MANDATORY	EDAT	8-8	BLANK
FILE SIZE	MANDATORY	FSIZ	1-6	BLANK
RANDOM COUNT	MANDATORY	RCNT	1-6	BLANK
RANDOM LIST	MANDATORY	RLST	1-1	BLANK
IMAGE INDICATOR	MANDATORY	IND	1-1	BLANK
REQUEST SEARCH CRITERIA	MANDATORY	RSCH	1-2480	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

## 8.10 EXAMPLE OF A PERSON FILE SPRQ REQUEST

1N01HEADER.SPRQ.DCFBIWAQ8.ACT..CPL SMITH.1000 CUSTER HOLLOW RD  
CLARKSBURG WV 26306.304 625-0000.CASE 1999-123.FOR DET JONES - FREMONT  
PD.W.LST.....MKE/E+++.NAM/FRANKLIN,ROBERT+++++=====

The RSCH defines the search criteria:

1. MKE - the first character of the message key is E
2. NAM - FRANKLIN,ROBERT.

All active Wanted Person File records for FRANKLIN, ROBERT with any and/or no middle names or initials will be listed.

## 8.11 GENERAL GUIDELINES FOR A PERSON FILE SPRQ REQUEST

1. VALID FILE TYPES:

C	Supervised Release	T	Gang Member and Terrorist
H	Protection Order	U	Unidentified Person
J	Identity Theft	W	Wanted Person
K	Protective Interest	X	National Sex Offender Registry
L	Violent Person	Z	Gang Group
M	Missing Person		
N	Immigration Violator		

## 2. SEARCH

1. Supplemental fields will be searched when NAM, NDB, NMF, DOB, SMT, MNU, SOC, OLN, OLS, OLY, LIC, LIS, LIT, LIT, VIN, VYR, VMA, VMO, VST, VCO, PCO, PPN, PPB, PPR, PSN, or PSX is specified.
  2. The MIS Field can be searched for a length of 40 characters.
3. NAME (NAM), FIRST NAME (NMF) AND/OR NAME AND DATE OF BIRTH (NDB)

### 1. NAM

The entire field for NAM or NDB should be right-justified with the wildcard if the name is uncertain.

NAM/FRANKLIN,+++++  
+

The above statement will cause only the last name to be searched and will produce the following:

FRANKLIN, ROBERT JAMES  
 FRANKLIN, ROBERT  
 FRANKLIN, ROBERT J JR  
 FRANKLIN, DOROTHY  
 FRANKLIN, DAVID

When using NAM or NDB, the name should be searched without a space following the comma.

### 2. NMF

1. To generate a search by the first name only in active person records, the MFC for first name - NMF should be used. NMF will cause the base name, alias supplementals, and stolen/false ID names in all records for the file being searched to be processed.

The field may be completed with wildcards. For example:

NMF/JOHN+++++

The above parameter will cause only the first name to be searched and produce results similar to the following:

MOROZO,JOHN ROBERT  
ADAMS,JOHNNY SIMON  
WILLIAMS,JOHN

NMF/JOHN ROBERT+++++

The above statement will cause only the first and middle name to be searched and produce results similar to the following:

MOROZO,JOHN ROBERT  
GARCIA,JOHN ROBERT FRANKLIN

## 2. NMF Error Conditions

1. Commas are not allowed.
  2. NAM, NMF, or NDB cannot be searched together.
  3. This MFC should be used with other MFCs such as DOB, HGT, WGT, HAI, EYE, etc., to reduce the number of records selected.
3. NDB

NDB should be used when a specific name and date of birth are to be searched together. For example:

NDB/TAYLOR,TIM+++++@19690612

All records containing NAM/TAYLOR,TIM and DOB/19690612 will be returned.

Each NDB Field must consist of a name (a maximum of 30 characters), an @ symbol, and a DOB (eight numerics). If NDB Field is used, then NAM, NMF, or DOB cannot be entered.

## 4. DENTAL CHARACTERISTICS GUIDELINES

1.DCH will be searched as a set if there is more than one search statement for that MFC. The first two characters indicating the number of the tooth must be numeric. Characters four through ten should be searched in the MODFLCR order. Additionally, the third character may be X, /, or V. If / is used in the third character, only R may be the tenth character. The characters X and V may not be used with any other code except the + for a particular tooth.

- 2.The records returned will match the request exactly, unless the user enters the wildcard +.
3. Additional information regarding dental characteristics codes can be found in the *NCIC 2000 Operating Manual* and the *NCIC 2000 Code Manual*.

DCH/01 MO%17V%29X%32V

Will be searched as a set.

DCH/01 MO%17V%29X%32V

Will hit on any record with MO listed for tooth number one, V listed for tooth numbers 17 and 32, and X listed for tooth number 29, regardless of the coding for other teeth in the record.

DCH/01+MO++++%17V

Will hit on any record with MO listed for tooth number one (the D, F, or L may also be coded for the tooth since the + is used) and with V listed for tooth number 17.

In a search for records containing any dental information, DCC/A should be used as a search statement. In a search for records without any dental information, DCC/ should be used.

## 5. WANTED PERSON RECORD SEARCHES

If a search parameter of EW++ is submitted, records in located and detained status will not be identified. The MKE/+W++ should be used to identify all wanted person records.

## 6. PRG SEARCH

The MFC PDT allows the requester to limit the search to certain purge (retirement) dates (e.g. PDT/1985101819861018.\*-). If the PDT specifies a time period for which there are no retired records, NCIC 2000 will provide a NO RECORD response.

## 7. ADDITIONAL GUIDELINES FOR UNIDENTIFIED PERSON FILE

1. Since EYB, HGT, and WGT in the Unidentified Person File already contain a range for these fields, the search is executed differently than other range searches.

Search	Hit Records
EYB/19801985*-	1982-1983 1985-1986
HGT/602604.*-	602-603 603-605
WGT/150.*H	145-155 (hit) 155-160 (not a hit)

2. Body Part Status (BPS) must be 15 characters and completely defined. ALL, ALD, ALF, and SKL are not allowed in the off-line search.

BPS/SSSSSSSSSSSSSS  
Represents ALF  
BPS/NNRRRRNNNNRRRR  
Represents ALD

BPS/RR+++R+R+NNN+++  
Represents SKL

3. Fingerprint Classification ( FPC) must be 20 alphanumeric characters or NFP.

FPC/1210AADINATT6612SRPM  
FPC/+++++DI++++++SR++  
FPC/NFP

The only valid sort fields are DBF and ORI.

## **8.12 EXAMPLE OF A PROPERTY FILE SPRQ REQUEST**

1N01HEADER.SPRQ.DCFBIWAQ8.ACT..CPL SMITH.1000 CUSTER HOLLOW RD  
CLARKSBURG WV 26306.304.625-0000.CASE 1999-123.FOR DET JONES - FREMONT  
PD.V.LST.....  
MKE/E+++.VMA/BMW.VMO/28%30%20%318%320%5+0.VST/CV%C%HT%2T%4T%HB.  
VYR/19721980.\*-

The RSCH defines the search criteria:

1. MKE - first character of the message key is E
2. VMA - BMW
3. VMO - 28, 30, 20, 318, or any three-character VMO starting with a 5 and ending with 0
4. VST - CV, HT, 2T, 4T, or HB
5. VYR - 1972 through 1980

### **1. VALID FILE TYPES**

A - Article  
B - Boat  
G - Gun  
P - License Plate  
R - Canadian Vehicle Index  
S - Securities  
V - Vehicle, Vehicle/Boat Part

### **2. PRG SEARCH**

The MFC PDT allows the requester to limit the search to certain purge (retirement) dates (e.g. PDT/1985101819861018.\*-). If the PDT specifies a time period for which there are no retired records, NCIC 2000 will provide a NO RECORD response.

### **3. GUIDELINES FOR VEHICLE, BOAT, VEHICLE/BOAT PART, AND LICENSE PLATE FILES**

1. For VIN searches, the VIN, SER, and OAN Fields will be searched. For SER searches, the VIN, SER, and OAN Fields will be searched. For OAN searches, the VIN, SER, and OAN Fields will be searched.
2. The MIS Field can be searched for a length of 40 characters for Vehicle and Vehicle/Boat Parts only.
3. All VIN, SER, and/or BHN searches that do not contain a wildcard are searched against the rightmost eight characters of the VIN/SER (leftmost eight characters for BHN). If the record matches only on the rightmost eight characters of the VIN, SER, and/or leftmost eight of the BHN and the search criteria contain a wildcard, the following message will be printed:

**\*\* THE ABOVE RECORD IS BASED ON A PARTIAL VIN SEARCH. ALL DATA MUST BE VERIFIED. \*\***

### **4. GUIDELINES FOR THE CANADIAN VEHICLE INDEX**

1. In order to search the Canadian Vehicle Index records, an R must be entered in the file indicator. This will generate a search on Canadian stolen/felony/ abandoned vehicles, stolen boats, stolen plates and stolen parts records.
2. The first three characters of the BTY are searchable; the first two characters of the PRO are searchable; and the first two characters of the BLE are searchable.
3. The MIS can be searched for a length of 40 characters.

### **5. GUIDELINES FOR ARTICLE AND SECURITIES FILES SPRQ TRANSACTIONS**

1. Searching on MKE/EA or MKE/ES will not return sequential article or securities records. MKE/EA++ or MKE/EAA+ (to identify sequential article records) or MKE/ES++ or ESS+ (to identify sequential securities records) should be used.
2. In the case of sequential articles/securities records, the serial number on the search statement must match the beginning serial number of the given range. SER/81234 would not return a record if the beginning serial number was 81230 with a range of 100.

### **6. ADDITIONAL GUIDELINES FOR GUN FILE SPRQ TRANSACTIONS**

1. A DOT search statement will search the date of recovery (DOR) for a recovered gun record and the date of loss (DOL) for lost gun records.
2. If a search parameter of MKE/EG++ is submitted, recovered and lost gun records will not be listed. MKE/E+++ should be used to list all gun record types.

### **7. GUIDELINE FOR GANG FILE SPRQ TRANSACTION**

In order to search Gang File references records, the FILE type must be Z, and the MIS Field can be searched for a length of 40 characters.

### **8.13 ORIGINATING AGENCY IDENTIFIER ACTIVE SPRQ REQUEST**

1NO1HEADER.SPRQ.DCFBIWAQ8.ACT..CPL SMITH.1000 CUSTER HOLLOW RD  
CLARKSBURG WV 26306.304 625-0000.CASE 1999-123.FOR DET JONES - FREMONT  
PD.O.LST.....ORI/++FBI++++%++DOJ++++

The RSCH defines the search criterion:

ORI - with FBI or DOJ in characters 3-5. ( The search will return all ORIs with FBI or DOJ in positions 3 through 5.)

#### **GENERAL GUIDELINES**

1. In order to search the ORI File, a 0 must be entered in the FILE type.
2. ORI and/or TYP are the only valid search fields.
3. The ACT is the only valid TYPE for an ORI File search.

### **8.14 EXAMPLE OF AN ACTIVE SPRQ REPORT**

1N01-NCIC2000-10000  
RIRSP0052

TITLE: CASE 1999-123

ROUTE TO: CPL SMITH

ADDRESS: 1000 CUSTER HOLLOW RD CLARKSBURG WV 26306

EXTENSION: 304 555-1212

COMMENTS: FOR DET JONES - FREMONT PD

TYPE: ACT NEED: FILE: W

BEGIN DATE: END DATE: LIST TYPE: LST

FILE SIZE: 000000000 COUNT: 000000 RANDOM NUMBER LIST:

IMAGE INDICATOR:

FIELDS SEARCHED: ORI/DCFBIA++++.NAM/BARK+++++++++++++++++++++

MKE/WANTED PERSON

EXL/1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD  
ORI/DCFBIA09 NAM/BARK, STANLEY A SEX/M RAC/B POB/MA DOB/19560423  
HGT/600 WGT/150 EYE/BRO HAI/BLK FBI/500047N11 SKN/DRK

MNU/0A-11124  
OFF/TREASON  
DOW/19780608 OCA/98-1168  
MIS/4910 FTA IND 77-875 CHG ASLT INT RAPEA DPT PD PROV  
ORI IS WASHINGTON DC, FBI OFFICE 202 324-0000  
AKA/BR0WN, STANLEY  
NIC/W181111432 DTE/19980608 0000 EDT DLU/20081212 0753 EST  
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

MKE/WANTED PERSON  
EXL/1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD  
ORI/DCFBIWAD8 NAM/BARK, MIGUEL SEX/M RAC/W POB/PR DOB/19510613  
HGT/503 WGT/090 EYE/BR0 HAI/BLK FBI/111170L9 SKN/MED  
SOC/123423378  
OFF/FAILURE TO APPEAR - FACING MURDER CHARGE  
DOW/19990308 OCA/12345658  
ORI IS WASHINGTON DC, FBI OFFICE 202 324-0000  
NIC/W234564828 DTE/19990308 0000 EST DLU/20070714 1124 EDT  
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

## **8.15 EXAMPLE OF A PURGE SPRQ REPORT WITH EXCESSIVE RECORDS RETURNED**

1N01123456789012300  
DCFBIA36

TITLE: CASE 1999-123  
  
ROUTE TO: CPL SMITH  
  
ADDRESS: 1000 CUSTER HOLLOW RD CLARKSBURG WV 26306  
  
EXTENSION: 304 555-1212  
  
COMMENTS: FOR DET JONES - FREMONT PD  
  
TYPE: PRG NEED: FILE: B  
  
BEGIN DATE: END DATE: LIST TYPE: LST  
  
FILE SIZE: 000000000 COUNT: 000000 RANDOM NUMBER LIST:  
  
IMAGE INDICATOR:  
FIELDS SEARCHED: BC0/WHI++++.

REJECT - MAXIMUM RECORD COUNT EXCEEDED FOR A REGULAR RUN - RESUBMIT WITH MODIFIED SEARCH PARAMETERS

## **8.16 GLOBAL INQUIRY CANCEL (XSRQ) TRANSACTION**

1. The cancel transaction is used to remove a Global Inquiry request before it is processed by the system.
2. Only the ORI submitting the Global Inquiry request or FBI CJIS can cancel the request.

## **8.17 EXAMPLE OF XSRQ TRANSACTION**

1N01HEADER.XSRQ.DCFBIWA00.C1811422102

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## **SECTION 9--UNIFORM CRIME REPORTING (UCR)/NATIONAL INCIDENT-BASED REPORTING SYSTEM (NIBRS) DATA TRANSACTION**

### **9.1 GENERAL INFORMATION**

This transaction allows the user to enter UCR data using an NCIC 2000 transaction. The MKE is UCR.

### **9.2 EXAMPLES OF UCR TRANSACTIONS**

1N01HEADER.UCR.NCDCI0002.<data from UC1>.<data from UC2>.<data from UC3>.<data from UC4>.<data from UC4>.<data from UC4>.<data from UC5>.<data from UC6>.<data from UC7>.<data from UCL>

1N01HEADER.UCR.NCDCI0002.<data from UC0>

#### **Acknowledgment:**

1N01HEADER  
NCDCI0002  
UCR DATA RECEIVED AT 1400 EDT 19990912

**Note:** The National Incident-Based Reporting System, VOLUME 2: *Data Submission Specifications* contains more details concerning segment record layouts and field descriptions.

### **9.3 MESSAGE FIELD CODES FOR UCR TRANSACTION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC

ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
ZERO REPORTING LEVEL	CONDITIONAL	UC0	43-43	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ADMINISTRATIVE SEGMENT	CONDITIONAL	UC1	87-87	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OFFENSE SEGMENT	CONDITIONAL	UC2	63-63	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROPERTY SEGMENT	CONDITIONAL	UC3	307-307	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VICTIM SEGMENT	CONDITIONAL	UC4	129-129	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OFFENDER SEGMENT	CONDITIONAL	UC5	45-45	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ARRESTEE SEGMENT	CONDITIONAL	UC6	110-110	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
GROUP "B" ARREST REPORT	CONDITIONAL	UC7	66-66	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LEOKA SEGMENT	CONDITIONAL	UCL	637-637	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

#### 9.4 REQUIREMENTS

The UCR/NIBRS data transaction must contain the following: HDR, MKE, ORI, and at least one of the segments without MFC.

The maximum number of segments per UCR transaction are the following:

UC0 -1  
UC1 -1  
UC2 -10  
UC3 -9  
UC4 -50  
UC5 -50  
UC6 -50  
UC7 -50  
UCL -1

The file of data will be processed by UCR/NIBRS. Errors detected by UCR/NIBRS will be forwarded to the CTA.

---

## **SECTION 10 -- INVESTIGATIVE INTEREST**

### **SECTION 10.1 -- GENERAL INFORMATION**

1. The investigative interest supplemental record allows agencies to indicate an investigative interest in an existing NCIC record. Up to ten agencies [other than the Originating Agency Identifier (ORI) of record] may add an investigative interest supplemental record to the base record.
2. The following NCIC files may have an investigative interest supplemental record appended to a base record: Article, Boat, Immigration Violator, Foreign Fugitive, Gun, License Plate, Missing Person, Protection Order, Securities, Supervised Release, Unidentified Person, Vehicle, Vehicle/Boat Part, Gang, Identity Theft, Violent Person, and Wanted Person Files and National Sex Offender Registry.

### **SECTION 10.2 -- MESSAGE KEY (MKE) CODES**

Message	MKE
Entry	EII
Cancel	XII

### **SECTION 10.3 -- RECORD RETENTION PERIOD**

Investigative interest supplemental records have the same record retention period as the base record. At the end of the retention period for the base record, the Investigative Interest Agency

Identifier (IIA) is notified with a \$I. Investigative Interest Notification that the record has been purged due to record retention.

## **SECTION 10.4 -- VALIDATION**

Investigative interest supplemental record information will be added to the validation format of the ORI of record. Validation requests will not be sent to validate their investigative interest records.

## **SECTION 10.5 -- INVESTIGATIVE INTEREST MESSAGE FIELD CODES AND EDITS**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
DII	Date Investigative Interest	Must be a valid Gregorian date (YYYYMMDD).
ICA	Investigative Interest Case Number	Must not contain a single zero only, a run of zero only, the word NONE, or a single alphabetic only. The first seven characters of the ICA cannot equal the first seven characters of the IIA. The one valid special character is the hyphen.
IIA	Investigative Interest Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
MIS	Miscellaneous	Must contain the reason of investigative interest.
MKE	Message Key	Must be a valid message key.
NIA	Notify Investigative Agency	Must be Y or N. Default is N.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (varies depending on the file) followed by nine numeric characters automatically assigned by NCIC 2000 to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.

OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zero only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
-----	--------------------------------	--

## SECTION 10.6 -- EXAMPLE OF AN INVESTIGATIVE INTEREST SUPPLEMENTAL RECORD ENTRY

1N01HEADER.EII.WA1230000.NIC/W146203706.OCA/92341244.123456789.20000108.Y.  
WANTED FOR QUESTIONING IN CONNECTION WITH MURDER INVESTIGATION

### Acknowledgment:

1N01HEADER  
WA1230000  
INVESTIGATIVE INTEREST NIC/W146203706 OCA/92341244

The above investigative interest supplemental record entry contains: Header (1N01HEADER), Message Key (EII), Investigative Interest Agency Identifier (WA1230000), NIC (W146203706), Originating Agency Case Number (92341244), Investigative Interest Case Number (123456789), Date Investigative Interest (20000108),

Notify Investigative Agency (Y), and the Miscellaneous Field information (WANTED FOR QUESTIONING IN CONNECTION WITH MURDER INVESTIGATION).

## SECTION 10.7 -- MESSAGE FIELD CODES FOR ENTRY

Field Name	Requirements	Message Field Code	Field Length	Data Type
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
INVESTIGATIVE INTEREST AGENCY IDENTIFIER	MANDATORY	IIA	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
INVESTIGATIVE INTEREST CASE NUMBER	MANDATORY	ICA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE INVESTIGATIVE INTEREST	MANDATORY	DII	8-8	NUMERIC
NOTIFY INVESTIGATIVE AGENCY	OPTIONAL	NIA	1-1	ALPHABETIC
MISCELLANEOUS	OPTIONAL	MIS	1-200	ALPHABETIC, NUMERIC,

## **SECTION 10.8 -- MANDATORY FIELDS FOR INVESTIGATIVE INTEREST SUPPLEMENTAL RECORD ENTRY**

The following fields are mandatory to cause acceptance of an investigative interest supplemental record entry: HDR, MKE, ORI, NIC and OCA, or NIC and PNO (for Protection Order File records), ICA, and DII.

## **SECTION 10.9 -- IDENTIFICATION OF A RECORD FOR INVESTIGATIVE INTEREST ENTRY**

An NCIC record to which an investigative interest supplemental record is to be added must be identified by either NIC and OCA, in that order, or NIC and PNO for Protection Order File records, in that order, with each data element preceded by the proper MFC.

## **SECTION 10.10 -- ADDITIONAL GUIDELINES FOR INVESTIGATIVE INTEREST SUPPLEMENTAL RECORD ENTRY**

Entry of an investigative interest supplemental record to append to a base record may be made by any valid ORI with an investigative interest to the base record.

## **SECTION 10.11 -- MODIFICATION**

No one-step procedure is available to modify fields in an investigative interest supplemental record. To modify, the investigative interest supplemental record should be canceled and reentered. Cancellation procedures are set forth in this section, which also contains instructions on entering an investigative interest supplemental record.

## **SECTION 10.12 -- CANCELLATION OF AN INVESTIGATIVE INTEREST SUPPLEMENTAL RECORD**

A cancellation message is used when it is determined that the investigative interest record is invalid, was entered in error, modification of the information is needed, or there is no longer an interest.

## **SECTION 10.13 -- EXAMPLE OF AN INVESTIGATIVE INTEREST SUPPLEMENTAL RECORD CANCEL**

1N01HEADER.XII.WA1230000.NIC/W146203706.OCA/92341244.123456789

### **Acknowledgment:**

1N01HEADER  
WA1230000  
CANCEL INVESTIGATIVE INTEREST NIC/W146203706 OCA/92341244

The above cancel supplemental record transaction example contains: HDR (1N01HEADER), MKE (XII), ORI [(WA1230000), which is the investigative interest agency], NIC (W146203706), OCA (92341244), and ICA (123456789).

#### **SECTION 10.14 -- MESSAGE FIELD CODES FOR CANCELLATION**

Field Name	Requirements	Message Field Code	Field Length	Data Type
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
INVESTIGATIVE INTEREST AGENCY IDENTIFIER	MANDATORY	IIA	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
INVESTIGATIVE INTEREST CASE NUMBER	MANDATORY	ICA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

#### **SECTION 10.15 -- MANDATORY FIELDS FOR INVESTIGATIVE INTEREST SUPPLEMENTAL RECORD CANCELLATION**

The following fields are mandatory to cause acceptance of an investigative interest supplemental record cancellation: HDR, MKE, ORI, NIC and OCA, NIC and PNO (for Protection Order File), and ICA.

#### **SECTION 10.16 -- IDENTIFICATION OF AN INVESTIGATIVE INTEREST SUPPLEMENTAL RECORD TO BE CANCELED**

An NCIC record from which an investigative interest supplemental record is to be canceled must be identified by either NIC and OCA, in that order, or NIC and PNO for Protection Order File records, in that order, with each data element preceded by the proper MFC.

#### **SECTION 10.17 -- ADDITIONAL GUIDELINES FOR INVESTIGATIVE INTEREST SUPPLEMENTAL RECORD CANCELLATION**

Cancellation of an investigative interest supplemental record is restricted to the IIA of the investigative interest supplemental record.

#### **SECTION 10.18 -- EXAMPLE OF AN INVESTIGATIVE INTEREST POSITIVE HIT RESPONSE RESULTING FROM AN INQUIRY**

Below is an example of a Wanted Person record with an investigative interest supplemental record appended:

1N01HEADER  
PA0450000  
\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.  
MKE/WANTED PERSON  
EXL/1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19511012  
HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK SMT/SC R HND  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/11111111 OLS/MD OLY/2000  
OFF/HOMICIDE - WILLFUL KILL-POL OFF-GUN  
DOW/19981201 OCA/92341244  
WNO/635F1129 CTI/MD101261J  
MIS/KNOWN TO COLLECT, DRIVE AND STEAL CLASSIC CARS  
LIC/ABC123 LIC/MD LIY/2000 LIT/PC  
VIN/2Y27H5LI00009 VYR/1975  
VMA/PONT VMO/VEN VST/2D VCO/BLU  
ORI IS ANY CITY PD MD 304 555-1212  
DOB/19501012  
NIC/W146203706 DTE/19991205 1400 EST DLU/20080616 1518 EDT  
INVESTIGATIVE INTEREST AGENCIES:  
IIA/WA1230000 ANY CITY PD WA 555 555-4321 ICA/123456789 DII/20010108  
MIS/WANTED FOR QUESTIONING IN CONNECTION WITH MURDER INVESTIGATION  
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

***NCIC 2000 Operating Manual***  
**PROTECTION ORDER FILE**

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### 8.13 ADDITIONAL GUIDELINES FOR CANCELLATION OF SUPPLEMENTAL DATA

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## **SECTION 1--INTRODUCTION**

### **1.1 BACKGROUND**

The Protection Order File (POF) contains court orders that are issued to prevent acts of domestic violence against a person or to prevent a person from stalking, intimidating, or harassing another person. Orders are issued by both civil and criminal state courts. The types of protection orders issued and the information contained in them vary from state to state.

### **1.2 CRITERIA FOR ENTRY**

Each record in the POF **must** be supported by a protection order (electronic or hard copy). Protection orders must meet the following criteria before an entry can be made into the file:

1. The protection order includes
  - a. any injunction, restraining order, or any other order issued by a civil or criminal court for the purpose of preventing violent or threatening acts or harassment against, sexual violence or contact or communication with, or physical proximity to another person including any temporary and final orders issued by civil or criminal courts whether obtained by filing an independent action or as a *pendente lite* order in another proceeding so long as any civil order was issued in response to a complaint, petition, or motion filed by or on behalf of a person seeking protection and
  - b. any support, child custody or visitation provisions, orders, remedies, or relief issued as part of a protection order, restraining order, or stay away injunction pursuant to local, state, tribal, or territorial law authorizing the issuance of protection orders, restraining orders, or injunctions for the protection of victims of domestic violence, dating violence, sexual assault, or stalking.

*Pendente Lite*--During the proceeding or litigation; in a manner contingent on the outcome of litigation. (*Black's Law Dictionary*, 8th ed. 2004)

2. Additionally, reasonable notice and opportunity to be heard must be given to the person against whom the order is sought; **or**, in the case of *ex parte* orders, notice and opportunity to be heard must be provided within the time required by state laws, and in any event within reasonable time after the order is issued, sufficient to protect the respondent's due process rights.

*Ex Parte*--Done or made at the instance and for the benefit of one party only, and without notice to, or argument by, any person adversely interested; of or relating to court action taken by one

party without notice to the other, usu. for temporary or emergency relief. (*Black's Law Dictionary*, 8th ed. 2004)

Please note: *Ex Parte* orders should be entered as **temporary** protection order records.

### **1.3 MESSAGE KEY (MKE) CODES**

<b>Message</b>	<b>MKE</b>	<b>Translation</b>
Entry	EPO	PROTECTION ORDER
	ETO	TEMPORARY PROTECTION ORDER
Modify	MPO	
	MTO	
Cancel	XPO	
	XTO	
Inquiry	QPO	
	QW	
	QWA	
	QWE	
	QWF	
	QWS	
	ZW	
	QWB	
	QWI	
	QV	
	ZV	
Clear	CPO	CANCELED PROTECTION ORDER
	CTO	CANCELED TEMPORARY PROTECTION ORDER
Expired	IPO	EXPIRED PROTECTION ORDER
	ITO	EXPIRED TEMPORARY PROTECTION ORDER
Entry of supplemental	ENPO	
Cancel supplemental	XNPO	

A caution indicator should be added to the message key EPO or ETO when it is known that an individual is armed and dangerous, is a drug addict, or whatever is appropriate to the particular circumstances of the individual. The message key will translate with - CAUTION after the translation listed above if the caution indicator has been used.

## **1.4 RECORD RETENTION PERIOD**

1. A POF record (EPO or ETO) will remain active until it is canceled or cleared by the entering agency or until the order expires. Five days prior to an order's expiration date, an unsolicited \$P administrative message will be sent to the ORI of record. This message will serve to notify the agency of the order's impending expiration date (EXP). It also serves to remind the agency that the record will have to be modified if the EXP is changed by the court.
2. If no action is taken by the entering agency to modify the EXP, the record will expire after the fifth day. Inactive records (cleared or expired) will be maintained on-line for the remainder of the year plus 5 years. At the end of that time, NCIC will not notify the ORI of record. Records that are in inactive status cannot be modified or cleared; however, inactive records can be canceled.
3. Nonexpiring Records:

Records for protection orders that have no expiration are referred to as nonexpiring records (NONEXP). These records will remain active until cleared or canceled by the entering agency.

### **4. Inactive Records:**

Inactive records (expired or cleared) will be accessible, via the QPO message, for the remainder of the year in which the record was cleared or expired plus 5 years.

### **Example of \$P. Message - Inactive Status**

\$P.  
MD1012600

THE FOLLOWING RECORD WILL BE PLACED IN EXPIRED STATUS IN FIVE DAYS BY THE FBI COMPUTER BASED ON THE EXPIRATION DATE CONTAINED IN THE PROTECTION ORDER RECORD. UNLESS ACTION IS TAKEN TO INCREASE THE EXPIRATION DATE, MODIFICATION OR CLEARANCE OF THE RECORD WILL BE PROHIBITED AFTER THE FIFTH DAY.

MKE/PROTECTION ORDER  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19701010  
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4 SKN/FAR SMT/SC L EAR  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/N222333444 OLS/MD OLY/1995  
PNO/PO12345 BRD/Y ISD/19950728 EXP/20000728 CTI/MD056013J  
PPN/SMITH, JANE L PSX/F PPR/W PPB/19760107  
PCO/04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE,  
PCO/PROPERTY, SCHOOL OR PLACE OF EMPLOYMENT  
PCO/OF THE PROTECTED PERSON OR OTHER FAMILY OR HOUSEHOLD MEMBER  
OCA/14-017289  
MIS/100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR  
MIS/VISITATION  
LIC/ABC123 LIS/MD LIY/2000 LIT/PC  
VIN/2G2PM37A2G2208042 VYR/1992  
VMA/DODG VMO/INT VST/4T VCO/BLK  
PCO/07 - THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A

PCO/FIREARM OR OTHER WEAPON  
NIC/H146203706 DTE 19970810 0000 EDT DLU/20070810 0000 EDT

## **1.5 AUTOMATIC RETIREMENT**

Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a POF base record or supplemental record for the year of entry plus 4 years, provided the license information has expired. If the expired license plate is the only searchable identifier in the POF record, then the entire record will be purged.

A nonexpiring license plate (LIY/NX) contained in a POF record will remain on file until action is taken by the originating agency to remove the license data or clear or cancel the entire record, or when the record expires.

## **1.6 VALIDATION**

For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

The Name of Validator (VLN) Field will be returned only when the requester of the record is the entering agency. For all other inquiries, the VLN Field will be suppressed.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

## **1.7 MESSAGE FIELD CODES AND EDITS**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
AKA	Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Coding instructions can be found in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
BRD	Brady Indicator	Must be Y, N, or U. Must be N if MKE is ETO or ETOC. If MKE is ETO or ETOC and field is blank, it will default to N. (Optional–no default for MKE/EPO or EPOC.)
CTI	Court Identifier	Must be a valid NCIC 2000-assigned ORI.

CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DLO	DNA Location	Free text. If the DNA field is N or defaulted to N, then the DLO must be blank.
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y is entered, then the DLO Field must contain data.
DOB	Date of Birth	Must be a valid Gregorian date if it is the only numeric identifier (YYYYMMDD). The DOB cannot be later than the current date. If the DOB is not the only numeric identifier, 00 is valid for the month and day when the actual date is unknown. More information available in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
EBS	Expanded Date of Birth Search	Must be 1, 2, 3, or blank. The default value is blank. If 2 or 3 is entered, the day of birth in the DOB Field must be 12 or less.
EXP	Expiration Date	Must be a valid Gregorian date (YYYYMMDD) or NONEXP. The year must be equal to or greater than the year of entry. Must be greater than the date of issue (ISD). NONEXP should be entered for nonexpiring orders or when the expiration date is unknown.
EYE	Eye Color	Must be a valid code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
FBI	FBI Number	May be up to seven numerics or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabets followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I,

		O, Q, S, U, Y, or Z; the second must be A, B, C, D, or E; and the check digit will be 0 to 9. The alphabetic characters I and O are always invalid. More information available in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
FPC	Fingerprint Classification	Must be a valid code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used.
HAI	Hair Color	Must be a valid code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
HGT	Height	The first character represents feet and the second and third characters represent inches. May be a minimum of 400 but not more than a maximum of 711. More information available in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
ISD	Date of Issue	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
LIC	License Plate	The characters UNK, UNKN, or UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI CJIS Division staff. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds eight characters (NCIC format) or ten characters (NCIC 2000 format), only the first eight characters (NCIC) or ten characters (NCIC 2000) should be entered in the LIC Field. The full plate number must be shown in the MIS Field.
LIS	License Plate Number	Must be a valid code as listed in State and Country Data Codes, <i>NCIC 2000 Code Manual</i> .
LIT	License Plate Type	Must be a valid code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
LIY	License Plate Year of Expiration	Must be a valid four-character year (YYYY) or the alphabets NX to represent a nonexpiring registration.

MIS	Miscellaneous	If VMA is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, TRUK or a generic name, and the message is in NCIC format, the MIS Field must include the name of the manufacturer. Must contain explanation of caution when -C is used in message key if the message is in NCIC format. SVIN must be entered in MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN. Must contain explanation if PCO is 08.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be a valid code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . The third character must be a hyphen. Entry of one zero only or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number or identification number (prefix code OA) in MNU cannot be the only numeric identifier in the record. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
NAM	Name	The name may include alphabets, numerics, a comma, hyphen(s), and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The <i>NCIC 2000 Code Manual</i> , Personal Descriptors, provides coding instructions.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (H in the Protection Order File) followed by nine numeric characters which is automatically assigned by NCIC 2000 to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
NOA	Notify Originating Agency	Must be a blank for NCIC-formatted messages. May contain a Y or an N in NCIC 2000-formatted messages. System will default to N if left blank.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.

OLN	Operator's License Number	One zero only or a run of zeros only indicating a license is unknown may not be used. More information available in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
OLS	Operator's License State	Must be a valid code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
OLY	Operator's License Year of Expiration	Must represent the year the license expires (XXXX), the alphabets NX to represent nonexpiring, or the code UNKN for unknown. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i>
ORI	Originating Agency Identifier	Must be a valid ORI.
PCO	Protection Order Conditions	Must be 01, 02, 03, 04, 05, 06, 07, 08 or 09.
PNO	Protection Order Number	A unique number assigned by the court. A hyphen is permitted in addition to alphabetics and numerics. Must not contain a single zero, a run of zeros only, or the word NONE.
POB	Place of Birth	Must be a valid code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> . More information also available in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
PPB	Protected Person Date of Birth	Must be a valid Gregorian date (YYYYMMDD).
PPN	Protected Person Name	The name may include alphabetics, numerics, a comma, hyphen(s), and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The <i>NCIC 2000 Code Manual</i> , Personal Descriptors, provides coding instructions.
PPR	Protected Person Race	Must be a valid code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
PSN	Protected Person Social Security 001010001 Number	Must not be a run of zeros. Should not be less than 001010001 or have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth position. These invalid and/or nonissue numbers are accepted but cause a SOC attention message. More information available in Personal Descriptors, <i>NCIC 2000 Code Manual</i> (December 2000).
PSX	Protected Person Sex	Must be a valid code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

RAC	Race	Must be a valid code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SEX	Sex	Must be a valid code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SKN	Skin Tone	Must be a valid code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SOC	Social Security Number	Must not be less than 001010001 or have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth position. Invalid and/or nonissue numbers are accepted but cause a SOC attention message. More information available in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
VCO	Vehicle Color	Must be a valid code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If two color codes are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used. The Vehicle File Chapter of this manual has additional edits on the VIN Field. If state-assigned or a nonconforming 17-character VIN, SVIN must be entered in the first four characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field.
VMA	Vehicle Make	For NCIC 2000 messages, the VMA Field can be up to 24 characters. The first four characters must be alphabetic and a valid code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions three and/or four should be blanks. The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK.
		If the VMO is other than TL, the VMA code must be a valid code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
		If the VMO is TL, the VMA code must not be the characters ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYYY, ZZ, ZZZ, or

ZZZZ.

		For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE.
	(Jeep)	If the VMA code is JEP, the VYR must be 1969 or less. If the VMA code is AMER, the VYR must be 1988 or less. If the VMA code is JEEP, the VYR must be 1989 or greater.
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO
	(all-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobile)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYL or one of the approved VMA codes for snowmobiles or motorcycles listed in the <i>NCIC 2000 Code Manual</i> , Vehicular Data Codes. If VST is MV, the VMA code must be SPEC, ATV, CYL or one of the approved VMA codes for snowmobiles or motorcycles listed in the <i>NCIC 2000 Code Manual</i> , Vehicular Data Codes. If VMA code is ATV or SPEC, the VST must be EB, EN, MV, or OP, and the name of the manufacturer must be entered in the MIS Field.
VMO	Vehicle Model	Spaces cannot be skipped. Hyphens or symbols can be used. More information available in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
	(assembled automobile)	The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE.
	(construction equipment)	If the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(farm and garden equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(motorcycle)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(snowmobile)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
		If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in Vehicular Data Codes, <i>NCIC 2000 Code</i>

		<i>Manual</i> , the VMO must be SKT, SKW, TRA, TRW, or WHE.
	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VST	Vehicle Style	Must be a valid code listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
VYR	Vehicle Year	Must be four numeric characters representing the production (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than one year beyond the current model year. For entries of model year 1981 or later, and when the VIN is 17 characters, the 10th position (vehicle year) of a VIN must represent the VYR.
WGT	Weight	Minimum of 050 and maximum of 499. More information is available in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

#### **NCIC 2000-formatted Messages May Also Contain the Following Fields:**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
CMC	Caution and Medical Conditions	Must be a valid code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
ENS	Expanded Name Search	Must be Y or N.
IMN	Image NCIC Number	A self-checking number which is automatically assigned by NCIC 2000 to each accepted image record and consists of alphabetic character I followed by nine numeric characters. Must have valid check digit.
IMT	Image Type	Must be a valid NCIC 2000-assigned code as listed in the Image File Chapter.
IND	Image Indicator	Must be Y or N.
RSH	Related Search Hit	Must be Y or N.
VLN	Name of Validator	Must be any valid character representing validator.

#### **1.8 CRITERIA FOR REJECTING DUPLICATE RECORDS**

1. If the following fields of an NCIC 2000 POF or temporary POF entry message are the same as those field codes of an active POF record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI, PNO, and ORI; FBI, OCA, and ORI; NAM, MNU, PNO, and ORI; NAM, MNU, OCA, and ORI; NAM, SOC, PNO, and ORI; NAM, SOC, OCA, and ORI; OLN, OLS, PNO, and ORI; OLN, OLS, OCA , and ORI; NAM, PNO, and ORI; or NAM, OCA, and ORI. (The PNO and OCA are only part of the criteria if the fields contain a value other than spaces). Essentially, NCIC 2000 will accept records for multiple protection orders on one subject or one protection order with multiple subjects.
2. Whenever the message REJECT ON FILE is sent by NCIC 2000, the record on file will also be transmitted.
3. A duplicate record will be accepted if the ORI in the second entry is different or the person type is other than Protection Order, e.g., Wanted or Missing Person Files, Gang File, etc. A duplicate record will also be accepted if there are vehicle data in the POF message that match data in the Vehicle File. In those cases, the duplicate record(s) will be furnished with the entry/modify acknowledgment.

## **1.9 \$.8. OUT-OF-STATE MESSAGE**

NCIC 2000 will **not** transmit a \$.8. message when there is an entry, modification, clearance, or cancellation of a POF record containing data on a vehicle registered in a state other than the ORI of record. Additional information on the \$.8. administrative message can be found in the Introduction chapter of this manual.

## **1.10 IMAGE CAPABILITY**

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC 2000.

## **1.11 INVESTIGATIVE INTEREST**

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC 2000.

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## **SECTION 2--ENTRY**

### **2.1 EXAMPLE OF PROTECTION ORDER FILE ENTRY**

1N01HEADER.EPO.MD1012600.SMITH, JOHN J.M.W.MD.19701010.20000728.510.175.  
BRO.BRO.416249J4.FAR.SCL EAR.121011CO141159TTCI13.AS-123456789.  
123456789.N222333444.MD.1995.03.Y.19950728.14-017289.  
100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR  
VISITATION.Y.ABC123.MD.2000.PC.2G2PM37A2G2208042.1996.DODG.INT.

4T.RED.P012345.MD056013J.SMITH, JANE L.F.W.19700302..555225555.Y.FBI LAB,  
 QUANTICO,  
 VA 703-632-4000, VA1234567, MTDNA, CODIS NUMBER - ABC-UHR-123456789

### Acknowledgment

1L01HEADER  
 MD1012600  
 NAM/SMITH, JOHN J NIC/H123456789  
 OCA/14-017289

Note: For records that do not include OCA data, PNO data will be used.

### 2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS <i>DEFINED IN NCIC 2000 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS <i>DEFINED IN NCIC 2000 CODE MANUAL</i>
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS <i>DEFINED IN NCIC 2000 CODE MANUAL</i>
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
DATE OF EXPIRATION	MANDATORY	EXP	6-6 8-8	ALPHABETIC, NUMERIC

HEIGHT	OPTIONAL	HGT	3-3	NUMERIC
WEIGHT	OPTIONAL	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	OPTIONAL	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
PROTECTION ORDER CONDITIONS	MANDATORY	PCO	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
BRADY INDICATOR	OPTIONAL	BRD	1-1	ALPHABETIC
DATE OF ISSUE	MANDATORY	ISD	8-8	NUMERIC

ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-250 1-500*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL (MUST BE ACCOUNTED FOR IN NCIC FORMAT)	NOA*	1-1	ALPHABETIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-4 2-24*	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL	VCO	3-3	CODE AS DEFINED IN

					<i>NCIC 2000 CODE MANUAL</i>
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	7-7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
COURT IDENTIFIER	OPTIONAL	CTI	9-9		ALPHABETIC, NUMERIC
PROTECTED PERSON'S NAME	CONDITIONAL SET	PPN	3-30		ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROTECTED PERSON'S OPTIONAL WITHIN SEX	OPTIONAL WITHIN SET	PSX	1-1		CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PROTECTED PERSON'S OPTIONAL WITHIN RACE	OPTIONAL WITHIN SET	PPR	1-1		CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PROTECTED PERSON'S CONDITIONAL DATE OF BIRTH	OPTIONAL WITHIN SET	PPB	8-8		NUMERIC
CAUTION AND MEDICAL CONDITION	OPTIONAL	CMC*	2-2		CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PROTECTED PERSON'S SOCIAL SECURITY NUMBER	CONDITIONAL WITHIN SET	PSN*	9-9		NUMERIC
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1		ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250		ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ*	2-2		CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
ETHNICITY	OPTIONAL	ETN*	1-1		CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

\*NCIC 2000 format only

## 2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory in a POF record: MKE, ORI, NAM, SEX, RAC, EXP, PCO, and ISD. In addition, records must have either OCA or PNO for entry.

POF records must also have at least one of the following numeric identifiers: DOB, FBI, MNU, SOC, OLN (if OLN is used, OLS and OLY are also required), LIC (if LIC is used, LIY, LIS, and LIT are required), VIN (if VIN is used, VYR, VMA, and VST are required), or PPN (if PPN is used, either PPB or PSN are required).

## 2.4 ADDITIONAL GUIDELINES

1. The entering agency (ORI) must account for all fields in the POF record format. In the original entry, all available data called for in the record must be entered. In addition, all available critical data should be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MPO or MKE/MTO). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a POF record are located in Section 8 of this chapter.
2. For training and administrative purposes, agencies may enter test records into NCIC 2000 by using the header TL01 or TN01. The test records will not generate any notifications, nor will batch processing be performed in the test system.
3. All numerical identifiers except the OCA, PNO, and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA and PNO, and a hyphen is used to separate the first two alphabetics from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
4. The NOA Field is not operational for NCIC-formatted messages. If the entering agency wants to be notified of all hits, NOAH must be placed in the MIS Field. Additional details on the NOA Field in NCIC 2000-formatted messages can be found in this section.
5. Records containing **only** the protected person's information as the numeric identifier will not be hit upon when the inquiry is on the subject of the record. Many protection orders disqualify the subject from possessing, purchasing, or receiving a firearm. To ensure that these individuals are prevented from purchasing a firearm, every effort should be made to obtain the numeric identifiers (specifically the date of birth) for the subject of the record.
6. When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security

number, operators license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.

## **2.5 MESSAGE FIELD CODES FOR ENTRY**

### **1. DATE OF EXPIRATION (EXP)**

The EXP is the date the protection order (final, temporary, or emergency) expires. If the protection order does not have an expiration date, NONEXP should be entered.

### **2. PROTECTION ORDER CONDITIONS (PCO)**

The terms and conditions of the protection order are indicated in the PCO Field. An additional eight conditions may be added by entering a supplemental record. Specific details of terms and conditions are placed in the MIS Field. PCO codes are the following:

<b>PCO Code</b>	<b>Translation</b>
01	01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING, HARASSING, FOLLOWING, INTERFERING WITH, OR STALKING THE PROTECTED PERSON AND/OR THE CHILD OF THE PROTECTED PERSON.
02	02 - THE SUBJECT MAY NOT THREATEN A MEMBER OF THE PROTECTED PERSON'S FAMILY OR HOUSE-HOLD.
03	03 - THE PROTECTED PERSON IS GRANTED EXCLUSIVE POSSESSION OF THE RESIDENCE OR HOUSEHOLD.
04	04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE, PROPERTY, SCHOOL, OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON OR OTHER FAMILY OR HOUSEHOLD MEMBER.
05	05 - THE SUBJECT IS RESTRAINED FROM MAKING ANY COMMUNICATION WITH THE PROTECTED PERSON, INCLUDING BUT NOT LIMITED TO, PERSONAL, WRITTEN OR TELEPHONE CONTACT, OR THEIR EMPLOYERS, EMPLOYEES, FELLOW WORKERS, OR OTHERS WITH WHOM THE COMMUNICATION WOULD BE LIKELY TO CAUSE ANNOYANCE OR ALARM THE VICTIM.
06	06 - THE SUBJECT HAS VISITATION OR CUSTODY RIGHTS OF THE CHILD(REN) NAMED.
07	07 - THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A FIREARM OR OTHER WEAPON.
08	08 - SEE THE MISCELLANEOUS FIELD FOR COMMENTS REGARDING THE TERMS AND CONDITIONS OF THE ORDER.

09

09 - THE PROTECTED PERSON IS AWARDED TEMPORARY EXCLUSIVE CUSTODY OF THE CHILD(REN) NAMED.

3. BRADY RECORD INDICATOR (BRD)

1. Protection orders meeting certain criteria disqualify an individual from possessing, purchasing, or receiving a firearm per Federal Law 18, USC 922.
2. An order that restrains an individual from harassing, stalking, threatening, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or a child of the partner disqualifies that individual from possessing, purchasing, or receiving a firearm providing that the order:
  1. Was issued after a hearing, of which the subject received actual notice, and at which such person had an opportunity to participate, and;
  - 2a. Includes a finding that the subject represents a credible threat to the physical safety of an intimate partner or child.
  - b. Explicitly prohibits the use, attempted use, or threatened use of physical force against an intimate partner or child that would reasonably be expected to cause bodily injury.
3. If the criteria are met and the subject is considered Brady disqualified, Y should be entered in the BRD Field. This will cause a caveat to be generated as part of a response to an NCIC 2000 inquiry. The caveat follows the protection order alert but precedes the NCIC 2000 record and reads:

\*\*\*\*THE SUBJECT OF THIS RECORD IS PROHIBITED FROM RECEIVING OR POSSESSING A FIREARM UNDER FEDERAL LAW (TITLE 18, U.S.C., SECTION 922)\*\*\*\*

4. Only a final protection order record (MKE/EPO or EPOC) can contain a Brady indicator of Y or U (unknown). Emergency or temporary orders(MKE/ETO or ETOC) issued *ex parte* do not meet the criteria specified by law, and, therefore, N must be entered in the field.
5. Prior to entering the record, an entering agency should make every attempt to determine the firearm disqualification status. The U code should be used when the status remains unknown after reviewing all available documentation. When no attempt is made to determine the disqualification status, a BRD code should not be included in the record (MKE/EPO or EPOC).
6. The federal firearm prohibition does not apply unless the relationship between the subject of a protection order (respondent) and the protected person (petitioner) is that of an intimate partner or child of an intimate partner.

*Intimate Partner*--with respect to a person, the spouse of the person, a former spouse of the person, an individual who is a parent of a child of the person, and an individual who cohabit or has cohabited with the person.

*Cohabitation*--requires a live-in relationship (or former live-in relationship) between two (2) individuals (can be same sex) which, in essence, is a sexual/romantic relationship, NOT merely a roommate.

The following chart contains relationships frequently encountered on protection orders and the corresponding value for the BRD Field.

PROTECTED PERSON	SUBJECT	BRD
Spouse	Spouse	Y
Former spouse	Former spouse	Y
Unmarried Child in Common	Unmarried Child in Common	Y
Unmarried Currently or formerly living together unless documentation of cohabitation exists	Unmarried Currently or formerly living together unless documentation of cohabitation exists	U
Child	Parent	Y
Stepchild	Stepparent	Y
Currently or formerly cohabiting	Currently or formerly cohabiting	Y
Parent	Child	N
Nephew/Niece	Uncle/Aunt	N
Uncle/Aunt	Nephew/Niece	N
Grandchild	Grandparent	N
Grandparent	Grandchild	N
Brother/Sister	Brother/Sister	N
Cousins	Cousins	N
Roommates	Roommates	N
Neighbors	Neighbors	N
Stepparent	Stepchild	N
Boyfriend/Girlfriend unless cohabitation exists	Boyfriend/Girlfriend unless cohabitation exists	N
Same sex cohabiting, intimate relationship	Same sex, cohabiting, intimate relationship	Y
Stranger	Stranger	N

#### 4. PROTECTED PERSON NAME (PPN)

The PPN contains the name of the person protected by the order. If the name of the protected person and his/her date of birth and/or Social Security number (NCIC 2000 only) is known, the data should be placed in the corresponding fields. The *NCIC 2000 Code Manual* (December 2000), Personal Descriptors, provides detailed instructions on the coding of a name. When only the name of the protected person is known, it can be placed in the MIS Field.

## **5. PROTECTED PERSON DATE OF BIRTH (PPB)**

For NCIC-formatted messages, this field is mandatory if information is placed in the PPN Field.

## **6. MISCELLANEOUS (MIS) FIELD**

1. If a caution indicator is used in the message key, the reason for the caution must be entered as the first item in the MIS Field (NCIC format only). Aliases, nicknames (monikers), vehicle data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered as a supplemental record (MKE/EPNO) illustrated and explained in Section 8 of this chapter, as this procedure increases the chances of a hit on the record.
2. If the entry contains an FBI number, the entering agency may obtain a copy of the subject's manual identification record by entering the alphabetic code Send Identification Record (SIR) as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field.
3. When an agency enters a POF record with a protection order condition of 08, the terms and conditions must be entered in the MIS Field.
4. This field should be used to further explain the conditions of an order. For example, if the terms and conditions of the PCO state that the subject is restrained from entering the residence, property, school, or place of employment of the protected person(s) or of the other family or household members of the protected person, then such information is shown in the MIS Field. For example:

MIS/100 FEET OFF MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN MIS/FOR VISITATION.

Additionally, the MIS Field should contain details regarding service of the order.

## **7. ORIGINATING AGENCY CASE NUMBER (OCA)**

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

## **2.6 NCIC 2000 MESSAGE FIELD CODES AND EDITS FOR ENTRY**

### **1. CAUTION AND MEDICAL CONDITIONS (CMC)**

When a POF record is entered with a caution indicator, the MKE ends with C, and the CMC Field must contain a valid caution and medical code. Section 8 of this chapter describes the process for entry of additional CMC codes as supplemental records to a POF record. The following are the allowable CMC codes and their translations.

00 = Armed and Dangerous	55 = Alcoholic	90 = Diabetic
05 = Violent Tendencies	60 = Allergies	01 = Other
10 = Martial Arts Expert	65 = Epilepsy	
15 = Explosive Expertise	70 = Suicidal	
20 = Known to abuse drugs	80 = Medication Required	
25 = Escape Risk	85 = Hemophiliac	
30 = Sexually Violent Predator - Contact ORI for Detailed Information		
40 = International Flight Risk		
50 = Heart Condition		

## 2. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the subject of the POF record is known, Y should be entered into the NOA Field. Previously, this was indicated by placing NOAH in the MIS Field. If the NOA is blank, the field will default to N.

The NOA Field will be returned in record responses when the inquiring agency ORI matches the entering agency ORI and in unsolicited notifications (\$. messages) to the ORI of record.

---

## 3. DNA PROFILE INDICATOR (DNA) and DNA LOCATION (DLO)

The DNA Field has a default value of N, meaning no DNA data is available. When the user sets the DNA Field to Y, indicating DNA data are available, then specific information regarding location of the DNA sample must be entered in the DLO Field. The DLO Field can include contact information, type of DNA sample, and other information deemed appropriate by the agency. If the DNA Field is set to Y and the DLO is blank, then the record will be rejected.

---

## SECTION 3--MODIFICATION

### **3.1 WHEN TO USE A MODIFICATION MESSAGE**

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in the base record.

A modification message to delete information in a field of the base record will cause the same data in the supplemental record to move up to the base record, **except** for vehicle, license, protected person, AKA, and image data.

### **3.2 EXAMPLE OF A MODIFICATION MESSAGE**

1N01HEADER.MPO.MD1012600.NAM/SMITH, JOHN J.NIC/H146203706.SOC/123456789.  
PNO/P012354

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
MODIFY NAME/SMITH, JOHN J NIC/H146203706

The above modification example contains: header (1N01HEADER), message key (MPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/H146203706), the fields being modified, and the data being changed (SOC/ 123456789 and PNO/P012354).

### **3.3 MESSAGE FIELD CODES FOR MODIFICATION**

<b>FIELD NAME</b>	<b>REQUIREMENTS</b>	<b>MESSAGE FIELD CODE</b>	<b>FIELD LENGTH</b>	<b>DATA TYPE</b>
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN*	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY	OPTIONAL			

## **TRANSACTION**

\*NCIC 2000 format only

### **3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED**

The record to be modified must be identified by NAM and NIC, in that order; NAM and OCA, in that order; NIC and OCA, in that order; or NAM and PNO, in that order, followed by the fields to be modified. All fields, other than the HDR, MKE, and ORI, must be preceded by the appropriate MFC and a slash. The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

### **3.5 ADDITIONAL GUIDELINES FOR MODIFICATION**

1. Further instructions to modify an alias and/or an additional identifier previously appended to a POF record by means of a supplemental record are provided in Section 8 of this chapter.
2. If an agency has entered a temporary protection order record, it can be modified (MKE/MTO) to a regular protection order record by modifying the MKE to EPO.
3. An agency modifying a POF record to insert the FBI number may also request a copy of the subject's identification record by adding SIR as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field. Only the agency that entered the record may request a copy of the identification record through this means.
4. If a court should make a change to a protection order that is the basis for a POF record and is not the entering agency, that court must notify the agency that entered the record of the change.
5. If a court changes the expiration date of an order, but the change does not occur until after a record expires, the record must be reentered.
6. Five days prior to the expiration of a protection order (date shown in the EXP), the ORI of record will receive a \$.P. message. This unsolicited message from NCIC 2000 is a reminder to the agency to make any needed modifications to the EXP in the event that the date was changed by a court.
7. POF records that have been cleared or expired and are in an inactive status cannot be modified.

### **3.6 MODIFICATION TO REMOVE VEHICULAR DATA FROM A RECORD**

#### **1. TO REMOVE ALL VEHICULAR DATA**

When vehicular data are included in a POF record, a special modification message may be used to remove all the vehicular data without identifying each individual field. The characters LIC-

VCO/. follow the two record identifiers. LIC-VCO/. causes NCIC 2000 to delete the fields LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO.

1N01HEADER.MPO.MD1012600.NAM/SMITH, JOHN J.NIC/H123456780.  
LIC-VCO/.

**Acknowledgment:**

1L01HEADER  
MD1012600  
MODIFY NAM/SMITH, JOHN J NIC/H123456780

The above modification example to remove all vehicular data contains: header (1N01HEADER), message key (MPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/H123456780), and the fields being removed (LIC-VCO) immediately followed by slash period (/).

**2. TO REMOVE PART OF VEHICULAR DATA**

The special modification message explained above cannot be used to remove less than all of the vehicular data from a POF record. If, for example, only the four fields of license plate data (LIC, LIS, LIY, LIT) are to be deleted from the record, the usual modifying procedure must be followed, with each field to be deleted explicitly set forth in the modification message. For example:

1N01HEADER.MPO.MD1012600.NAM/SMITH, JOHN J.NIC/H123456780.LIC/.  
LIS/.LIY/.LIT/.

**3.7 VALIDATION GUIDELINES FOR NCIC MODIFICATION**

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a POF record to indicate that the record has been validated. When data are entered into the VLN Field, the NCIC enters the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modification message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

1N01HEADER.MPO.MD1012600.NAM/SMITH, JOHN J.NIC/H123456780.

VLN/JONES, DAVID E

**Acknowledgment:**

1L01HEADER  
MD1012600  
VALIDATE NAM/SMITH, JOHN J NIC/H123456780

---

## **SECTION 4--CANCELLATION**

### **4.1 WHEN TO USE A CANCELLATION MESSAGE**

Cancellation of a record is restricted to the agency that entered the record. A cancellation message will immediately retire the POF record. These records are not available in the inactive database. POF records that have been expunged or are determined to be inaccurate should be canceled. Active, expired, and cleared records can be canceled.

### **4.2 EXAMPLE OF A CANCELLATION MESSAGE**

1N01HEADER.XPO.MD1012600.NAM/SMITH, JOHN J.NIC/H146203706.19991205

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
CANCEL NAM/SMITH, JOHN J NIC/H146203706

The above cancellation example contains: header (1N01HEADER), message key (XPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/H146203706), and date of cancellation (19991205).

### **4.3 MESSAGE FIELD CODES FOR CANCELLATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC

\*NCIC 2000 format only

#### **4.4 IDENTIFICATION OF A RECORD TO BE CANCELED**

The record to be canceled must be identified by NAM and NIC, in that order; NAM and OCA, in that order; NIC and OCA, in that order; or NAM and PNO, in that order, preceded by the proper MFCs. The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. Cancellation date must follow the two record identifiers.

#### **4.5 ADDITIONAL GUIDELINES**

When a POF record is canceled, any supplemental information or images appended to that record will be canceled automatically.

Inactive records (expired and cleared) can be canceled. If the two record identifiers used in the cancellation message are NAM and OCA or NAM and PNO, the NCIC System will cancel the oldest matching record on file, which could be an inactive record.

#### **4.6 ADDITIONAL GUIDELINE FOR NCIC 2000 CANCELLATION**

Benefits and effectiveness data are not applicable to the POF record.

### **SECTION 5--INQUIRY**

#### **5.1 EXAMPLE OF AN INQUIRY FOR RECORD SUBJECT**

The message key QPO is used for Protection Order File (POF) inquiries. It will search the Protection Order File and will retrieve POF records which are active, expired, or cleared. If the QPO includes MNU, SOC, or OLN, the NCIC System will search them against the SER of the Article File personal identifier records.

1N01HEADER.QPO.MD0100010.NAM/SMITH, JOHN  
J.SEX/M.RAC/W.DOB/19701010

**Negative Response:**

1L01HEADER  
MD0100010

NO NCIC PROTECTION ORDER DOB/19701010 NAM/SMITH, JOHN J SEX/M  
RAC/W

**Positive Response:** (Response will contain any active, cleared, or expired records that may be identical with the subject of the query.)

1L01HEADER  
MD0100010

\*\*\*\*\*WARNING - THE FOLLOWING IS AN NCIC PROTECTION ORDER RECORD. DO NOT  
SEARCH, DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING  
AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER\*\*\*\*\*

MKE/PROTECTION ORDER  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/MD  
DOB/19701010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4 CTZ/US  
SKN/FAR SMT/SC L EAR  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/N222333444 OLS/MD OLY/1995  
PNO/PO12345 BRD/N ISD/19980728 EXP/20000728 CTI/MD056013J  
PPN/SMITH, JANE L PSX/F PPR/W PPB/19710101 PSN/777665555  
PCO/01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING,  
HARASSING, FOLLOWING, INTERFERING, OR STALKING THE PROTECTED  
PERSON AND/OR THE CHILD OF THE PROTECTED PERSON  
OCA/14-017289  
MIS/100 FEET FROM RESIDENCE EXCEPT WHEN PICKING UP CHILDREN FOR  
MIS/VISITATION  
LIC/ABC123 LIS/MD LIY/2000 LIT/PC  
VIN/2G2PM37A2G2208042 VYR/1992  
VMA/DODG VMO/INT VST/4T VCO/BLK  
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555  
NIC/H146203706 DTE 19980801 0000 EDT DLU/20080321 1600 EDT

\*\*\*\*\*WARNING - THE FOLLOWING IS AN EXPIRED NCIC PROTECTION ORDER RECORD. DO  
NOT SEARCH,  
DETAIN, OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING  
AGENCY TO CONFIRM STATUS AND TERMS OF PROTECTION ORDER\*\*\*\*\*

MKE/EXPIRED PROTECTION ORDER  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/MD  
DOB/19701010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A  
SKN/FAR SMT/SC L EAR  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
PNO/PO33333 BRD/N ISD/19980517 EXP/19990517 CTI/MD010023D  
PPN/SMITH, RITA R PSX/F PPR/W PPB/19730319 PSN/111223333  
PCO/01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING,

HARASSING, FOLLOWING, INTERFERING, OR STALKING THE PROTECTED PERSON  
AND/OR THE CHILD OF THE PROTECTED PERSON  
OCA/14-556678

MIS/SUBJECT IS PROHIBITED FROM CONTACTING PROTECTED PERSON AND MUST  
MIS/VACATE RESIDENCE

ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555  
NIC/H147359010 DTE 19980521 0000 EDT DLU/20080301 1600 EDT

## 5.2 MESSAGE FIELD CODES FOR AN INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION	CONDITIONAL SET	VIN	1 -20	ALPHABETIC, NUMERIC

NUMBER				
ORIGINATING CASE AGENCY NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC  SPECIAL CHARACTER
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR*	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT*	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH*	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH*	OPTIONAL	EBS	1-1	NUMERIC

\*NCIC 2000 format only

### 5.3 REQUIREMENTS FOR AN INQUIRY

1. An inquiry of the Protection Order File may be made by name and one, more than one, or all of the following alphanumeric identifiers: complete DOB ( including year, month, and day), FBI, MNU, SOC, and OLN, with each data element preceded by the proper MFC. Additionally, inquiries may be made using vehicle data, NAM and OCA only, NAM and PNO only, or NIC only, with each data element preceded by the proper MFC.

**Note:** Exact spelling of the name as contained in the entry is required when inquiring with only NAM and OCA or NAM and PNO. An inquiry with NAM and DOB will also search the PPN and PPB Fields, respectively. Additionally, an inquiry with SOC will search the PSN Field.

2. When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the exact date of birth in a record before a record will be retrieved. When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC will search for all matching records that contain the exact DOB and a surname that is a New York State Identification and Intelligence System match to the surname in the inquiry.

Sex and race should be included to minimize multiple hits by limiting the scope of the name search. Including sex will cause NCIC to search only those records containing the same SEX code as the SEX code in the inquiry. Also, the inclusion of race in an inquiry can limit the search

made by NCIC . A list of the Race Field codes and the race codes that will be searched when each is included in an inquiry follows.

<b>Race Code In Inquiry</b>	<b>Race Codes Searched</b>
A Asian or Pacific Islander	All
I American Indian or Alaskan Native	All
B Black	All except W
W White	All except B
U Unknown	All

3. When the inquiry contains a name and an alphanumeric identifier other than DOB, i.e., SOC, FBI, MNU, or OLN, a name search is **not** generated. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search.

4. If an alphanumeric identifier is not available, an alphabetical search by NAM can be performed by requesting a Global Inquiry (SPRQ) from the CTA/FSC if additional descriptive identifiers are known.

5. An inquiry can provide a secondary hit response only from within the Protection Order File when the primary hit contains a SOC, FBI, or VIN, and those fields were not part of the original search criteria. A second computer search is automatically generated on the SOC, FBI, and VIN contained in the primary record response. A QPO transaction will not cause a cross-search of any other file.

6. An inquiry of the Wanted Person (QW, QWA, QWE, QWF, QWS, ZW, QWB, and QWI) and/or Vehicle (QV, ZV, QVB) Files will result in the automatic cross-search of the POF. Active records will be returned in a positive response; inactive records will not. QW queries based on NAM and DOB will also search the PPN and PPB Fields. Additionally, QW inquiries on SOC will also search the PSN Field. The Wanted Person and Vehicle File Chapters contain details regarding use of the above MKEs.

7. If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be included after the first 20 hit responses to indicate a file is being created with up to an additional 100 hit responses.

#### **ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW**

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

8. If an inquiry hits on more than 100 records, the NCIC System will discontinue processing the response and return the first 100 records with the following caveat.

MAXIMUM RECORD COUNT EXCEEDED FOR AN ON-LINE

SEARCH. RESUBMIT MODIFIED SEARCH PARAMETERS OR SUBMIT A GLOBAL INQUIRY TO RETRIEVE ALL RECORDS.

To modify the search parameters to possibly prevent excessive hits, omit DOB and use NAM and a different numeric identifier. Also, using SEX and RAC with NAM and DOB may reduce the number of hits. To request a Global Inquiry, contact your CSA or the FBI's CJIS Division.

9. A Protection Order File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, operator's license data, license plate data, vehicle identification data, protected person data, protection order conditions, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the fields will be sorted as follows: operator's license data by OLS, license plate data by LIS, vehicle data by VIN, protected person data by PPN, and image data by IMN.

#### **5.4 EXAMPLE OF A QW USING NAME OF PROTECTED PERSON**

1N01HEADER.QW.MD0100010.NAM/SMITH, JANE L.SEX/F.RAC/W.DOB/19710101

##### **Negative Response:**

1L01HEADER  
MD0100010

NO NCIC WANT DOB/19710101 NAM/SMITH, JANE L SEX/F RAC/W  
\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

##### **Positive Response: (with supplemental information)**

1L01HEADER  
MD0100010

\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

\*\*\*\*\*WARNING - THE FOLLOWING IS AN NCIC PROTECTION ORDER RECORD. DO NOT SEARCH, DETAIN,  
OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING AGENCY TO CONFIRM STATUS AND  
TERMS OF PROTECTION ORDER\*\*\*\*

\*\*\*\*\*THE SUBJECT OF THIS RECORD IS PROHIBITED FROM RECEIVING OR POSSESSING A FIREARM  
UNDER FEDERAL LAW (TITLE 18, U.S.C., SECTION 922)\*\*\*\*\*

MKE/PROTECTION ORDER  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/MD  
DOB/1971010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A  
SKN/FAR SMT/SC L EAR  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/N222333444 OLS/MD OLY/1995  
PNO/PO12345 BRD/Y ISD/19980728 EXP/19990728 CTI/MD056013J  
PPN/SMITH, JANE L PSX/F PPR/W PPB/19710101 PSN/777665555  
PCO/04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE, PROPERTY,  
PCO/SCHOOL OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON OR OTHER  
PCO/FAMILY OR HOUSEHOLD MEMBER  
OCA/14-017289  
MIS/100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR  
MIS/VISITATION  
LIC/ABC123 LIS/MD LIY/2000 LIT/PC  
VIN/2G2PM37A2G2208042 VYR/1992  
VMA/DODG VMO/INT VST/4T VCO/BLK  
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555  
PCO/07 - THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A  
PCO/FIREARM OR OTHER WEAPON  
NIC/H146203706 DTE 19980728 0000 EDT DLU/19990125 1600 EST

## **5.5 ADDITIONAL GUIDELINES FOR NCIC 2000 INQUIRY**

### **1. IMAGE INDICATOR (IND)**

1. QPO inquiries may also contain an Image Indicator (IND) to specify whether an image should be returned if available. If the image indicator is Y, image data related to each primary hit response will be returned if available.

1N01HEADER.QPO.WA1230000.NAM/SMITH,JOHN J.  
SEX/M.RAC/W.DOB/19691012.IND/Y

2. The following would be returned for a POF record with a mugshot image:

IMR/MNAM:SMITH, JOHN J DOB:19691012  
RAC:W HGT:510 WGT:165 DOI:19821210  
NIC:H000069216 IMN:I000001233  
MIS: MUGSHOT FROM 1982 ARREST

00256  
<image>.

3. The Image Response (IMR) is composed of the following data: the Image Type (M for mugshot) and standard person MFCs (NAM, DOB , RAC, HGT, and WGT). The Date of Image (DOI) is next, followed by the NIC of the base record and the Image NCIC Number (IMN). Following the IMN is the Image MIS Field, then image size in bytes (00256), and, last, <image> would be replaced with the actual image.

### **2. RELATED SEARCH HIT (RSH)**

1. QPO inquiries may also contain a Related Search Hit (RSH) Field. If the RSH is Y, secondary hit responses will be returned for all linked POF records. The NCIC System links records when: 1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other and 2) the LKI/LKA are the same as ORI/OCA contained in the primary hit response.

2. If the hit response contains more than ten secondary hit responses, the following will be included in the hit response to indicate a file is being created with up to an additional 100 hit responses.

#### ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

3. A \$.B. notification will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

#### 3. EXPANDED NAME SEARCH (ENS)

A QPO inquiry may also contain an Enhanced Name Search indicator (ENS) to specify that when the NAM and DOB identifiers are used, the enhanced name search function should be performed. If the ENS is Y, primary hits will be determined using each entered name part as a last name, interchanging the remaining name parts as given names.

```
1N01HEADER.QPO.WA1230000.NAM/FRANK,MILES.SEX/M.RAC/W.DOB/19691012.  
ENS/Y
```

The following hit response based on ENS would be returned:

```
*****WARNING - THE FOLLOWING IS AN NCIC PROTECTION ORDER RECORD. DO NOT  
SEARCH, DETAIN,  
OR ARREST BASED SOLELY ON THIS RECORD. CONTACT ENTERING AGENCY TO CONFIRM  
STATUS AND  
TERMS OF PROTECTION ORDER****
```

```
MKE/PROTECTION ORDER  
ORI/MD1012600 NAM/MILES, FRANK L SEX/M RAC/W ETN/H POB/MD  
DOB/19691012 HGT/550 WGT/155 EYE/BRO HAI/BRO  
SKN/FAR SOC/987654321  
PNO/PO34512345 BRD/N ISD/19980728 EXP/19990728 CTI/MD056013J  
PPN/SMITH, JANE L PSX/F PPR/W PPB/19710101  
PCO/04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE,  
PCO/PROPERTY, SCHOOL, OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON  
PCO/OR OTHER FAMILY OR HOUSEHOLD MEMBER  
OCA/14-017289  
MIS/100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR  
MIS/VISITATION  
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555  
NIC/H134566706 DTE 19980728 0000 EDT DLU/19990125 1600 EST
```

#### 4. EXPANDED DATE OF BIRTH SEARCH (EBS)

When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB. When an inquiry transaction includes the numeric 2 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact year of birth with the month and day transposed. When the inquiry transaction includes the numeric 3 in the EBS Field, the expanded date of birth search will return the following: records with the exact input DOB, records with the exact month and day and a range of plus or minus 1 year of the input DOB, and records with the exact year of birth with the month and day of the input DOB transposed.

## 5. DELAYED-INQUIRY HIT NOTIFICATION (\$H.)

1. A \$H. is sent only to the entering/modifying agency for POF records.
2. A \$H. will be returned only if the entering/modifying and inquiring agencies are different.

## 6. MISCELLANEOUS NUMBER FIELD

If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The MIS Field in the hit response should be reviewed to confirm that the first 15 characters are the same as the complete MNU.

7. If a hit response contains expired license plate information, the following caveat will be included:

WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

## 5.6 PROCEDURES FOR HANDLING A HIT

1. The entering agency must be able to confirm the status and terms of a protection order to any criminal justice agency that makes an inquiry. If the entering agency does not operate 24 hours a day, seven days a week, it must make arrangements with another agency through a written agreement to provide responses to hit confirmation requests.

Requirements for hit confirmation responses are based on two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.

2. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

---

## **SECTION 6--LOCATE**

There are no locate procedures for the Protection Order File.

---

## **SECTION 7--CLEAR**

### **7.1 WHEN TO USE A CLEAR MESSAGE**

When a court notifies the owner of the record that the protection order has been canceled, the entire corresponding POF record must be cleared. The clear transaction will change the status of the POF record from active to inactive. Clearance of a POF record is restricted to the agency that entered the record.

Expired records cannot be cleared.

### **7.2 EXAMPLE OF A CLEAR MESSAGE**

1N01HEADER.CPO.MD1012600.NAM/SMITH, JOHN J.NIC/H146203706.20000531

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
CLEAR NAM/SMITH, JOHN J NIC/H146203706

The above clear example contains: header (1N01HEADER), message key (CPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/H146203706), and date of clear (20000531).

### **7.3 MESSAGE FIELD CODES FOR RECORD CLEAR**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING	MANDATORY	ORI	9-9	ALPHABETIC,

AGENCY IDENTIFIER				NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC

\*NCIC 2000 format only

#### **7.4 IDENTIFICATION OF A RECORD TO BE CLEARED**

The record to be cleared must be identified by NAM and NIC, in that order; NAM and OCA, in that order; NIC and OCA, in that order; or NAM and PNO, in that order, preceded by the proper MFC. The name used in identifying the record to be cleared must be set forth with the exact spelling and spacing as shown in the record on file. The date of clear must follow the two record identifiers.

#### **7.5 ADDITIONAL GUIDELINES**

When a Protection Order File record is cleared, any supplemental information appended to that record will be cleared automatically.

When a POF record is cleared, its status will be changed to inactive. During this period of time, the record can be accessed via the QPO transaction. Inactive records cannot be modified. The record will remain on file for the remainder of the year plus 5 years at which time the record will be retired.

#### **7.6 ADDITIONAL GUIDELINE FOR NCIC 2000 CLEAR**

Benefits and effectiveness data are not applicable to the POF record.

### **SECTION 8--SUPPLEMENTAL DATA**

#### **8.1 MESSAGE FIELD CODES FOR A SUPPLEMENTAL RECORD**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN <sup>1</sup>		

LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC <sup>2</sup>		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN <sup>3</sup>		
PROTECTED PERSON SET	OPTIONAL SET	PPN <sup>4</sup>		
PROTECTION ORDER CONDITIONS	OPTIONAL	PCO	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
IMAGE NCIC NUMBER	OPTIONAL SET	IMN <sup>5</sup>		
CAUTION AND MEDICAL CONDITION	OPTIONAL	CMC	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
CITIZENSHIP	OPTIONAL	CTZ*	9-9	CODE AS DEFINED IN NCIC 2000 CODE MANUAL

\*NCIC 2000 format only

<sup>3</sup>VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO>

<sup>1</sup>OLN/<OLN>.<OLS>.<OLY>

<sup>4</sup>PPN/<PPN>.<PSX>.<PPR>.<PPB><PSN\*>

<sup>2</sup>LIC/<LIC>.<LIS>.<LIY>.<LIT>

<sup>5</sup>IMN/<IMN>.<IMT>

## 8.2 ENTRY OF A SUPPLEMENTAL RECORD

Only the agency that entered the original record may add additional identifiers to a record. This applies to both permanent or temporary Protection Order File records.

## 8.3 EXAMPLE OF A SUPPLEMENTAL ENTRY

1N01HEADER.ENPO.MD1012600.NAM/SMITH, JOHN J.OCA/14-017289.  
 DOB/19681010.19711109.VIN/2G2PM39B2J2208195.1986.PONT..4T..  
 PPN/SMITH, PRINCESS...19900102.432567890.PPN/SMITH, PRINCE...  
 19900102.432483232

The above entry example contains: header (1N01HEADER), message key (ENPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and OCA/14-017289), two additional dates of birth (19681010.19711109), vehicle identification number (2G2PM39B2J2208195), vehicle year (1986), vehicle make (PONT), vehicle style (4T), protected person name (SMITH, PRINCESS), protected person date of birth (19900102),

protected person Social Security number (432567890), second protected person name (SMITH, PRINCE), and second protected person date of birth (19900102), and second protected person Social Security number (432483232).

#### **8.4 IDENTIFICATION OF A RECORD FOR ENTRY OF A SUPPLEMENTAL RECORD**

The POF record to which a supplemental record alias and/or another additional identifier is to be added must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; NAM and PNO, in that order; or NAM and OCA, in that order, with each data element preceded by the proper MFC. Identifiers used in the above example are name and originating agency case number. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

#### **8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD**

1. The data fields which may be included in a supplemental record with their field codes and the maximum number allowable for a POF record are the following:

<b>Field</b>	<b>Field Code</b>	<b>Maximum Number Permitted</b>
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known)	VIN	9
Protected Person Name, Sex, Race, Date of Birth, and Social Security Number * (entered as a set; either date of birth or	PPN	9

social security number are required; sex and race are not required but should be entered if known)

Protection Order Condition	PCO	7
Caution and Medical Conditions	CMC*	10
Image NCIC Number and Image Type (entered as a set)	IMN*	12
Citizenship	CTZ*	9

\*NCIC 2000 format only

2. IMN and IMT Fields (up to 12: 1 mugshot, 1 signature, 10 identifying images) are added to the supplemental record when an image is entered and the NIC of the base record is included in the entry transaction. Additional information can be found in the the Image File Chapter of this manual.

3. A record relating to John J. Smith might have appended supplemental data consisting of three other names (AKAs), nine dates of birth, five scars, two miscellaneous numbers (an army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, one set of vehicle data concerning an automobile known to be in his possession, three sets of data describing persons covered by the protection order, four additional conditions of the protection order, and two caution and medical conditions.

4. Entry of these additional data would require several supplemental record entry messages as all of these additional identifiers could not be included in one supplemental record entry message.

## **8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY**

A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias (or variation of name spelling); date of birth; scar, mark, tattoo, etc.; miscellaneous number; Social Security number; citizenship; protection order condition; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, a license plate, vehicle, protected person or image is likewise counted as one identifier.

## **8.7 ADDITIONAL GUIDELINES FOR A SUPPLEMENTAL RECORD ENTRY**

1. After the POF record has been identified, each field included in a supplemental record entry, except those entered in sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data. The data elements must be separated by a period and each field

must end with a period. Fields that are not a part of sets of data may be entered in any order in a supplemental record entry.

2. The field in the main record must contain information before any supplemental entry for that same field will be accepted. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the main record does not contain a Social Security number in the SOC Field.
3. All numeric identifiers excluding originating agency case number, protection order number, and miscellaneous number are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA and PNO Fields, and a hyphen must be used to separate the two alphabetics from the number itself in the MNU Field.
4. Personal Descriptors, State and Country Codes, and Vehicular Data Codes, *NCIC 2000 Code Manual*, contain appropriate coding of personal identifiers and license and vehicle data.

## **8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY**

### **1. ALIAS FIELD (AKA)**

1. Field code AKA followed by a slash is used to identify an alias(es). An alias includes any name in which any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, i.e., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.
2. An alias is to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial if any, space, and suffix meaning seniority, if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the MFC AKA.
3. Nicknames (monikers) are to be entered in the AKA Field of the protection order record. The term nickname in NCIC is defined as a name added to or substituted for the proper name of a person, such as their street name (i.e., Shorty). It is not a familiar form of a proper name, such as Jim for James.

The nickname is to be entered in the AKA Field, followed by a comma (space after comma is optional), then an X (i.e., Peanut, X).

### **2. OPERATOR'S LICENSE SET (OLN)**

Field code OLN followed by a slash is used to identify additional operator's license data in an entry. The three data elements making up this set are operator's license number, state of issue, and year of expiration. All three elements must be included in the order listed and must be separated by a period. For example:

OLN/ L234526677238.VA.1976.

In the event more than one operator's license is to be entered at the same time, each set of operator's license data must be preceded by MFC OLN/.

### 3. LICENSE PLATE SET (LIC)

Field code LIC followed by a slash is used to identify additional license plate data in an entry. This set contains four data elements: LIC, LIS, LIY, and LIT. Elements must be entered in the order listed and must be separated by a period. For example:

LIC/CBA321.MD.1999.TK.

In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data must be preceded by MFC LIC/.

### 4. VEHICLE IDENTIFICATION NUMBER (VIN) SET

1. Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This set contains six data elements: VIN, VYR, VMA, VMO, VST, and VCO.
2. The VIN, VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods and each data element must be accounted for. For example:

VIN/IL69X6J023456.1976.CHEV.IMP.4D.BLK.

or

VIN/1D37Q6R001225.1976.CHEV..2D..

3. In the event that data related to other vehicles are entered at the same time, each set of vehicular data must be preceded by MFC VIN/.

### 5. PROTECTED PERSON SET (PPN)

1. Field code PPN followed by a slash is used to identify an additional protected person in a supplemental entry. This set contains four data elements: for NCIC formatted messages: PPN, SEX, RAC, and DOB or five data elements for NCIC 2000 formatted messages: PPN, SEX, RAC, DOB, and PSN. The PPN and DOB or PSN are required for entry. However, all fields should be entered in proper order when available.

2. Elements must be separated by periods and each data element must be accounted for. For example:

PPN/DALE, ROGER J.M.W.19930917. 123456789

or

PPN/DALE ROGER J...19930917

or

PPN/DALE, Roger J....123456789

3. In the event that data related to other protected persons are entered at the same time, each set of protected person data must be preceded by MFC PPN/. If a protection order lists the names of more than ten protected persons, the additional names should be placed in the MIS Field.

## 6. PROTECTION ORDER CONDITIONS (PCO)

An additional seven protection order conditions can be entered in a supplemental record. The details of the conditions should be included in the MIS Field of the base record.

If condition number 08 is entered, the MIS Field is mandatory. PCO codes entered in a supplemental record will be translated in the NCIC 2000 response.

## 7. ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

Additional dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; protection order conditions; citizenships; and caution and medical conditions follow the field codes DOB/, SMT/, MNU/, SOC/, PCO/, CTZ/, and CMC/, respectively, without repeating the MFC and separated only by periods. For example:

DOB/19370102. 19350823.SMT/SC L CHK.POCKMARKS.  
MNU/AF-2252333.SOC/303055378.

## 8.9 MODIFICATION OF INFORMATION IN A SUPPLEMENTAL RECORD

No one-step procedure is available to modify fields in a POF supplemental record.

To modify, the incorrect field should be canceled and reentered. Cancellation procedures are set forth in this section which also contains instructions on entering the correct data.

## 8.10 EXAMPLE OF SUPPLEMENTAL RECORD INFORMATION CANCELLATION

1N01HEADER.XNPO.MD1012600.NAM/SMITH, JOHN J.NIC/H000069216.  
AKA/ROE, EDWARD.JONES, EDWARD.DOB/19651012.19630912

### Acknowledgment:

1L01HEADER  
MD1012600  
CANCEL SUPP NAM/SMITH, JOHN NIC/H000069216  
AKA/ROE, EDWARD  
AKA/JONES, EDWARD  
DOB/19651012  
DOB/19630912

The above example of a cancellation of information in a supplemental record to a POF record contains: header (1N01HEADER), message key (XNPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/H000069216), and data to be canceled (AKA/ROE, EDWARD.JONES, EDWARD and DOB/19651012. 19630912).

## **8.11 IDENTIFICATION OF RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS**

When canceling information contained in a supplemental record, the POF record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; NAM and OCA, in that order; or NAM and PNO, in that order, with each data element preceded by the proper MFC. The example shown uses NAM and NIC and supplemental data to be canceled, with each field preceded by the proper MFC.

## **8.12 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE**

A maximum of nine identifiers of various kinds may be canceled in one cancellation message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA (or name spelling variation), DOB, SMT, MNU, CMC, PCO, CTZ, or SOC is counted as one identifier. Each set of OLN, OLS, VIN, IMN, or PPN is counted as one identifier.

## **8.13 ADDITIONAL GUIDELINES FOR CANCELLATION OF SUPPLEMENTAL DATA**

1. Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; protection order conditions; caution and medical conditions; citizenships, and/or Social Security numbers to be canceled are to be set out in the cancel message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.
2. Each set of operator's license, license plate data, image data or protected person data (multiple data element fields) must be preceded by OLN/, LIC/, IMN/, or PPN/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicle data, only the vehicle identification number and make are required following VIN/, with a period to account for the intervening VYR Field. For example:

VIN/1L69X6JO23456..CHEV

When canceling information on a protected person, only the PPN and both PPB and PSN (when entered) are required after the MFC/; however, a period must be entered to account for the intervening PSX and PPR and PPB (if blank). For example:

PPN/SMITH, PRINCESS...19931121.432567890  
or

PPN/SMITH, PRINCESS....432567890

or

PPN/SMITH, PRINCESS...19931121

3. When a POF record is canceled, its entire supplemental record is automatically canceled.

*NCIC 2000*  
*PROTECTIVE INTEREST FILE*

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**PROTECTIVE INTEREST FILE**  
**SECTION 1--INTRODUCTION**

**1.1 BACKGROUND**

The Protective Interest File (PIF) has been designed to aid law enforcement agencies in their protective mission. Only law enforcement agencies with a protective mission as specified within municipal, state, or federal statutes, regulations, or other appropriate legal authority may enter and update records in the PIF. A record entered into the PIF will assist agencies in determining the threatener's location and may provide the record owner with information related to the threatener's criminal activity.

**1.2 CRITERIA FOR ENTRY**

Only law enforcement agencies with a protective mission as specified within municipal, state, or federal statutes, regulations, or other appropriate legal authority may enter and update records in the PIF. A record may be entered into the PIF for an individual for whom the authorized agency reasonably believes, based on its law enforcement investigation, may pose a threat to the physical safety of a protectee or their immediate family. Documentation (electronic or hard copy) must be on file to support a PIF entry.

**1.3 MESSAGE KEY (MKE) CODES**

Message	MKE	Translation
Entry	EPI	POTENTIALLY US TO U.S. SECRET SERVICE PROTECTEE  POTENTIALLY DANGEROUS TO USMS PROTECTEE  POTENTIALLY DANGEROUS TO PROTECTEE
	EPIC	POTENTIALLY DANGEROUS TO U.S. SECRET SERVICE PROTECTEE – CAUTION  POTENTIALLY DANGEROUS TO USMS PROTECTEE – CAUTION  POTENTIALLY DANGEROUS TO PROTECTEE - CAUTION
Modify	MPI	
Cancel	XPI	

Entry of supplemental record	ENPI	
Cancellation of supplemental record	XNPI	
Entry of stolen/fraudulent identifiers	ENPS	
Cancellation of stolen/fraudulent identifiers	XNPS	

\*There is no specific MKE to query the Protective Interest File; however, a wanted person inquiry will return a hit response on this file if a match occurs.

A caution indicator should be added to the MKE EPI when it is known that a PIF subject is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances. The reason for the caution must be entered in the Caution and Medical Conditions (CMC) Field.

#### **1.4 RECORD RETENTION PERIOD**

PIF records have an unlimited retention period. A PIF record will remain on file indefinitely or until action is taken by the entering agency to cancel the record.

Other exceptions to the record retention periods will occur in the event a serious error is detected in the record on file.

#### **1.5 AUTOMATIC RETIREMENT**

Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a PIF record or supplemental record for the year of entry plus 4 years, provided the license information has expired. Entering agencies are **not** notified of records from which expired license data are retired. If the expired license plate is the only searchable identifier in the PIF record, the entire record will be retired, and the originating agency will **not** be notified.

A nonexpiring license plate (LIY/NX) contained in a PIF record will remain on file until action is taken by the originating agency to remove the license data or cancel the entire record.

## **1.6 VALIDATION**

For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

The Name of Validation (VLN) Field will be returned only when the requester is the entering agency. For all other inquiries, the VLN Field will be suppressed.

## **1.7 MESSAGE FIELD CODES AND EDITS**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
AKA	Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Personal Descriptors, <i>NCIC 2000 Code Manual</i> , provides coding instructions.
CMC	Caution and Medical Conditions	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
DLO	DNA Location	Free text. If the DNA field is N or defaulted to N, then the DLO must be blank.
DNA	DNA Profile	Must be either a Y or N. N is the default value. If Y Indicator is entered, then the DLO Field must contain data.
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date. If the DOB is not the only

		numeric identifier, 00 may be entered for the month and/or day when the actual date is unknown. More information in Personal Descriptors, <i>NCIC2000 Manual Code</i> .
DTT	Date of Threat	Must be valid Gregorian date (YYYYMMDD) equal to or less than current date.
ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
EYE	Eye Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
FBI	FBI Number	May be up to seven numerics; or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetics followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, C, D, or E; and the check digit must be 0 to 9. The alphabetic characters I and O are always invalid. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
FPC	Fingerprint Classification	Must be listed in Personal Descriptors, <i>NCIC 2000Code Manual</i> . If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used.
HAI	Hair Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

HGT	Height	The first character represents feet and the second and third characters represent inches. May be a minimum of 400 but not more than 711. More
IMN	Image NCIC Number	A self-checking number automatically assigned by NCIC to each accepted image record and consists of the alphabetic character I followed by nine numeric characters. Must have valid check digit.
IMT	Image Type	Must be a valid NCIC-assigned code as listed in the Image File chapter of this manual.
LIC	License Plate Number	The characters UNK, UNKN, UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI CJIS Division staff. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds ten characters, only the last ten characters should be entered in the LIC Field. The full plate number must be shown in the MIS Field.
LIS	License Plate State	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, <i>NCIC 2000 Code Manual</i> .
LIT	License Plate Type	Must be a valid NCIC-assigned code as listed in the Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
LIY	License Plate Year	Must be a valid four-character year (YYYY) or the of Expiration alphabetics NX to represent a nonexpiring registration.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros a single alphabetic only, or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special

		character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System.)
LKI	Linkage Agency Identifier	Must be a valid ORI.
MIS	Miscellaneous	May include alphabetics, numerics, and special characters.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . The third character must be a hyphen. Entry of one zero only, or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number in MNU Field cannot be the only numeric identifier in the record. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
NAM	Name	The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The <i>NCIC 2000 Code Manual</i> , Personal Descriptors, provides coding instructions.
NIC	NCIC Number	A self-checking number automatically assigned by NCIC to each accepted record and consists of an alphabetic character (K in the Protective Interest File) followed by nine numeric characters. Must have valid check digits when used to identify the record in a subsequent transaction.
OCA	Originating Agency Case Number	Must not contain a single zero only, run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only

		valid special character is the hyphen.
OLN	Operator's License Number	One zero only or run of zeros only may not be used. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
OLS	Operator's License State	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, <i>NCIC 2000 Code Manual</i> .
OLY	Operator's License Year of Expiration	Must represent the year the license expires (YYYY) or the alphabetics NX to represent a nonexpiring license. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.
POB	Place of Birth	Must be a valid NCIC-assigned code as listed in the State and Country Codes, <i>NCIC 2000 Code Manual</i> . More information also in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
RAC	Race	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SEX	Sex	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SKN	Skin Tone	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SOC	Social Security Number	Must not be less than 001010001. The SOC cannot have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth

		positions. Invalid and/or unissued numbers are accepted but cause a SOC attention message. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
VCO	Vehicle Color	Must be valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If two color codes are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used. The Vehicle File chapter has additional edits on the VIN Field. If state-assigned or nonconforming 17-character VIN, SVIN must be entered in the first four characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field.
VLN	Name of Validator	Any valid characters representing validator.
VMA	Vehicle Make	For NCIC 2000 messages, the VMA Field can be up to 24 characters. The first four characters must be alphabetic and a valid code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blanks. The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK.  If the VMO is other than TL, the VMA code must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .

		<p>If the VMO is TL, the VMA code must not be the characters: ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ.</p> <p>For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE.</p> <p>(Jeep) If the VMA code is JEP, the VYR must be 1969 or earlier. If the VMA code is AMER, the VYR must be 1988 or earlier. If the VMA code is JEEP, the VYR must be 1989 or later.</p> <p>(aircraft) If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.</p> <p>(all-terrain vehicle, dune buggy, go-cart approved golf cart, and snowmobiles) If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYL, or one of the VMA codes for snowmobiles or motorcycles as listed in the Vehicular Data Codes, <i>NCIC 2000 Code Manual</i>.</p> <p>If VST is MV, the VMA code must be SPEC, ATV, CYL, or one of the approved VMA codes for snowmobiles or motorcycles listed in the Vehicular Data Codes, <i>NCIC 2000 Code Manual</i>. If VMA code is ATV or SPEC, the VST must be EB, EN, MV, or OP, and the name of the manufacturer must be entered in the MIS Field.</p>
VMO	Vehicle Model	Spaces cannot be skipped. Hyphens or symbols should be used. More information in

		<p>Vehicular Data Codes, <i>NCIC 2000 Code Manual</i>.</p> <p>The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW or WHE.</p> <p>(assembled automobile) If the first four characters of the VMA are ASVE, the VMO must be AV or REP.</p> <p>(construction equipment) If the first four characters of the VMA are COEQ, the VMO must be CE.</p> <p>(farm and garden equipment) If the first four characters of the VMA are FARM, the VMO must be FE.</p> <p>(motorcycle) If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.</p> <p>(snowmobile) If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes as listed in <i>Vehicular Data Codes, NCIC 2000 Code Manual</i>, the VMO must be SKT, SKW, TRA, TRW, or WHE.</p> <p>(trailer) If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.</p> <p>(truck) If the first four characters of the VMA are TRUK, the VMO must be TK.</p>
VST	Vehicle Style	Must be a valid NCIC-assigned code as listed in <i>Vehicular Data Codes, NCIC 2000 Code Manual</i> .

		If the VMA is ATV or SPEC, then the VST must be OP, EB, EN, or MV, and the MIS Field must contain a nonblank character.
VYR	Vehicle Year	Must represent the product (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than one year beyond the current model year. For entries 1981 or later, and when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.
WGT	Weight	Minimum of 050 and maximum of 499. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

## **1.8 CRITERIA FOR REJECTING DUPLICATE RECORD ENTRIES**

1. If the following fields of a PIF entry message are the same as the corresponding fields of an active PIF record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; or DOB, NAM, and ORI.
2. Whenever the message REJECT ON FILE is received, the record on file will also be transmitted.
3. A duplicate record will be accepted if the ORI in the second entry is different or the person type is different, e.g., Wanted Person, etc. In this case, the first entry will be furnished as a response to the second entry.

## **1.9 \$.H.TTP THREAT TO PROTECTEE NOTIFICATION**

This notification is sent to the ORI of record when an inquiry or entry/modify results in a hit on a Protective Interest record. The following is an example of the \$.H.TTP Notification:

\$.H.TTP. THREAT TO PROTECTEE NOTIFICATION  
MDUSM0123  
HIT NOTIFICATION ON NCIC PROTECTIVE INTEREST FILE RECORD AT  
1600 EST 20111215  
QW.PASP01000.NAM/SMITH. JOHN J.SEX/M.RAC/W.DOB/19511012  
  
RESULTED IN A HIT ON THE FOLLOWING RECORD:  
MKE/POTENTIALLY DANGEROUS TO USMS PROTECTEE

ORI/MDUSM0123 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456789 CTZ/US  
SKN/DRK SMT/SC R HND  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/11111111 OLS/MD OLY/1999  
DTT/20100103 OCA/123456273  
MIS/KNOWN TO THREATEN FEDERAL JUDGE IN 1ST DISTRICT, WASHINGTON, DC  
LIC/ABC123 LIS/MD LIY/2000 LIT/PC  
VIN/2Y27H5LI00009 VYR/1975  
VMA/PONT VMO/VEN VST/2D VCO/BLU  
NIC/K146203706 DTE/20101201 DLU/20101203 1815 EST

## **1.10    \$8. OUT-OF-STATE MESSAGE**

NCIC will not transmit a \$.8. message when there is an entry, modification, or cancellation of a PIF record containing data on a vehicle or boat registered in a state other than the ORI of record. Additional information on the \$.8. administrative message can be found in the Introduction of this manual.

## **1.11    IMAGE CAPABILITY**

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC.

## **1.12    INVESTIGATIVE INTEREST**

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC.

## **SECTION 2--ENTRY**

### **2.1 EXAMPLE OF AN ENTRY**

1N01HEADER.EPIC.MDUSM0123.SMITH, JOHN J.M.W.TX.US.19511012.510.175.BRO.  
BRO..DRK.SC R HND.121011C0141159TTC113..20411111.C313456.MD.2002.  
123456789.20120103.VAUSM0100.987654321.N..00.ABC123.MD.2010.PC.  
2Y27H5L000009.1975.PONT.SUN.2D.BLU.KNOWN TO BE VERY AGGRESSIVE WITH LAW  
ENFORCEMENT OFFICERS.

#### **Acknowledgment:**

1L01HEADER  
MDUSM0123  
NAM/SMITH, JOHN J NIC/K123456789  
OCA/123456789

Note: When vehicular data have been entered, all entries and modifications will cross-search all person files (except the NICS Denied Transactions and Unidentified Person Files), and Vehicle, Boat, Vehicle/Boat, Vehicle/Boat Part, and License Plate Files.

### **2.2 MESSAGE FIELD CODES FOR ENTRY**

The following is a list of the PIF data fields and the order of the fields for an entry transaction.

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CITIZENSHIP	OPTIONAL	CTZ	2-2	MUST BE VALID NCIC ASSIGNED COUNTRY CODE AS LISTED IN STATE AND COUNTRY CODES, <i>NCIC 2000 CODE MANUAL</i>
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC

OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2	ALPHABETIC (2) OR NUMERIC (4)
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF THREAT	MANDATORY	DTT	8-8	NUMERIC
LINKAGE AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	OPTIONAL	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC

VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL	VCO	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME	OPTIONAL	NAM*	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB*	8-8	NUMERIC
SOCIAL SECURITY NUMBER	OPTIONAL	SOC*	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU*	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN*	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS*	2-2	ALPHABETIC
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY*	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

\*Fraudulent data

## 2.3 MANDATORY FIELDS FOR ENTRY

- The following fields are mandatory to cause acceptance of a PIF entry into NCIC:

HDR, MKE, ORI, NAM, SEX, RAC, HGT, WGT, EYE, HAI, OCA, DTT, and at least one of the following numeric identifiers: DOB (including year, month, and day); FBI; MNU (other than originating agency police or identification number); SOC; OLN with OLS and OLY; LIC with LIS, LIY, and LIT; VIN with VYR, VMA, and VST; or S/F NAM and S/F DOB, (a S/F NAM is required if a S/F DOB is entered as the only searchable numeric identifier); S/F MNU (other than originating agency police or identification number); S/F SOC; or S/F OLN with S/F OLS and S/F OLY.

2. The mandatory fields for entry of a record permit entry when the only known numerical identifier for an individual is a S/F identifier. Since S/F identifiers are processed as a supplemental record, and since at least one unique numeric identifier is required to enter a base record, the PIF record entry format allows an entering agency to transmit both the base record and one of each type of S/F identifier (NAM, DOB, MNU, SOC, and OLN with OLS and OLY) in one transaction. This provides for the inclusion of a numeric identifier for record entry purposes. If the S/F DOB is the only numeric identifier, the S/F NAM must be included as well, or the record will be rejected.
3. Any agency transmitting a base record entry message for an individual who is known to be using an S/F identification and whose real identifiers are unknown must include a minimum of one S/F numerical identifier, SOC, MNU, OLN with OLS and OLY, or NAM and DOB with the base record entry message. For example:

```
1N01HEADER.EPIC.MDUSM0123.DOE,JOHN.M.W....510.150.BRO.BRO..
FAR.....2012-0002.20120201.MD101783J.12-15243...00.....
BELIEVED TO BE USING HOMICIDE VICTIM PETER SMITH DRIVERS
LICENSE AND SSN.SMITH,PETER.19451212.899001234..DC123456.DC.2014
```

4. The base record entry format includes one of each of the S/F identifiers fields. These fields immediately follow the VCO Field and are entered in the following order: S/F NAM; S/F DOB; S/F SOC; S/F MNU; and S/F OLN, OLS, and OLY. Any agency transmitting a base record entry message may optionally include one of each type of the S/F identifiers. The following is an example of an entry with base numerical identifiers as well as S/F data:

```
1N01HEADER.EPI.MDUSM0123.JONES,RANDY.M.W.VA.US.19450123.510.
150.BRO.BRO..FAR.SC UL ARM.11121314151514131211.AF-123456789.
123456789.MD18273645.MD.2014.12-15243.20120228.MD-101783J.
12-00347.N.....PETER SMITH DRIVERS LICENSE AND SSN TAKEN
DURING BURGLARY.SMITH,PETER.19451212.899001234..A444444.WV.2015
```

5. Although the S/F fields are appended to the base record entry message, NCIC will process the data therein as a supplemental S/F identifier record entry message. Thus, S/F identifiers included in a base record entry message cannot be changed or

deleted with a modify message, i.e., MKE MPI. Stolen/fraudulent identifiers can be changed or deleted only by using the supplemental S/F identifier record entry and cancel transactions, i.e., MKE ENPS, XNPS, respectively.

6. To preclude the illogical association of a S/F name with a true date of birth, NCIC does not cross-index S/F names and dates of birth with base record names and dates of birth or supplemental aliases and dates of birth.

## **2.4 ADDITIONAL GUIDELINES FOR ENTRY**

1. The entering agency must account for all fields in the PIF record format. All available data called for in the record format must be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MPI). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a PIF record are located in Section 8 of this chapter.
2. For training and administrative purposes, agencies may enter test records into NCIC by using the header TN01. The test records will not generate any notifications, nor will batch processing be performed in the test system.
3. If a DOB is the only known numerical identifier, it must be a valid Gregorian date (YYYYMMDD) or the entry will be rejected.
4. All numerical identifiers except the OCA and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen is used to separate the first two alphabets from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
5. A record in the PIF may contain a minimum number of personal descriptors, license, and vehicular data because little was known of the individual at the time of entry. This lack of information limits the chance of a hit on the record.

One possible source of additional identification data may be the Interstate Identification Index (III). Thus, an inquiry (MKE/QH) should be made prior to or soon after making the protective interest entry to determine if the criminal history record of the subject is in III. A positive response to this inquiry may reveal not only physical descriptors, identifying numbers, and aliases not known to the inquirer, but also arrest, court, and/or custody-supervision data which might provide investigative leads.

When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency

must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity; date of birth; scars, marks, tattoos; photographs; Social Security number; operators license number; passport; military identification; last known address; and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.

6. An ORI attempting to enter a record on a person it already has entered will receive a reject message. An entry on the same individual will be accepted providing the originating agencies are different. The agency making the second entry will receive the record already on file at the time the second entry is acknowledged. This notification should lead to some form of communication between the two agencies, as valuable lead information might be available.
7. The entry of invalid and/or unissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error. For example:

ATTENTION: THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.

## **2.5 MESSAGE FIELD CODE EDITS FOR ENTRY**

1. The ORI represents the agency responsible for maintaining the PIF record.
2. PERSONAL DESCRIPTORS

Entry instructions and valid codes for name; sex; race; ethnicity; date of birth; height; weight; eye color; hair color; FBI number; skin tone; scars, marks, and tattoos; fingerprint classification; miscellaneous number; Social Security number; operator's license number; and caution and medical conditions can be found in the Personal Descriptors, *NCIC 2000 Code Manual*. Codes for entering the place of birth and citizenship can be found in State and Country Codes, *NCIC 2000 Code Manual*.

### **3. ORIGINATING AGENCY CASE NUMBER (OCA)**

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

#### 4. LINKAGE DATA (LKI and LKA)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The NCIC System will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.

#### 5. DNA DATA (DNA and DLO)

The DNA Field has a default value of N, meaning no DNA data are available. When the user sets the DNA Field to Y, indicating DNA data are available, then specific information regarding the location of the DNA sample must be included in the DLO Field. The DLO Field can include contact information, type of DNA sample, and other information deemed appropriate by the agency. If the DNA Field is set to Y and the DLO is blank, then the record will be rejected.

#### 6. VEHICLE OR LICENSE PLATE DATA

Entry instructions for vehicle and license plate information can be found in the Vehicle File chapter of this manual, *Vehicular Data Codes, NCIC 2000 Code Manual*, and *State and Country Codes, NCIC 2000 Code Manual*.

#### 7. MISCELLANEOUS (MIS) DATA

1. Aliases, nicknames (monikers), vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered in a supplemental record (MKE/ENPI), as illustrated and explained in Section 8 of this chapter, as this procedure increases the chance of a hit on this record. Information in the MIS Field is not searchable.
2. When specific information required for a mandatory field is not available, similar information should be substituted in that field with appropriate comments in the MIS Field.



## **SECTION 3--MODIFICATION**

### **3.1 WHEN TO USE A MODIFICATION MESSAGE**

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in a PIF record. For online validation, a modification message is also used to validate a record.

### **3.2 EXAMPLE OF A MODIFICATION MESSAGE**

1N01HEADER.MPI.MDUSM0123.NAM/SMITH, JOHN J.NIC/K146203706.  
SOC/375145249.OLY/2014

#### **Acknowledgment:**

1L01HEADER  
MDUSM0123  
MODIFY NAM/SMITH, JOHN J NIC/K146203706

The above modification example contains: header (1N01HEADER), message key (MPI), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH JOHN J and NIC/K146203706), the fields being modified, and the data being changed (SOC/375145249 and OLY/2014).

### **3.3 MESSAGE FIELD CODES FOR MODIFICATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC

ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION (except fraudulent data)				

### 3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The record to be modified must be identified by NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, followed by the fields to be modified. All fields, other than the HDR, MKE, and ORI, must be preceded by the appropriate MFC and a slash. The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

### 3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

Section 8 of this chapter contains information on modifying an alias and/or additional identifiers previously appended to a PIF record by means of a supplemental record.

If an entering agency subsequently learns that the person is using one of the S/F identifiers with one of his "true" identifiers, the record must be modified to add the S/F identifier to the appropriate "true" identifier field.

### 3.6 MODIFICATION TO REMOVE VEHICULAR DATA

#### 1. TO REMOVE ALL VEHICULAR DATA

When all vehicular data from a PIF base record needs to be deleted, a special message field code may be used to remove all vehicular data without identifying each individual field. When the characters LIC-VCO/. are included in the modification transaction, the NCIC System will delete the following fields: LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO.

1N01HEADER.MPI.MDUSM0123.NAM/SMITH, JOHN J.NIC/K146203706.  
LIC-VCO/ .

#### Acknowledgment:

1L01HEADER  
MDUSM0123  
MODIFY NAM/SMITH, JOHN J NIC/K146203706

The above modification example to remove all vehicular data from the record contains: header (1N01HEADER), message key (MPI), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH, JOHN J and NIC/K146203706), and the fields being removed (LIC-VCO) immediately followed by slash period (/).

## 2. TO REMOVE PART OF VEHICULAR DATA

The special modification message explained above cannot be used to remove less than all of the vehicular data from a PIF base record. For example, if only the four fields of license plate data (LIC, LIS, LIY, LIT) are to be deleted from the record, the usual modification procedure must be followed with each field to be deleted explicitly set forth in the modify message. For example:

1N01HEADER.MPI.MDUSM0123.NAM/SMITH, JOHN J.NIC/K146203706.  
LIC/.LIS/.LIY/.LIT/.

## 3.7 VALIDATION GUIDELINES FOR NCIC MODIFICATION

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a PIF record to indicate that the record has been validated. When data are included in the VLN Field, NCIC places the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

1N01HEADER.MPI.MDUSM0123.NAM/SMITH, JOHN J.NIC/K000069216.  
VLN/JONES, DAVID E

### **Acknowledgment:**

1L01HEADER  
MDUSM0123  
VALIDATE NAM/SMITH JOHN J NIC/K000069216

## SECTION 4--CANCELLATION

### 4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined that the record is invalid or the entering agency determines the subject no longer poses a threat to the protectee.

### 4.2 EXAMPLE OF A CANCELLATION MESSAGE

1N01HEADER.XPI.MDUSM0123.NAM/SMITH, JOHN J.NIC/K146203706.20120423

#### **Acknowledgment:**

1L01HEADER  
MDUSM0123  
CANCEL NAM/SMITH, JOHN J NIC/K146203706

The above cancellation example contains: header (1N01HEADER), message key (XPI), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH JOHN J and NIC/K146203706), and date of cancellation (20120423).

When a PIF record is canceled, the entire record, including all data appended to the record by means of a supplemental record entry, is automatically canceled.

### 4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

INQUIRY

NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC

**4.4 IDENTIFICATION OF A RECORD TO BE CANCELED**

The record to be canceled must be identified by NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC. The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. The cancellation date (without MFC) must follow the two record identifiers and be equal to the current date or the current date minus one.

**4.5 ADDITIONAL GUIDELINES FOR CANCELLATION**

Benefits and effectiveness data are not applicable to the PIF records.

## **SECTION 5--INQUIRY**

### **5.1 NCIC INQUIRY PROCESSING**

When an agency transmits an NCIC wanted person inquiry (QW, QWA, QWE, QWF, QWS, or ZW), the data in the Protective Interest File will be searched in addition to all other NCIC person files (except the NICS Denied Transaction and Unidentified Person Files). If vehicle identifiers are included in the inquiry, the Article, Boat, License Plate, Vehicle, and Vehicle/Boat Part Files will be searched as well. Additional information can be found in the Wanted Person File chapter.

### **5.2 EXAMPLE OF INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES**

#### **Wanted Person File Inquiry (QW/ZW)**

```
1N01HEADER.QW.WA1230000.NAM/SMITH JOHN J.SEX/M.RAC/W.DOB/19511012.  
VIN/ABC123DEF45678901
```

#### **Negative QW/ZW Response**

```
1L01HEADER  
WA1230000
```

```
NO NCIC WANT DOB/19511012 NAM/SMITH, JOHN J SEX/M RAC/W  
NO RECORD VIN/ABC123DEF45678901  
***VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO  
VIN STANDARDS FOR 1981 AND LATER VEHICLES.  
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS  
OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE  
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS  
FILES ARE SEARCHED WITHOUT LIMITATIONS.
```

#### **Positive QW Response**

If the record contains ORI/DCSS802Q1, the following response will be returned:

```
1L01HEADER  
WA1230000  
WARNING-DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION.  
  
MKE/POTENTIALLY DANGEROUS THREAT TO U.S. SECRET SERVICE PROTECTEE  
CMC/05 - VIOLENT TENDENCIES  
ORI/DCSS802Q1 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456789 CTZ/US  
SKN/DRK SMT/SC R HND  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/11111111 OLS/MD OLY/1999  
DTT/20110803 OCA/12345627
```

INQUIRY

MIS/KNOWN TO THREATEN PRESIDENT  
LIC/ABC123 LIS/MD LIY/2000 LIT/PC  
VIN/2Y27H5LI00009 VYR/1975  
VMA/PONT VMO/VEN VST/2D VCO/BLU  
ORI IS U.S. SECRET SERVICE INTELLIGENCE DIV WASHINGTON 202-406-5731  
NIC/K146203706 DTE/20110804 DLU/20110804  
\*\*\*\*\*REPEAT-DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION  
\*\*\*CALL COLLECT U.S. SECRET SERVICE HEADQUARTERS, TEL NO.202-406-5000

WHICH HAS BEEN NOTIFIED OF THIS TRANSACTION. THIS RECORD IS FOR CRIMINAL JUSTICE AGENCIES FOR CRIMINAL JUSTICE PURPOSES.

\*\*\*\*DO NOT DISSEMINATE OR USE FOR LICENSING AND EMPLOYMENT PURPOSES\*\*\*\*

If the record contains ORI/ ++USM++++, the following response will be returned:

1L01HEADER  
WA1230000

WARNING-DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION.OBTAIN IDENTIFYING INFORMATION. SUBJECT IDENTIFIED AS A CREDIBLE THREATENER AND POTENTIAL DANGER TO U.S. MARSHALS SERVICE PROTECTEE. IMMEDIATELY CONTACT USMS COMMUNICATIONS CENTER AT 202-307-9100 FOR FURTHER INFORMATION.

MKE/POTENTIALLY DANGEROUS TO USMS PROTECTEE  
CMC/05 - VIOLENT TENDENCIES  
ORI/MDUSM0123 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456789 CTZ/US  
SKN/DRK SMT/SC R HND  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/11111111 OLS/MD OLY/199  
DTT/20110803 OCA/123456273  
MIS/KNOWN TO THREATEN FEDERAL COURT JUDGE  
LIC/ABC123 LIS/MD LIY/2000 LIT/PC  
VIN/2Y27H5LI00009 VYR/1975  
VMA/PONT VMO/VEN VST/2D VCO/BLU  
ORI IS US MARSHALS SERVICE BALTIMORE FIELD OFFICE 301-307-6100  
NIC/K146203706 DTE/20110804 DLU/20110804

\*\*\*\*\*CONTACT USMS COMMUNICATIONS CENTER AT 202-307-9100 WHICH HAS BEEN NOTIFIED OF THIS TRANSACTION. THIS RECORD IS FOR CRIMINAL JUSTICE AGENCIES FOR CRIMINAL JUSTICE PURPOSES.

\*\*\*\*DO NOT DISSEMINATE OR USE FOR LICENSING AND EMPLOYMENT PURPOSES\*\*\*\*

If the record contains any other ORI, the following response will be returned:

1L01HEADER  
WA1230000

WARNING-DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION. OBTAIN IDENTIFYING INFORMATION. IMMEDIATELY CONTACT AGENCY FOR FURTHER INFORMATION.  
MKE/POTENTIALLY DANGEROUS TO PROTECTEE

CMC/05 - VIOLENT TENDENCIES  
ORI/VASP01000 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456789 CTZ/US  
SKN/DRK SMT/SC R HND  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/11111111 OLS/MD OLY/1999  
DTT/20110803 OCA/123456273  
MIS/KNOWN TO THREATEN GOVERNOR  
LIC/ABC123 LIS/MD LIY/2000 LIT/PC  
VIN/2Y27H5LI00009 VYR/1975  
VMA/PONT VMO/VEN VST/2D VCO/BLU  
ORI IS VA STATE POLICE ROANOKE OFFICE 703-555-1212  
NIC/K146203706 DTE/20110804 DLU/20110804

\*\*\*\*\*CONTACT LAW ENFORCEMENT AGENCY THAT ENTERED RECORD WHICH HAS BEEN  
NOTIFIED OF THIS TRANSACTION. THIS RECORD IS FOR CRIMINAL JUSTICE AGENCIES  
FOR CRIMINAL JUSTICE PURPOSES.

\*\*\*\*DO NOT DISSEMINATE OR USE FOR LICENSING AND EMPLOYMENT PURPOSES\*\*\*\*\*

### **5.3 REQUIREMENTS FOR INQUIRY**

1. The capability to query only the Protective Interest File does not exist; however, the same procedures used to search the Wanted Person File will also search the Protective Interest File. Complete details can be found in the Wanted Person File chapter.
2. In a positive response, Wanted Person and Foreign Fugitive File records will appear first, followed by Missing Person, Gang, Known or Appropriately Suspected Terrorist, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, License Plate, Vehicle, Boat, Vehicle/Boat Part, and Article Files, and National Sex Offender Registry records.
3. As part of a positive Protective Interest File response, the receiving agency is advised that the person in question cannot be arrested solely upon the basis of the information provided. A caveat at the end of a record response emphasizes to record recipients that the record may be disseminated only to criminal justice agencies for criminal justice purposes.
4. A Protective Interest File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, operator's license data, license plate data, vehicle identification data, address data, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the fields will be sorted as follows: operator's license data by OLS, license plate data by LIS, vehicle data by VIN, address data set by STA, and image data by IMN.

#### **5.4 ADDITIONAL GUIDELINES FOR INQUIRY**

When only one numeric identifier is used in an inquiry, the response(s) will include the record(s) on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response will include the record(s) on file with that Social Security number, even though there may be other records on file for the same individual which do not contain that particular number.

Following a positive response to an inquiry with limited personal descriptors, an agency should make a second inquiry using all identifiers contained in the response record(s). The second inquiry should ensure the receipt of all records which could possibly pertain to the person in question.

If a hit response contains expired license plate information, the following caveat will be included:

WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE  
DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

#### **5.5 INQUIRY USING VEHICULAR DATA**

A QV, ZV, QW, QWA, QWE, QWF, QWS, or ZW inquiry by license plate number or vehicle identification number will retrieve all person files as well as the Protective Interest File in which the vehicle and/or license has been entered. Additionally, such an inquiry will retrieve data from the Boat, Vehicle, Vehicle/Boat Part, and License Plate Files. It is not necessary to include a name in this type of inquiry.

#### **5.6 PROCEDURES FOR HANDLING A HIT**

When an agency receives a record in response to an NCIC inquiry and (1) the whereabouts of the person inquired upon is known and (2) the person inquired upon appears to be identical with the subject of one or more of the records, the agency must contact the ORI of the record possibly identical with the person in question to confirm the record information prior to taking official action based on the record information.

**SECTION 6--LOCATE**

There are no locate procedures for the Protective Interest File.

**SECTION 7--CLEAR**

There are no clear procedures for the Protective Interest File.

## SECTION 8--SUPPLEMENTAL RECORD

### 8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL*	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL*	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL*	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN <sup>1</sup>		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC <sup>2</sup>		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN <sup>3</sup>		
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
IMAGE NCIC NUMBER SET	OPTIONAL SET	IMN <sup>4</sup>		

<sup>1</sup>OLN/<OLN>.<OLS>.<OLY>

<sup>2</sup>LIC/<LIC>.<LIS>.<LIY>.<LIT>

<sup>3</sup>VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO>

<sup>4</sup>IMN/<IMN>.<IMT>

\*Base record identifier

## **8.2 WHEN TO ENTER A SUPPLEMENTAL RECORD**

An enter supplemental record is used when additional identifiers, such as an alias or scars, marks, tattoos, and other characteristics etc., need to be added to a protective interest record. The enter supplemental record message may be made only by the agency that entered the protective interest record.

## **8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY**

1N01HEADER.ENPI.MDUSM0123.NAM/SMITH, JOHN J.OCA/1234523.  
AKA/DEER, JIM.BUCK, ROBERT J.DOB/19521012.19520912.  
LIC/ABC123.MD.2015.PC.LIC/123ABC.MD.  
2015.PC.VIN/3J57K5D112345.1975.OLDS.CUT.2T.BLU.  
SMT/CAUL L EAR.TAT R ARM

### **Acknowledgment:**

1L01HEADER  
MDUSM0123  
SUPP NAM/SMITH, JOHN J OCA/1234523

The above supplemental record entry example contains: header (1N01HEADER), message key (ENPI), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH, JOHN J and OCA/1234523), and the supplemental data added to the record: two aliases (AKA/DEER, JIM.BUCK, ROBERT J), two dates of birth (DOB/19521012 and 19520912), two sets of license plate data (LIC/ABC123.MD.2015.PC and LIC/123ABC.MD.2015.PC), one set of vehicle information (VIN/3J57K5D112345.1975.OLDS. CUT.2T.BLU), and two scars, marks, and tattoos (SMT/CAUL L EAR and TAT R ARM).

#### **8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY**

The protective interest record to which a supplemental record of alias(es) and/or other additional identifiers is to be added must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

#### **8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD**

The AKA Field and all other identifying data fields which may be included in a supplemental record with their field codes and the maximum number of aliases and/or other identifiers that may be added to a protective interest record are the following:

<b>Field</b>	<b>Field Code</b>	<b>Maximum Number Permitted</b>
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Identifying Number	MNU	9
Social Security Number	SOC	9
Operator's License Number State, and Year of Expiration (entered as a set)	OLN	9

<b>Field</b>	<b>Field Code</b>	<b>Maximum Number Permitted</b>
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known)	VIN	9
Caution and Medical Conditions	CMC	10
Image NCIC Number and Image Type (entered as a set)	IMN	11
Citizenship	CTZ	9

## **8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY**

1. A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias; date of birth; scar, mark, tattoo, etc.; miscellaneous number; Social Security number; citizenship; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, license plate, vehicle, address, or image is likewise counted as one identifier.
2. For example, a record relating to JOHN HARRY DOE might have appended supplemental data consisting of three other names (AKAs), nine dates of birth, five scars, two miscellaneous numbers (e.g., army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession. Entry of these additional data would require several supplemental record entry messages, as all of these additional identifiers could not be included in one supplemental record entry message.

## **8.7 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY**

1. After the protective interest record has been identified, each field included in a supplemental record entry, except those entered as sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data, e.g., AKA/<AKA>.SOC/<SOC>.DOB/<DOB>. The data elements must be separated by a period, and each field must end with a period. Fields that are not part of sets of data may be entered in any order in a supplemental record entry.
2. The OLN, LIC, VIN, and IMN Fields in the supplemental record format are multiple element data fields; i.e., these fields have more than one data element following the field code and slash and are entered as sets, e.g., OLN/<OLN>.<OLS>.<OLY>.
3. Each set of data must be preceded by the appropriate field code followed by a slash. The data elements within a set of data must be entered in sequence after the slash, and each data element must be accounted for.
4. The field in the base record must be filled before any supplemental entry for that same field will be accepted. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the base record does not contain a Social Security number in the SOC Field.
5. All numeric identifiers excluding the OCA and MNU Fields are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA, and a hyphen must be used to separate the two alphabetics from the number itself in the MNU Field.
6. The criteria for rejecting duplicate records, as defined in the Introduction section of this chapter, apply to the entry of supplemental information.
7. Personal Descriptors, State and Country Codes, and Vehicular Data Codes, *NCIC 2000 Code Manual*, contain appropriate coding of personal identifiers and vehicular data.

## **8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY**

### **1. ALIAS (AKA)**

1. Field code AKA followed by a slash is used to identify an alias. An alias includes any name in which any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, i.e., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.

2. An alias is to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial, if any, space, and suffix indicating seniority, if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the MFC AKA.
  3. Aliases and nicknames (monikers) should not be entered in the MIS Field. All additional searchable data should be entered in a supplemental record (MKE/ENPI), as illustrated and explained in Section 8 of this chapter, as this procedure increases the chance of a hit on this record. Information in the MIS Field is not searchable.
  4. Further guidelines for the coding of aliases are provided in Personal Descriptors, *NCIC 2000 Code Manual*.
2. OPERATOR'S LICENSE SET (OLN)

Field code OLN followed by a slash is used to identify additional operator's license data in an entry. The three data elements making up this field are OLN, OLS, and OLY. All three elements must be included in the order listed in the format and must be separated by a period. For example:

OLN/L234526677238.VA.2014

In the event more than one operator's license is to be entered at the same time, each set of operator's license data must be preceded by MFC OLN/.

3. LICENSE PLATE SET (LIC)

Field code LIC followed by a slash is used to identify additional license plate data in an entry. This set contains four data elements: LIC, LIS, LIY, and LIT. Elements must be entered in the order listed in the format and must be separated by a period. For example:

LIC/CBA321.MD.2014.TK

In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data must be preceded by MFC LIC/.

4. VEHICULAR DATA SET (VIN)

1. Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This field contains six data elements: VIN, VYR, VMA, VMO, VST, and VCO.

2. The VIN, VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods and each element must be accounted for. For example:

VIN/1L69X6J023456.1976.CHEV.IMP.4D.BLK.

or

VIN/1D37Q6R001225.1976.CHEV..2D..

3. In the event data related to other vehicles are entered at the same time, each set of vehicular data must be preceded by MFC VIN/.
5. ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

The MFCs followed by a slash are used to identify additional data to be included in a supplemental record, i.e., DOB/, SMT/, MNU/, and SOC/. Multiples can be entered without repeating the MFC and separated only by periods. For example, an entry might include:

DOB/19570102.19550823.SMT/SC L CHK.POCKMARKS.MNU/AF-2252333.

SOC/303055378

When identifying data are entered in a supplemental record, the corresponding fields in the corresponding base record must be filled.

## **8.9 MODIFICATION OF ALIAS(ES) AND/OR OTHER IDENTIFIERS IN A SUPPLEMENTAL RECORD**

1. No one-step procedure is available to modify an alias or other identifier in a supplemental record to a protective interest record.
2. To modify (change) an alias or other identifier in a supplemental record, the incorrect alias or other identifier must be canceled and reentered.

## **8.10 EXAMPLE OF A SUPPLEMENTAL RECORD ALIAS AND OTHER IDENTIFIERS CANCELLATION**

1N01HEADER.XNPI.MDUSM0123.NAM/SMITH, JOHN J.NIC/K146203706.  
AKA/BUCK, ROBERT J.DOB/19520912.LIC/ABC654.MD.2013.PC

### **Acknowledgment:**

1L01HEADER.  
MDUSM0123  
CANCEL SUPP NAM/SMITH, JOHN J NIC/K146203706  
AKA/BUCK, ROBERT J

DOB/19520912  
LIC/ABC654.MD.2013.PC

This example of a cancellation of an alias and other additional identifiers in a supplemental record contains: header (1N01HEADER), message key (XNPI), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH, JOHN J and NIC/K146203706), and data to be canceled (AKA/BUCK, ROBERT J), (DOB/19520912), and (LIC/ABC654.MD.2013.PC).

#### **8.11 IDENTIFICATION OF A RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS**

When canceling an alias(es) and/or other additional identifiers contained in a supplemental record, the protective interest record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The supplemental data to be canceled, with each field preceded by the proper MFC, are then entered.

#### **8.12 NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE**

A maximum of nine identifiers of various kinds may be canceled in one message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA, DOB, SMT, MNU, CTZ, or SOC is counted as one identifier. Each set of OLN, LIC, VIN, or IMN (multiple data element fields) is counted as one identifier.

#### **8.13 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION**

1. Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; citizenships; and caution and medical conditions to be canceled should be set out in the cancellation message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.
2. Each set of operator's license or license plate data (multiple data element fields) must be preceded by OLN/ or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicular data, only the VIN and VMA are required following VIN/, with a period to account for the intervening VYR. For example:

VIN/1L69X6J023456..CHEV

This transaction would result in deletion of the entire VIN set.

3. When a Protective Interest File record is canceled, its entire supplemental record is automatically canceled.

## SECTION 9--SUPPLEMENTAL STOLEN/FRAUDULENT RECORD

### 9.1 MESSAGE FIELD CODES FOR FRAUDULENT DATA ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME*	OPTIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN <sup>1</sup>		

\*Stolen/fraudulent name

<sup>1</sup>OLN/<OLN>.<OLS>.<OLY>

### 9.2 ENTRY OR CANCELLATION OF SUPPLEMENTAL STOLEN/FRAUDULENT RECORD

A supplemental stolen/fraudulent (S/F) identifier record may be appended to or removed from a base record only by the agency that entered the base record.

### **9.3 EXAMPLE OF A SUPPLEMENTAL S/F RECORD ENTRY/CANCELLATION**

Following is an example of a supplemental S/F identifier record entry message. This example is appending two S/F names, three dates of birth, two Social Security numbers:

1N01HEADER.ENPS.MDUSM0123.NAM/JONES, RANDY.NIC/K146203706.  
NAM/BROOKS,PETER.SMITH,THOMAS.DOB/19711203.19730123.19751002.  
SOC/123456789.987654321.

#### **Acknowledgment:**

1L01HEADER  
MDUSM0123  
S/F SUPP NAM/JONES, RANDY NIC/K146203706

Following is an example of a supplemental S/F identifier record cancellation message. This example is removing two S/F dates of birth, one Social Security number, and one operator's license number:

1N01HEADER.XNPS.MDUSM0123.JONES, RANDY.OCA/9015243.DOB/19451231.  
19460101.SOC/123456789.OLN/98765432.DC.2013

#### **Acknowledgment:**

1L01HEADER  
MDUSM0123  
CANCEL S/F SUPP NAM/JONES, RANDY OCA/9015243  
S/F DOB/19451231  
S/F DOB/19460101  
S/F SOC/123456789  
S/F OLN/98765432.DC.2013

### **9.4 IDENTIFICATION OF A RECORD FOR S/F RECORD ENTRY/CANCELLATION**

The base record to which a supplemental S/F identifier record is being added or canceled must be identified by either the NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used to identify the base record must be entered with the exact spelling and spacing as shown in the base record on file.

## **9.5 NUMBER OF ADDITIONAL FIELDS IN A SUPPLEMENTAL S/F RECORD**

The identifiers which may be included in a supplemental S/F identifier record entry or cancel message with their message field codes and the maximum number that may be appended to a base record are the following:

<b>Field</b>	<b>Field Code</b>	<b>Maximum Number Permitted</b>
Stolen/Fraudulent Name	NAM	99
Stolen/Fraudulent Date of Birth	DOB	9
Stolen/Fraudulent Miscellaneous Identifying Number	MNU	9
Stolen/Fraudulent Social Security Number	SOC	9
Stolen/Fraudulent Operator's License Number, Operator's License State, and Operator's License Year of Expiration	OLN	9

## **9.6 ADDITIONAL GUIDELINES FOR A SUPPLEMENTAL S/F RECORD**

1. A maximum of nine additional identifiers of various kinds may be entered or canceled in one supplemental record message. Additional messages are required if more identifiers are to be entered. Each S/F NAM, DOB, SOC, and MNU is counted as one identifier. Each set of data relating to an OLN (i.e., OLN, OLS, and OLY) is counted as one identifier.
2. The S/F identifiers being entered or canceled follow the two base record identifiers. Each type of identifier included in a supplemental S/F record entry or cancellation, except the operator's license field, must be identified by the proper MFC followed by a slash and the identifier(s).

Multiple identifiers may be entered following the MFC. The identifiers must be separated by a period, and each field must end with a period. All fields except the operator's license field may be entered in any order in a supplemental record entry. For example, two SOCs and two DOBs contained in an entry or cancel transaction might appear as follows:

SOC/123456789.987654321.DOB/19710101.19711231

3. The OLN is a set (multiple data element fields). Each OLN must be preceded by the MFC OLN and a slash (/). The OLS and OLY must immediately follow the OLN and are entered without a MFC. For example, two OLNs might appear as follows in an entry or cancellation transaction:

OLN/18273645.DC.2013.OLN/VA192837465.VA.2012

## **9.7 MODIFICATION OF A S/F IDENTIFIER RECORD**

Supplemental S/F identifier records cannot be modified. To change an existing identifier, the entering agency must cancel it using the supplemental S/F identifier record cancellation message (MKE/XNPS). The correct information can then be reentered using the supplemental S/F identifier record entry message (MKE/ENPS).

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## SECTION 1--INTRODUCTION

### 1.1 DEFINITION

For NCIC purposes, securities are identified as currency, e.g., Federal Reserve Notes, Silver Certificates, U. S. Notes, Canadian Notes, and other foreign currency, etc.; those documents or certificates that are generally considered to be evidence of debt (Treasury-issued bills, bonds, and notes; municipal and corporate bonds; debentures; other nonpersonal notes; etc.) or ownership of property (common or preferred stock); excluding vehicle and boat ownership documents; documents which represent subscription rights (stock warrants, stock rights); other types traded in securities exchanges in the United States, except for commodities futures; postal and other types of money orders; traveler's checks; warehouse receipts; savings certificates; and interest coupons on stocks and bonds.

Items which **do not meet** the definition for entry in any NCIC 2000 file are personal notes; bank drafts; cashier's checks; bank officer's checks; certified checks; personal checks; company checks; U.S. Treasury checks, and other types of government checks (state and local); lost or stolen credit cards; gold or silver coins; gift certificates; and savings and checking account passbooks. Serialized food coupons (stamps and books), ingots, lottery tickets, and medals do not qualify as securities for NCIC 2000 purposes, but may be entered in the NCIC 2000 Article File.

### 1.2 CRITERIA FOR ENTRY

Serially-numbered identifiable securities that have been stolen, embezzled, used for ransom, or counterfeited may be entered into the file if a theft report has been made.

Agencies must have a theft report (electronic or hard copy) on file to support a securities entry. Only the agency holding the theft report and having primary jurisdiction over the place of actual theft may make an NCIC entry. The only exception occurs when the agency has no telecommunications equipment. In such instances, any criminal justice agency or regional dispatch center may act as holder of the record. When such an entry is made, the agency holding the record may place its own Originating Agency Identifier (ORI) in the ORI Field only when there is a written agreement between the two agencies which delineates the legal responsibility for the record. Additional information concerning these responsibilities can be found in the Introduction of this manual.

### 1.3 MESSAGE KEY (MKE) CODES

<b>Message</b>	<b>MKE</b>	<b>Translation</b>
Entry	ES	STOLEN SECURITY
	ESS	STOLEN SECURITIES
Modify	MS	
	MSS	
Cancel	XS	
	XSS	
Inquiry	QS	
	ZS	
Batched Inquiry	QSB	
Locate	LS	LOCATED SECURITY
	LSS	LOCATED SECURITIES
Clear	CS	
	CSS	

## **1.4 RECORD RETENTION PERIOD**

1. Records for ransom securities have unlimited retention. Stolen, embezzled, or counterfeited securities records, except traveler's checks and money orders, are retained in the NCIC Securities File for the balance of the year entered plus an additional 4 years. Traveler's checks and money orders are retained in file for the balance of the year entered plus 2 years. For example, a securities record entered in 1998 record would be retired on January 1, 2003.
2. An exception to record retention periods will occur in the event a serious error is detected in the record on file. Additional details concerning serious errors can be found in the Introduction chapter of this manual.
3. Ten days after a record is located, it is retired.

## **1.5 VALIDATION**

For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

The Name of Validator (VLN) Field will be returned only when the requester of the record is the entering agency. For all other inquiries, the VLN Field will be suppressed.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

## 1.6 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DEN	Denomination	Must be one to nine characters, WR, or BLANK. If numerics are used, may include a hyphen. The first character may not be zero.  If type (TYP) is Bank of Canada (BC), DEN must be 1, 2, 5, 10, 20, 50, 100, 500, or 1000.  If TYP is Treasury Bill (BL), DEN must be 1000, 5000, 10000, over 10000 in multiples of 5000 up to 1000000.  If TYP is Federal Reserve Bank Note (FB), DEN must be 1, 2, 5, 10, 20, 50, or 100.  If TYP is Federal Reserve Note (FR), and the Security Date (SDT) is 1969 and greater, the DEN cannot be 500, 1000, 5000, or 10000.  If TYP is FR, DEN must be 1, 2, 5, 10, 20, 50, 100, 500, 1000, 5000, or 10000.  If TYP is FR and the SDT is 1976, DEN must be 2.  If TYP is Gold Certificate (GC), DEN must be 10, 20, 50, 100, 500, 1000, 5000, 10000, or 100000.  If TYP is National Bank Note (NB), DEN must be 5, 10, 20, 50, or 100.  If TYP is U.S. Individual Retirement Bond (RB), DEN must be 50, 100, 500, or 1000.  If TYP is U.S. Savings Bond (SB), DEN must be 10, 25, 50, 75, 100, 200, 500, 1000, 5000, 10000, or 100000.  If TYP is Silver Certificate (SC), DEN must be 1, 2, 5, 10, 20, 50, 100, 500, or 1000.  If TYP is U.S. Savings Note (SN), DEN must be 25, 50, 75, or 100.  If TYP is Treasury Bond (TB), DEN must be 500, 1000, 5000, 10000, 100000, or 1000000.  If TYP is Treasury Certificate of Indebtedness (TD), or Treasury Note (TN), DEN must be 1000, 5000, 10000, 100000, or 1000000.

		If TYP is U.S. Note (UN), DEN must be 1, 2, 5, 10, 20, 50, 100, 500, 1000, 5000, or 10000.
		When COUNTERFEIT is first item in Miscellaneous (MIS) Field (NCIC) or the RMI Field contains the value C (NCIC 2000), edits on DEN Field do not apply.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD) and cannot be greater than the current date.
ISS	Issuer	May include hyphen and no more than one space between combinations of alphabetic and/or numeric characters.
		If TYP is BL, FB, FR, GC, NB, RB, SB, SC, SN, TB, TD, TN, or UN, then ISS must be US TREASURY.
		If TYP is BC, ISS must be CANADA.
		When COUNTERFEIT is first item in MIS Field (NCIC), or the RMI Field contains the value C (NCIC 2000), edits on ISS Field do not apply.
MIS	Miscellaneous	COUNTERFEIT should be entered as the first item in the MIS Field of a counterfeit security entry, if the transaction is made using the NCIC format.
MKE	Message Key	Must be a valid message key.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (S in the Security File) followed by nine numeric characters automatically assigned by NCIC 2000 to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
ORI	Originating Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
OWN	Owner	May contain one comma and/or one or more special characters.

		If TYP is BC, FB, FR, GC, NB, SC, or UN, then OWN must be BEARER.
		When COUNTERFEIT is first item in MIS Field (NCIC), or the RMI Field contains a value of C (NCIC 2000), edits on OWN do not apply.
RCA	Recovering Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen.
RRI	Recovering Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
SDT	Security Date	Consists of alphabetic or numeric characters.  If TYP equals BC, FB, FR, GC, NB, SC, or UN, the SDT is a mandatory field.  If SDT contains data, there must be: 1) the word BLANK; 2) a maturity date format consisting of the alphabetic M followed by a valid Gregorian date (YYYYMMDD); 3) an issue date format consisting of the alphabetic P followed by a valid Gregorian date (PYYYYMMDD); or 4) a series year consisting of four numeric characters with an optional fifth character (YYYY, YYYYA). The leftmost two characters must be 19 (i.e., 19YY) or 20.  If the TYP equals FR, the data must be equal to 1928, 1928A, 1928B, 1928C, 1934, 1934A, 1934B, 1934C, 1934D, 1950, 1950A, 1950B, 1950C, 1950D, 1950E, 1963, 1963A, 1963B, 1969A, 1969B, 1969C, 1969D, 1974, 1976, 1977, 1977A, 1981, 1981A, 1985, 1988, 1988A, 1990, 1993, 1995, 1996, 1999, 2001, or greater.  If the TYP equals GC, SC, UN, or NB, the data must be in the series year format  If the TYP equals FR and the DEN equals 2, the SDT must be 1976, 1995, 1999, 2003.  If the word COUNTERFEIT appears as the first item in the MIS Field (NCIC), or if the RMI Field contains C (NCIC 2000), the edits on SDT do not apply.
SER	Serial Number	If MKE is ES, must be 1 to 18 alphabetic and/or numeric characters; must not be single zero only, run of zeros only, single alphabets only, or run of

alphabetics only.

If MKE is ESS, a single hyphen must separate the two numbers designating the lowest and highest serial numbers of the sequence; the two numbers must contain an equal number of characters not exceeding 18 in each number. A group record cannot include more than 100 consecutive serial numbers.

Alphabetic characters only cannot be used. Any alphabetic(s) and its position must be constant in any two numbers used to denote a sequence. Rightmost numerics must establish consecutive sequence.

Cannot be entered as a group record when serial numbers end in alpha O.

If TYP is FR, SER must be nine or ten characters unless DEN is 20, 50, or 100, and SDT is 1996; then the SER must be 11 characters. In that case, characters one and two must be alphabetic, excluding the letter O. Positions three through ten must be numeric. Character eleven must be an alphabetic, excluding the letter O. Otherwise, the first character (prefix) must be an alphabetic A through L. If the SER is ten characters, the tenth position (suffix) must be an alphabetic A through N or P through Z. If SER is nine characters, and the suffix is an asterisk, the MIS Field must contain ASTERISK SER as the first two words.

For TYP SB the following apply:

If DEN is:	First character or SER must be:
10	X
25	Q
50	L
75	K
100	C
200	R
500	D
1000	M
5000	V
10000	X
100000	W

In each case, the last character of the SER must be A,

B, C, D, E, F, G, H, J, or K.

For TYP SB the following apply:

If last character is:	SER must be:
E	3-12 characters
EE	4-12 characters
H	3-10 characters
HH	4-11 characters

For TYP SN the following apply:

If DEN is:	First character of SER must be:
25	Q
50	L
75	K
100	C

When TYP code is PM, the SER must have ten characters.

When COUNTERFEIT is the first item in MIS Field (NCIC) or RMI Field equals C (NCIC 2000) edits on SER do not apply.

If TYP is BC, FB, FR, GC, NB, SC, or UN, then SOC must be blank. Must not be less than 001010001 or have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth position. Invalid and/or nonissue numbers are accepted but cause a SOC attention message. More information available in Personal Descriptors, *NCIC 2000 Code Manual*.

Must be a valid NCIC 2000-assigned code as listed in Securities Data Codes, *NCIC 2000 Code Manual*.

SOC	Social Security Number
TYP	Type

#### **NCIC 2000-formatted Messages May Also Contain the Following:**

LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System).
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LKI	Linkage Agency	Must be a valid NCIC-assigned ORI.
NOA	Notify Originating Agency	Must be Y or N. NOA Field will default to N if left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating stolen security. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
NPF	Number of Missing Persons Found	First three characters must be numeric. Fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in NCIC 2000. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
RMI	Ransom Money Indicator	Must be one of the following codes: R (Ransom), C (Counterfeit), or B (Bait money).
RPP	Reason for Property Record Removal	Must be a valid NCIC 2000-assigned code as listed in the Introduction chapter of this manual.
RSH	Related Search Hit	Must be Y or N.
VLN	Name of Validator	Any valid characters representing validator.
VNP	Value of Recovered Property	Fair market value (in whole dollars) of the recovered stolen security identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating the stolen security identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED .

VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating stolen securities which are identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
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## 1.7 CRITERIA FOR REJECTING DUPLICATE RECORDS

If data in the TYP, SER, DEN, OCA, and ORI Fields of a stolen security entry message are the same as those field codes of a record already on file in NCIC 2000, the second entry will be rejected with the message REJECT ON FILE. Whenever the message REJECT ON FILE is sent, the record on file will also be transmitted.

A duplicate record will be accepted if the ORI or the OCA in the second entry is different. If accepted, the first entry (record on file) will be furnished.

## 1.8 INVESTIGATIVE INTEREST

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC 2000.

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## SECTION 2--ENTRY

### 2.1 EXAMPLE OF A SINGLE SECURITY RECORD ENTRY

1N01HEADER.ES.MD1012600.SB.D83907078E.500.USTREASURY.MASON, JOHN HENRY.  
505038888.P19950601.19961205.123456789...STOLEN DURING BURGLARY WITH OTHER ITEMS.NIC/7452123.Y

#### Acknowledgment:

1L01HEADER  
MD1012600  
NIC/SI78628481 SER/D83907078E  
OCA/123456789

### 2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC,

				NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
TYPE	MANDATORY	TYP	2-2	ALPHABETIC
SERIAL NUMBER	MANDATORY	SER	1- 18	ALPHABETIC, NUMERIC
DENOMINATION	MANDATORY	DEN	1- 9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ISSUER	MANDATORY	ISS	1-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER	MANDATORY	OWN	1- 40	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9- 9	NUMERIC
SECURITY DATE	CONDITIONAL	SDT	4-9	ALPHABETIC, NUMERIC
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKAGE AGENCY IDENTIFIER	OPTIONAL	LKI*	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	OPTIONAL	LKA*	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-30 1-200*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING	OPTIONAL	NOA*	1-1	ALPHABETIC

AGENCY  
RANSOM MONEY  
INDICATOR      OPTIONAL      RMI\*      1-1      ALPHABETIC

\* NCIC 2000 format only

## **2.3 MANDATORY FIELDS FOR ENTRY**

### **1. U.S. AND CANADIAN CURRENCY ENTRY**

The following fields are mandatory to cause acceptance of an entry for U.S. and Canadian currency into NCIC 2000: HDR, MKE, ORI, TYP, SER, DEN, ISS, OWN, SDT, DOT, and OCA. The entry will be rejected if one of the mandatory fields is left blank.

### **2. SECURITY ENTRY FOR OTHER THAN U.S. AND CANADIAN CURRENCY**

The following fields are mandatory to cause acceptance of securities other than U.S. and Canadian currency into NCIC 2000: HDR, MKE, ORI, TYP, SER, DEN, ISS, OWN, DOT, and OCA.

## **2.4 ADDITIONAL GUIDELINES FOR ENTRY**

1. The agency entering the record must account for all fields in the Securities File record. All available data called for by the record format must be entered when the original entry is made. Missing data obtained at a later time should be promptly added through the use of a modification message (MKE/MS).

2. For training and administrative purposes, agencies may enter test records into NCIC 2000 by using the header TL01 (NCIC) or TN01 (NCIC 2000). The test records will not generate any notifications nor will batch processing be performed in the test system.

3. A person whose U.S. Savings Bond(s) has been stolen should file a claim with the Bureau of Public Debt. The claim may be made by informal letter and should include the following data if available: 1) the name that appears as the first owner, 2) the Social Security number of the first owner, 3) the address of the first owner, 4) the denomination, and 5) the serial number. Information concerning a stolen bond which is needed for entry into NCIC 2000 may also be obtained from the Bureau of Public Debt. Letters should be addressed to: Bureau of Public Debt, 200 3rd Street, Parkersburg, West Virginia 26101.

## **2.5 MESSAGE FIELD EDITS FOR ENTRY**

### **1. TYPE (TYP) FIELD**

The code for each type of security is composed of two alphabetic characters as listed in Security Data Codes, NCIC 2000 Code Manual.

To ensure accurate retrieval of information entered in the Securities File, the TYP code which most precisely describes the item being entered must be used. General codes, such as BD (bond), MO (money order), and NT (note), are appropriate for those securities which cannot be described more specifically.

## 2. SERIAL NUMBER (SER) DATA

The serial number must be a unique number identifying the stolen or embezzled security. If a serial number is represented by one character(s) over another character(s) (AA/B, AA) the numerator must be entered first immediately followed

B

by the denominator (e.g., AAB).

1. Serial numbers composed of alphabetics, numerics, or a combination thereof must be entered omitting spaces, hyphens, commas, and symbols. For example, U.S. Savings Bond serial numbers begin with an alphabetic character and end with either one or two alphabetic characters. All of the alphabetics should be included in the SER. If the serial number exceeds 18 characters, the rightmost 18 characters must be entered in the SER Field, and the complete serial number must be entered in the MIS Field.
2. When the TYP code is PM for the U.S. Postal Money Orders, the SER Field must contain the first 10 digits of the serial number. The complete serial number should be included in the MIS Field. U.S. Postal Money Order serial numbers consist of 11 digits, with the 11th digit designated as a check digit. The 11th digit is calculated using the remainder of the sum of the first 10 digits divided by 9.
3. When an asterisk is an integral part of a serial number, as in some U.S. currency, it is not included in the SER; rather, the comment ASTERISK SER must be placed as the first two words in the MIS Field designating the asterisk as part of the serial number.
4. Any number typed on the certificate following the name of the owner is not to be entered as a serial number. If the number typed after the name of the owner is the owner's Social Security number, it must be included in the SOC.

## 3. DENOMINATION (DEN) FIELD

1. The amount of money represented by a security as indicated thereon is to be placed in the DEN. An amount which does not include a fraction of a dollar should be entered omitting the cents position; e.g., a money order for \$37.00 would be entered as 37. When the amount includes a fraction of a dollar, a hyphen should be used in place of a decimal; e.g., a money order for \$35.75 would be entered as 35-75.
2. The denomination of money orders stolen or embezzled before they were issued by an appropriate authority and before amounts were indicated thereon should be entered as BLANK to indicate that the amount to be paid was not stated on the money order.

3. For the denomination of a stock certificate, the number of shares represented by the certificate should be entered. The par value (face value at the time the stock was issued) must not be entered in the DEN Field. The word BLANK should be entered in the DEN Field if the number of shares represented by the certificate is not included thereon.
4. Concerning rights and warrants, the number of new securities the owner is entitled to purchase as stated in the document should be entered in the DEN. When the number includes a fraction represented with a numerator and a denominator, a hyphen should be used to represent the slash; e.g., 4 3/8 would be shown as 4 3-8. When the number includes a fraction represented as a decimal, a hyphen should be used in place of the decimal point; e.g., 4.75 would be entered as 4-75.
5. Since warehouse receipts do not represent a value and may be issued for numerous types of warehouse items, the alphabetic characters WR are to be entered in the DEN.
6. Commas, periods, decimal points, or dollar signs may not be placed in the DEN. Denomination should always be entered in numerical form except where entry of the word BLANK or the alphabetic characters WR is appropriate. The following are examples of entries in the DEN:
- |   |       |
|---|-------|
| \$5 Federal Reserve Note                                    | 5     |
| \$17.50 money order   | 17-50 |
| 100 shares stock certificate                                | 100   |
| \$1,000 Bond  | 1000  |
| Money order stolen prior to issue                           | BLANK |
| Warehouse receipt   | WR    |
| Warrant representing right to purchase four shares of stock | 4     |

#### 4. ISSUER (ISS) FIELD

The name of the company, agency, or organization printed on the security is to be placed in the ISS Field even if the security was stolen or embezzled before it was appropriately prepared or issued by an authorized person.

##### 1. Government Obligations

The U.S. Treasury, issuer of currency and other Treasury obligations (Treasury Bills, Bonds, and Notes; Treasury Certificates of Indebtedness; U.S. Individual Retirement Bonds; U.S. Retirement Plan Bonds; U.S. Savings Bonds; and U.S. Savings Notes), must be shown as US TREASURY. (The name of the bank or corporation which may have circulated the document as an agent of the U.S. Government should be disregarded.)

Securities issued by other agencies of the U.S. Government should show the full name or a

generally accepted abbreviation for that agency. Canadian currency, issued by the Bank of Canada, must be shown as CANADA.

## 2. Corporate Obligations

The name of the state or a province in a corporate name which sets the name of the corporation apart from other corporations having similar names should be included where feasible; for example, Standard Oil Company (New Jersey), Standard Oil Company (Ohio), Standard Oil Company of California. State and province abbreviations are found in State and Country Data Codes, *NCIC 2000 Code Manual*.

Commas and periods should not be used. Parentheses should be replaced with hyphens if punctuation is necessary. Initials may be included but without periods. If initials constitute the full name, the name should be written without intervening spaces or periods.

## 3. Abbreviation Guidelines

When the issuer's name contains more than 15 characters, the name should be abbreviated to 15 characters. Abbreviations used in the financial pages of newspapers are acceptable and will serve as useful guidelines. In abbreviating words, generally accepted abbreviations or contractions should be used when feasible. In circumstances which involve names consisting of a large number of separate words, it may be desirable for purpose of recognition to utilize several letters of key words. To conserve space, words such as "and," "Assoc.," "Association," "at," "Co.," "Company," "Corp.," "Corporation," "of," "or," etc., should not be included.

If the abbreviation does not sufficiently identify the issuer, the full name or more substantial abbreviation should be included in the MIS Field.

## 5. OWNER (OWN) FIELD

1. The full name of the owner appearing on the face of the security is to be included if space in this field permits.
2. The word BLANK should be entered when the security was stolen or embezzled before the appropriate space provided for name of owner was filled.
3. Individual names must be entered as mandatory surname; mandatory comma; space (optional); mandatory first name or initial; space (to be included only if middle name or initial will follow); middle name(s) or initial(s) if any; mandatory space after each middle name or initial except last one; and suffix denoting seniority (Jr., III, etc.) if any.

Incorrect placement or omission of the comma will result in a negative response to inquiries on the name. If more than one comma is used when entering the name, the message will be rejected.

### 4. Institutional Owner

If the owner is not a person but a company, bank, brokerage house, etc., the full name must be entered in the same order as it appears on the documents; however, the following words and symbols should not be included:

and	Corporation	Limited	&	( )
Co.	Inc.	of	'	/
Company	Incorporated	S.A.	.	(other
Corp.	Ltd.	the	-	symbols)

If the owner's name exceeds the allotted 40 characters, the name should be written out to the maximum extent possible. This may result in eliminating a part of a word or several words. For example, First National Bank of San Gregorio, California, would be entered as FIRST NATIONAL BANK SAN GREGORIO CALIFOR; Bank of America National Trust and Savings Association would be entered as BANK AMERICA NATIONAL TRUST SAVING ASSO.

#### 5. Bearer as Owner

The word BEARER must be entered for all types of currency--Bank of Canada (Canadian Notes), Federal Reserve Bank Notes, Federal Reserve Notes, Gold Certificates, National Bank Notes, Silver Certificates, and U.S. Notes.

BEARER must also be entered in the OWN Field when the name of owner is not set out on the face of the security because the security was not designed to include a specific owner's name or when the security contains the words "Payable to Bearer."

#### 6. Co-Owners

When co-owners are listed on the security, only the name of the first person is to be listed even if deceased. Title(s) such as Mr., Mr. or Mrs., Mr. and Mrs., Dr., Dr. or Mrs., Dr. and Mrs., etc., are not to be included except when it is necessary to differentiate a wife's identity from that of her husband. In such a case, the title Mrs. would be included, e.g., SWANSON, ROBERT D MRS.

The name of a person (or organization) identified as beneficiary or to whom security is payable on death (P.O.D.) should be disregarded.

#### 7. Traveler's Check

The name of the person or company holding a traveler's check at the time of theft or embezzlement should be entered in the OWN Field even though this information is not indicated on the face of the document. When the purchaser of the traveler's check had cashed it or used it to make a purchase, the name appearing on the traveler's check should be included in the MIS Field to assist in its identification.

#### 8. Money Order

The person in possession of a money order at the time of theft or embezzlement should be identified as the owner even though his/her name does not appear on the document. This situation would occur when the purchaser of a money order had filled in the payee line but had not turned the money order over to the person or company to whom payment was to be made. In this instance, the name of the payee should be placed in the MIS Field to further identify the money order.

### 6. SOCIAL SECURITY NUMBER (SOC) FIELD

1. If the name of the owner appears on the security, the Social Security number of the owner should be entered in the SOC Field. If the Social Security number does not appear on the security, the number should be obtained from the owner and entered.
2. When co-owners are listed on the security, the SOC of the first person listed is preferred if available.
3. When the owner of the security is not a person but is a corporation, foundation, etc., no entry should be made in the SOC Field.
4. Entries of U.S. Savings Bonds and U.S. Savings Notes should include the Social Security number if available. Each U.S. Savings Bond issued after December 1973 is required by law to have the Social Security number of the first-named owner printed on the face of the bond.
5. If the security does not list the name of the owner (e.g., a bearer bond or currency) or the security was stolen before it had been executed by an appropriate authority, no entry should be made in the SOC Field.
6. Upon entry of invalid and/or non-issued social security numbers, a caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error. This caveat will be generated each time such a number is entered, modified, or queried:

ATTENTION: THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN  
ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR  
A DATA ENTRY ERROR.

## 7. SECURITY DATE (SDT) FIELD

### 1. Currency

1. In entering currency, the series year (four numeric characters and any alphabetic character suffix) must be included in the SDT. (SDT edits are presented in Section 1 of this chapter.) The series year is found on the face of U.S. currency following the word SERIES. For example: SERIES 1993 would be entered as 1993.
2. For Bank of Canada Notes (currency), the year which follows the word OTTAWA (centered immediately under the black bar on which is written BANK OF CANADA-BANQUE DU CANADA) is to be entered.
3. The alphabetic character M or P is not to be prefixed to the series year of U.S. currency or Canadian notes. They are used only when the maturity or issue date is entered.

### 2. Securities Other Than Currency

1. Securities such as bonds, debentures, notes, and other certificates acknowledging debt usually set out a specific date (maturity date) when they become payable to the owner. Maturity date is to be entered in the SDT when it appears on the security.

2. Certain securities such as stock certificates represent shares of ownership in a corporation and as such have no maturity date. Others, such as traveler's checks, are documents that can be cashed if appropriately signed or endorsed. For such securities, the date prepared or issued should be entered as issue date.
3. When maturity date appears, the date entered in the SDT should be preceded by the alphabetic character M; e.g., M19990112 for the maturity date January 12, 1999. When issue date appears, the date entered should be preceded by the alphabetic character P; e.g., P19950513 for the issue date May 13, 1995.
4. The issue date of each U.S. Savings Bond appears in the upper right-hand corner on the face side. The issue day is always the first day of the month in which the bond was issued. The month and year of issue follow the wording, "Issue date which is the first day of \_\_\_\_\_. " When the issue date is entered in the SDT, it must be preceded by the alphabetic P; e.g., P19961201.
5. If a money order was stolen before it was issued and no issue date appears thereon, the word BLANK is to be entered in the SDT. An agency inquiring upon a recovered money order with a date of issue may retrieve a record for a money order with the same serial number that contains the word BLANK in the SDT. In this case, the inquiring agency can assume that the date of issue was added by an unauthorized individual.

## 8. MISCELLANEOUS (MIS) FIELD

When a counterfeit security is entered using an NCIC format, the word COUNTERFEIT must be entered as the first item in the MIS Field. This will bypass the edits on the SER, DEN, ISS, OWN, and SDT.

### 1. Counterfeit U.S. Currency

1. When counterfeit U.S. currency is entered, if the face plate number and the back plate number appear on the currency, they should be entered in the MIS Field.
2. The face plate number should be found on the obverse side of the bill (the side with the portrait) to the right above and slightly to the left of the denomination numeral on the white background inside and close to the border ornamentation. It should consist of a prefix alphabetic character and one or more numeric characters. For series year 1996 (and later), the face plate number should appear to the right of the portrait on the white background above the lower border ornamentation.
3. The back plate number consists of one or more numeric characters which should be found on the reverse side of the bill to the right on the white background inside and close to the border ornamentation.

### 2. Counterfeit Bank of Canada Notes

1. If the face plate number and back plate number appear on counterfeit Bank of

Canada notes, the numbers should be included in the MIS Field. These numbers are extremely small.

2. The face plate number should be located inside the lacy border ornamentation and immediately above and to the far left of the engraved black bar which extends the full width of the face (portrait side) of the note between the borders and on which is inscribed BANK OF CANADA - BANQUE DU CANADA.

3. The back plate number should be found in several locations in the light areas immediately adjoining the lacy border ornamentation on the lower half of the note. The Canadian \$1 note back plate number is located approximately 5/8 inch to the right of the inside edge of the left border and immediately above the bottom border. The Canadian \$5 note back plate number is located approximately 1/8 inch to the left of the inside edge of the right border at its juncture with the diagonal line made by the border in the lower right-hand corner.

4. To conserve space, the following abbreviations may be used to indicate that the plate number is the face plate or back plate number:

face plate number	FP
back plate number	BP

A MIS Field entry for a counterfeit bill (note) might read:

COUNTERFEIT FP A123      BP      345

## 9. ADDITIONAL DESCRIPTORS

1. Significant information not called for by specific fields in the Securities File format should be entered in MIS Field. Additional information should be entered in the MIS Field when it would be helpful to an inquiring agency for positive identification (e.g., other securities taken during same robbery not recovered) or would more fully describe the securities being entered. For example, a large corporation may issue many kinds of securities which are not identical but are similar in many respects. In such instances, descriptive terms such as "convertible," "cumulative," "series A," "sinking fund," "senior," or "collateral trust" would be of assistance to the inquiring agency in assuring positive identification. Necessary descriptive terms ordinarily appear prominently on securities.

2. The originating agency may wish to enter the city or location of the theft, the identity of the agency or branch office from which the security was taken, or the nature of the offense.

3. Bait money (prerecorded currency) is Federal Reserve Notes that have been marked to identify stolen money as evidence against a robber. BAIT MONEY should be entered as the first item in the MIS Field if Federal Reserve Notes stolen were recorded as bait money. This is applicable to NCIC format only. NCIC 2000 uses the new RMI Field with a value of B for bait money.

4. When an agency believes that notification each time its record is hit will provide investigative leads, the entering agency should place the code NOAH (Notify ORI of All Hits) in the MIS Field (NCIC format).

5. The interest rate, which is a mixed fractional figure, should be entered omitting percent sign, underscore, or diagonal (slash) symbol; for example, 4 1/8 percent would be entered 4 1-8 INT; 4 1/2 percent would be entered 4 1-2 INT. If interest is a whole number, only the whole number is to be entered, omitting the percent sign, decimal point, and zeros (if omission of zeros does not change the value of the figure); for example, 4 percent would be entered 4 INT. If two interest rates are set out, use the first figure only.
6. Interest which is written as dollar amount or as decimal rate should be entered by substituting a hyphen for the decimal point and omitting the percent sign; for example, 4.75 percent would be entered 4-75 INT; \$4.25 would be entered 4-25 INT; and \$4.00 would be entered 4 INT.

## 10. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

## 2.6 NCIC 2000 MESSAGE FIELD EDITS FOR ENTRY

### 1. LINKAGE ORI AND OCA (LKI/LKA)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident or a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The NCIC System will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry. In the entry message the LKI and LKA Fields immediately follow the OCA Field entry. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.

### 2. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the security is known, Y should be entered into the NOA Field. Previously, this was indicated by placing NOAH in the MIS Field. Currently, if the NOA is left blank, the field will default to N.

The NOA Field will be returned in record responses when the inquiring agency ORI matches the entering agency ORI and in unsolicited notifications (\$. messages) to the ORI of record.

### 3. RANSOM MONEY INDICATOR (RMI)

The RMI Field can have the value of B (Bait Money), C (Counterfeit), or R (Ransom). The entry of one of these codes in the RMI Field will result in a code translation following the message key translation in a hit response. The entry of R in the RMI Field also results in the unlimited

retention of the record. The entry of C in the RMI Field will cause the edits on the SER, DEN, ISS, OWN, and SDT to be bypassed.

The codes used in the RMI Field negate the need to enter the words COUNTERFEIT or BAIT MONEY as the first item in the MIS Field.

---

## SECTION 3--MODIFICATION

### 3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in a securities record. A securities record cannot be modified if the record is in a located status (MKE/LOCATED SECURITY).

### 3.2 EXAMPLE OF A SINGLE SECURITY MODIFICATION MESSAGE

1N01HEADER.MS.MD1012600.NIC/S178628481.OCA/123456789.SER/D83907068.RMI/C

#### Acknowledgment:

1L01HEADER  
MD1012600  
MODIFY NIC/S178628481

The above modification example contains: header (1N01HEADER), message key (MS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/S178628481 and OCA/123456789), the field being modified, and the modification (SER/D83907068 and RMI/C).

### 3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-18	ALPHABETIC,

ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	NUMERIC, ALPHABETIC, NUMERIC SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN*	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

\*NCIC 2000 format only

### **3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED**

Record to be modified must be identified by NIC and OCA, in that order, or SER and OCA, in that order, preceded by the proper MFC.

### **3.5 VALIDATION GUIDELINES FOR NCIC MODIFICATION**

For NCIC validation, a Name of Validator (VLN) may be added to the Name of Validator (VLN) Field of a securities record to indicate that the record has been validated. When data are entered into the VLN Field, NCIC stores the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modification message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

1N01HEADER.MS.MD1012600.NIC/S1234235344.OCA/12324342325.VLN/JONES, DAVID E

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
VALIDATE NIC/S1234235344 OCA/12324342325

## **SECTION 4--CANCELLATION**

### **4.1 WHEN TO USE A CANCELLATION MESSAGE**

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined that the record is invalid; for example, a record is determined to be the result of a theft report which proves to be fictitious or false.

## **4.2 EXAMPLE OF A SINGLE SECURITY RECORD CANCELLATION MESSAGE**

1N01HEADER.XS.MD1012600.NIC/S178628379.OCA/123425332.19991205.  
CASE DROPPED

### **Acknowledgment:**

1L01HEADER  
MD1012600  
CANCEL NIC/S178628379

The above cancellation example contains: header (1N01HEADER), message key (XS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/S178628379 and OCA/123425332), date of cancellation (19991205), and reason for property record removal (CASE DROPPED).

## **4.3 MESSAGE FIELD CODES FOR CANCELLATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD	FIELD LENGTH	DATA TYPE
		CODE		
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-18	ALPHABETIC, NUMERIC,
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9	ALPHABETIC,
DATE OF CANCEL	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	10-21	ALPHABETIC, NUMERIC

\*NCIC 2000 format only

## **4.4 IDENTIFICATION OF A RECORD TO BE CANCELED**

The record to be canceled must be identified by NIC and OCA, in that order, or SER and OCA, in that order, with each data element preceded by the proper MFC. Date of cancellation (DOC) must follow the two record identifiers. DOC must be the current date or the current date minus one.

#### **4.5 ADDITIONAL GUIDELINE FOR NCIC 2000 CANCELLATION**

When a record is canceled in an NCIC 2000 format, the user is expected to enter the Reason for Property Record Removal (RPP). The RPP Field is entered directly after the DOC Field. For a cancellation transaction, the RPP value will be either CASE DROPPED or NOT STOLEN.

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### **SECTION 5--INQUIRY OF A SINGLE SECURITY RECORD**

#### **5.1 EXAMPLE OF AN INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES**

An inquiry on a security gives access to single as well as group records in the Securities File.

1N01HEADER.QS.WA1230000.TYP/BD.SER/D30232.DEN/1000.ISS/CON EDISON

##### **Negative Response:**

1L01HEADER  
WA1230000

NO RECORD SER/D30232 TYP/BD DEN/1000

##### **Positive Response:**

1L01HEADER  
WA1230000

MKE/STOLEN SECURITY  
ORI/MD1012600 TYP/BD SER/D30232 DEN/1000 ISS/CON EDISON  
OWN/POWELL, JOSEPH SDT/M19971004 DOT/19981205  
OCA/12343432  
NIC/S178628175 DTE/19981205 0000 EST DLU/19990801 0000 EDT  
ORI IS ANY CITY PD MD 301 555-1212  
IMMED CONFIRM RECORD WITH ORI

#### **5.2 MESSAGE FIELD CODES FOR INQUIRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC,

				SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
TYPE	CONDITIONAL	TYP	2-2	ALPHABETIC
SERIAL NUMBER	CONDITIONAL	SER	1-18	ALPHABETIC, NUMERIC
DENOMINATION	CONDITIONAL	DEN	1-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ISSUER	OPTIONAL	ISS	1-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER	CONDITIONAL	OWN	1-40	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
SECURITY DATE	OPTIONAL	SDT	4-9	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
RELATED SEARCH HIT	OPTIONAL	RSH*	1-1	ALPHABETIC

\*NCIC 2000 format only

### 5.3 REQUIREMENTS FOR INQUIRY

An inquiry of the Securities File should include TYP, SER, and DEN. ISS should be included for securities other than U.S. Treasury issues and currency. An inquiry may also be made by OWN; OWN and TYP; OWN and OCA; OWN and SOC; or SOC only. Inquiries may be made using the NIC only, if available.

BEARER, BLANK, UNKNOWN, UNK, UNKN, or CONTACT ORI must not be used as names of owners for purposes of inquiry. Such inquiries will be rejected.

#### **5.4 ADDITIONAL GUIDELINES FOR INQUIRY**

1. An inquiry containing BLANK in the DEN will pull only records that are entered with the word BLANK in the DEN. An inquiry containing a face value (e.g., 50 or 28-75) in the DEN could pull records that have a matching DEN or DEN/BLANK.
2. An inquiry containing TYP data will limit the search to those security entries having a matching type code or a type code of AO (All other). Use of AO pulls any record having a matching SER and DEN regardless of the TYP code in the record. Furthermore, if the TYP is MO or PM, an NCIC search will return hits of both TYP/MO and TYP/PM records.
3. If TYP is PM (Postal Money Order), the SER Field must be ten characters. (using the first 10 digits of the serial number).
4. An asterisk must not be used in the SER in an inquiry.
5. If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be included after the first 20 hit responses to indicate a file is being created with up to an additional 100 hit responses.

#### **ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW**

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

#### **5.5 ADDITIONAL GUIDELINE FOR NCIC 2000 INQUIRY**

##### **RELATED SEARCH HIT (RSH)**

Inquiries may also contain a Related Search Hit (RSH) Field. If RSH is Y, secondary hit responses will be returned for all linked records. The NCIC System links records when: 1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other and 2) the LKI/LKA are the same as ORI/OCA contained in the primary hit response.

1. If the hit response contains more than 10 secondary hit responses, the following will be included in the hit response to indicate a file is being created with up to an additional 100 hit responses.

#### **ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW**

2. A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

## **5.6 BATCH INQUIRY (QSB)**

1. The batch inquiry allows users to create a file of individual QS/ZS inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific inquiry from which they were generated. Prior to each response SEQUENCE NUMBER: <SEQ> will be returned to identify those responses that follow as coming from the inquiry with that sequence number.
2. The sequence numbers do not have to be sequential, but they do have to be unique. The HDR, ORI, MKE, and SEQ are entered without the MFC. The identifiers available in the QS/ZS inquiry are available for use in the QSB message, including the RSH indicator, and are preceded by the proper MFC.
3. There is a limit of 1800 characters for a batch inquiry, including the header and all control characters.

```
1N01HEADER.QSB. DC1014300.001.TYP/BD.SER/D30232.DEN/1000.  
ISS/CON EDISON&02.OWN/SMITH, JOSEPH.OCA/123242323&005.  
OWN/BROWN, ROBERT. SOC/144237911&010.NIC/S123456789
```

### **Acknowledgment:**

```
1L01HEADER  
DC1014300  
BATCH INQUIRY RECEIVED
```

4. The results of the batch inquiry are transmitted via a file to be retrieved by the user. The maximum number of inquiry batched records is 2000. If the maximum number is exceeded, the Introduction chapter of this manual provides the necessary message translation. The user is notified of the file by the \$.B. administrative message. The following is an example of the content of the file:

```
1L01HEADER  
DC1014300  
  
SEQUENCE NUMBER: 001  
MKE/STOLEN SECURITY  
ORI/MD1012600 TYP/BD SER/D30232 DEN/1000 ISS/CON EDISON  
OWN/POWELL, JOSEPH SDT/M19801004 DOT/19980910  
OCA/1232534444  
NIC/S178628175 DTE/19980912 0000 EDT DLU/19990101 0000 EST  
ORI IS ANY CITY PD MD 301 555-1212  
IMMED CONFIRM RECORD WITH ORI  
  
SEQUENCE NUMBER: 002
```

NO RECORD OWN/SMITH, JOSEPH OCA/123242323

SEQUENCE NUMBER: 005

NO RECORD OWN/BROWN, ROBERT SOC/144237911

SEQUENCE NUMBER: 010

NO RECORD NIC/S123456789

## **5.7 PROCEDURES FOR HANDLING A HIT**

1. An NCIC hit is not probable cause to arrest. A hit confirmed with the originating agency may be adequate grounds to seize a security.
2. When an agency receives a record in response to an NCIC 2000 inquiry and the whereabouts of the security inquired upon is known, the agency that can seize the security must confirm the hit with the ORI of each possible match prior to seizing the security.
3. "To confirm the hit" means to verify that the theft report is still outstanding, that the security inquired upon is identical to the security described in the record, and to obtain information concerning return of the security to the rightful owner.
4. When an agency receives a record in response to an NCIC 2000 inquiry and the whereabouts of the security inquired upon is not known, the hit should not be confirmed. However, if the code NOAH (notify ORI of all hits) is in the MIS Field of a record, the ORI of the record should be contacted and furnished details concerning the inquiry.
5. Requirements for hit confirmation response are based on two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.
6. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

---

## **SECTION 6--LOCATE**

### **6.1 WHEN TO USE A LOCATE MESSAGE**

Any agency, except the agency that entered the record, that recovers a security indexed in NCIC 2000 must place a locate message on the security record. When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen security must contact the ORI of each record possibly identical with the security in question to confirm the hit.

Following confirmation with the originating agency, a locate message must be transmitted for each record on file for the security. Ten days after a record is located, it is retired.

## 6.2 EXAMPLE OF A SINGLE SECURITY RECORD LOCATE MESSAGE

1N01HEADER.LS.WA1230000.NIC/S178628481.OCA/123456789.19991205.  
48703.HIT NCIC 19991204..1000..1500

### Acknowledgment:

1L01HEADER  
WA1230000  
LOCATE NIC/S178628481

The above locate example contains: header (1N01HEADER), message key (LS), Recovering Agency Identifier (WA1230000), two record identifiers (NIC/S178628481 and OCA/123456789), date of recovery (19991205), the recovering agency's case number (48703), and benefits and effectiveness data: reason for property record removal (HIT NCIC 1991204), number of persons apprehended (4), value of recovered property (1000), and value of recovered contraband (1500).

## 6.3 MESSAGE FIELD CODES FOR LOCATE

FIELD NAME	REQUIREMENTS	MESSAGE FIELD	FIELD LENGTH	DATA TYPE
		CODE		
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-18	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING	OPTIONAL	RCA	1-9	ALPHABETIC,

AGENCY CASE NUMBER			1-20*	NUMERIC, SPECIAL CHARACTERS
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA*	1-3	NUMERIC
NUMBER OF MISSING PERSONS	OPTIONAL	NPF*	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP*	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR*	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC*	1-8	NUMERIC

\*NCIC 2000 format only

#### **6.4 IDENTIFICATION OF A RECORD TO RECEIVE LOCATE**

The record to be located must be identified by NIC and OCA, in that order, or SER and OCA, in that order, with each data element preceded by the proper MFC. The OCA used as an identifier is the OCA of the agency that entered the record.

#### **6.5 LOCATE PROCEDURES**

Following the two record identifiers, date of recovery and recovering agency's case number are next entered, in that order, and without field codes. The date of recovery (which cannot be prior to the date of theft) must be entered or the locate message will be rejected.

#### **6.6 ADDITIONAL GUIDELINE FOR NCIC 2000 LOCATE**

Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

#### **6.7 AUTOMATIC NOTIFICATION OF LOCATE**

When an agency places a locate against another agency's record, NCIC 2000 will automatically notify the entering agency of the placement of the locate with a \$.L. administrative message. Additional information on the \$.L. administrative message can be found in the Introduction chapter of this manual.

---

## **SECTION 7--CLEAR**

### **7.1 WHEN TO USE A CLEAR MESSAGE**

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted under one of the following conditions:

1. When the agency recovering the security is the agency that entered the record.
2. When the agency that entered the record is officially advised that the security has been recovered by another agency.

### **7.2 EXAMPLE OF A SINGLE SECURITY RECORD CLEAR MESSAGE**

1N01HEADER.CS.MD1012600.NIC/S178628481.OCA/123456789.19991205...  
HIT LOCAL 19991205.2..10000..12000

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
CLEAR NIC/S178628481

The above clear example contains: header (1N01HEADER), message key (CS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/S178628481 and OCA/123456789), date of clear (19991205), and benefits and effectiveness data: reason for property record removal (HIT LOCAL 19991205), number of persons apprehended (2), value of recovered property (10000), and value of recovered contraband (12000).

### **7.3 MESSAGE FIELD CODES FOR CLEAR**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD	FIELD LENGTH	DATA TYPE
		CODE		
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC

ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-18	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR RECOVERING AGENCY IDENTIFIER	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA*	10-21	ALPHABETIC, NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF*	1-3	NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP*	1-20	ALPHABETIC, NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR*	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC*	1-8	NUMERIC

\* NCIC 2000 format only

#### **7.4 IDENTIFICATION OF A RECORD TO BE CLEARED**

The record to be cleared must be identified by NIC and OCA, in that order, or SER and OCA, in that order, with each data element preceded by the proper MFC.

## **7.5 CLEAR PROCEDURES IF A SECURITY IS RECOVERED BY THE ENTERING AGENCY**

If the agency that entered the record recovers the security, the date of clear (which cannot be prior to the date of theft) must be entered following the two record identifiers. Additionally, benefits and effectiveness data should be included.

## **7.6 CLEAR PROCEDURES IF A SECURITY IS RECOVERED BY AN AGENCY OTHER THAN THE ORI**

If an agency other than the ORI of the record recovers the security, using the following procedures will ensure that the cleared record contains complete recovery data (date of clear, recovering agency's identifier, and recovering agency's case number).

1. If the record being cleared is in a located status (MKE/LOCATED SECURITY), only the date of clear must be entered following the two record identifiers.
2. If the record being cleared is in an active status (MKE/STOLEN SECURITY), the date of clear followed by the locating agency's identifier and the locating agency's case number, in that order, without field codes, must be entered after the two record identifiers. Additionally, benefits and effectiveness data should be included.

## **7.7 ADDITIONAL GUIDELINE FOR NCIC 2000 CLEAR**

Following the date of clear, the recovering agency identifier, and the recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

---

## **SECTION 8--ENTRY OF A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES**

### **8.1 EXAMPLE OF A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES ENTRY**

1N01HEADER.ESS.MD1012600.TC.DD99888970-DD99888985.20.AMERICAN EXPRES.  
SMITHSON, JEROME HENRY.525027777.P19960930.19991205.123456789.  
DC1014300.1243125152.STOLEN WITH VEHICLE.Y

#### **Acknowledgment:**

1L01HEADER  
MD1012600

NIC/S179633578 SER/DD99888970-DD99888985  
OCA/123456789

## 8.2 MESSAGE FIELD CODES FOR SERIALIZED SECURITIES ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
TYPE	MANDATORY	TYP	2-2	ALPHABETIC
SERIAL NUMBER	MANDATORY	SER	3-37	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DENOMINATION	MANDATORY	DEN	1- 9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ISSUER	MANDATORY	ISS	1-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER	MANDATORY	OWN	1- 40	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9- 9	NUMERIC
SECURITY DATE	CONDITIONAL	SDT	4-9	ALPHABETIC, NUMERIC
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKAGE AGENCY	OPTIONAL	LKI*	9-9	ALPHABETIC,

IDENTIFIER				NUMERIC
LINKAGE CASE NUMBER	OPTIONAL	LKA*	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	CONDITIONAL	MIS	1-30 1-200*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA*	1-1	ALPHABETIC
RANSOM MONEY INDICATOR	OPTIONAL	RMI*	1-1	ALPHABETIC

\*NCIC 2000 format only

### **8.3 MANDATORY FIELDS FOR SERIALIZED SECURITIES ENTRY**

The following fields are mandatory to cause acceptance of a consecutively serialized group of securities entry into NCIC 2000: HDR, MKE, ORI, TYP, SER, DEN, ISS, OWN, DOT, and OCA. The SDT is also mandatory if the consecutively serialized group entry is for currency.

### **8.4 ADDITIONAL GUIDELINES FOR SERIALIZED SECURITIES ENTRY**

1. The beginning and ending serial numbers of the sequence must have a hyphen separating the two numbers for the SER Field. NCIC 2000 will accept two serial numbers containing an equal number of characters, not exceeding 18 in each number, when the numbers are separated by a hyphen, the message key code is ESS, and the consecutive sequence does not exceed a total of 100 serial numbers.

2. Serial numbers in a group entry must be numerically consecutive, and the rightmost numerics in the two numbers must establish the consecutive sequence. For example:

5387621-5387692	ABC6782-ABC6808
5382961-5382968	ABC67C53-ABC67C68
1235BD-1274BD	AB6782C-AB6808C

3. Numbers composed of alphabetic characters only cannot be used. Alphabetic characters may be present as a prefix, suffix, or intermixed with numeric characters; however, any alphabetic(s) and its position must be constant in any two numbers used to denote a sequence.

4. A consecutively serialized group of stolen securities with serial numbers having a common suffix containing the alphabetic O should not be entered. The System automatically changes the

alphabetic O to the numeric 0 which will result in an alphabetic O in the suffix being incorrectly treated as the rightmost numeric character.

5. When a group of consecutively serialized securities is entered, the System automatically generates one NIC for the group record.

6. If more than 100 securities are to be entered, additional group entries must be made. Inclusion of more than 100 securities in one group entry will result in the entry being rejected. Thus, a group of stolen securities bearing serial numbers A526800- A526952 would have to be entered in two separate entries. For example:

1N01HEADER.ESS.MD1012600.TC.A526800-A526899.20.AMERICAN EXPRES.  
MARYLAND NATIONAL BANK..BLANK.19991205.123456789...  
SEE SER/A526900-A526952

1N01HEADER.ESS.MD1012600.TC.A526900-A526952.20.AMERICAN EXPRES.  
MARYLAND NATIONAL BANK..BLANK. 19991205.123456789...  
SEE SER/A526800-A526899

7. Additional information concerning entry of TYP, DEN, ISS, OWN, SOC, SDT, LKI, LKA, MIS, NOA , and RMI can be found in Section 2 of this chapter.

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## **SECTION 9--MODIFICATION OF A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES**

### **9.1 WHEN TO USE A MODIFICATION MESSAGE**

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in a consecutively serialized group of securities record. A consecutively serialized group of securities record cannot be modified if the record is in a located status (MKE/LOCATED SECURITIES).

### **9.2 EXAMPLE OF A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORD MODIFICATION MESSAGE**

1N01HEADER.MSS.MD1012600.NIC/S180195026.OCA/123456789.  
ISS/1ST NAT C BK NY.RMI/R

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
MODIFY NIC/S180195026

The above group record modification example contains: header (1N01HEADER), message key (MSS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/S180195026 and OCA/123456789), the field being modified, and the modification (ISS/1ST NAT C BK NY and RMI/R).

### **9.3 MESSAGE FIELD CODES FOR SERIALIZED SECURITIES MODIFICATION**

<b>FIELD NAME</b>	<b>REQUIREMENTS</b>	<b>MESSAGE FIELD CODE</b>	<b>FIELD LENGTH</b>	<b>DATA TYPE</b>
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	3-37	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN*	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION (except SER)				

\*NCIC 2000 format only

### **9.4 IDENTIFICATION OF A GROUP RECORD TO BE MODIFIED**

The group record to be modified must be identified by NIC and OCA, in that order, or SER and OCA, in that order, preceded by the proper MFCs.

### **9.5 ADDITIONAL GUIDELINES FOR SERIALIZED SECURITIES MODIFICATION**

1. When serial numbers are used as an identifier for a consecutively serialized group record modification, the lowest and highest of all serial numbers appearing in the existing group record, including any numbers shown in a located status, must be used. For example, if a record in file was entered with the serial numbers DD99888977-DD99888985, serial numbers DD99888979-DD99888982 are in a located status, and serial numbers DD99888977 and DD99888978 have been cleared or canceled, the serial numbers used to identify the record would be DD99888979-DD99888985.
  2. Except for the HDR, MKE, and SER, all fields in a group securities record may be changed by a modification message (MKE/MSS). However, a group securities record that is in a located status (MKE/LOCATED SECURITIES) cannot be modified.
  3. Serial numbers of a consecutively serialized group record cannot be changed through use of a modification message. Any error which relates to the serial numbers in the record must be corrected by canceling the existing group record and making a new entry.
  4. Errors discovered subsequent to a group record entry which concern one or more, but not all, of the securities in a group record (for example, one half of a group of traveler's checks having a different issue date than the other half) cannot be corrected with a modification message. In such a case, it is necessary to cancel the original group entry and make correct entries, single or group, depending on the situation.
  5. For NCIC 2000-formatted records, validation data may be included in the modification message (MKE/MSS). Additional details on modification can be found in Section 3 of this chapter.
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## **SECTION 10--CANCELLATION OF A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES**

### **10.1 WHEN TO USE A CANCELLATION MESSAGE**

1. A cancellation message is used when the record is invalid; for example, a record is determined to be the result of a theft report which proves to be fictitious or false.
2. A cancellation message must be used in place of modification message when making certain types of corrections to a group record. Additional information can be found in Section 9 of this chapter.
3. Cancellation of a record is restricted to the agency that entered the record.

### **10.2 EXAMPLES OF CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORD CANCELLATION MESSAGES**

**Canceling All Securities in a Range:**

1N01HEADER.XSS.MD1012600.NIC/S180195026.OCA/123456789.19991205

**Acknowledgment:**

1L01HEADER  
MD1012600  
CANCEL NIC/S180195026

The above cancellation example contains: header (1N01HEADER), message key (XSS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/S180195026 and OCA/1234567689), and date of cancellation (19991205).

**Canceling Multiple Securities in a Range:**

1N01HEADER.XSS.MD1012600.SER/DD99888970-DD99888976.  
OCA/123456789.19991205

**Acknowledgment:**

1L01HEADER  
MD1012600  
CANCEL SER/DD99888970-DD99888976

The above cancellation message contains: header (1N01HEADER), message key (XSS), Originating Agency Identifier (MD1012600), two record identifiers (SER/DD99888970-DD99888976 and OCA/123456789), and date of cancellation (19991205). Both serial numbers are considered as one identifier. **The SER/ represents only the securities to be canceled from the group record.**

**Canceling One Security in the Range:**

1N01HEADER.XSS.MD1012600.SER/DD99888979-DD99888979.OCA/123456789.  
19991205

**Acknowledgment:**

1L01HEADER  
MD1012600  
CANCEL SER/DD99888979-DD99888979

This cancellation example contains: header (1N01HEADER), message key (XSS), Originating Agency Identifier (MD1012600), two record identifiers (SER/DD99888979- DD99888979 and OCA/123456789), and date of cancellation (19991205). **The SER/ represents a single security to be canceled from the group record.**

**10.3 MESSAGE FIELD CODES FOR SERIALIZED SECURITIES CANCELLATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY ORIGINATING AGENCY IDENTIFIER	MANDATORY	MKE	3-3	ALPHABETIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	3-37	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCEL	MANDATORY	DOC	8-8	NUMERIC

\*NCIC 2000 format only

#### 10.4 IDENTIFICATION OF A GROUP RECORD TO BE CANCELED

There are three options for canceling consecutively serialized group records:

1. Canceling all securities in a group record:

1. The group record to be canceled must have two identifiers: SER and OCA, in that order, or NIC and OCA, in that order, each preceded by the proper MFC.
2. When the SER is used, it must represent the lowest and highest serial numbers of the consecutively numbered group of items that are in an active or a located status. When breaks in the consecutive order of the serial numbers exist, separate cancel messages must be sent. Date of cancellation (DOC) must follow the two record identifiers and must be the current date or the current date minus one.
3. **It is recommended that the NIC and the OCA be used when the entire group record is to be canceled.** This procedure can be used even if there are any breaks in the consecutive order of the serial numbers. It cannot be used if the entire range is not to be canceled as it will cause all records in the range to be canceled.

2. Canceling more than one, but not all, securities in a group record:

The group record containing securities to be canceled must be identified by the SER and the OCA, in that order, with each data element preceded by the proper MFC. The lowest and highest

serial number of the consecutively numbered items being canceled must be used. When breaks in the consecutive order of the serial numbers exist, separate cancel messages must be sent. DOC must follow the two record identifiers and must be the current date or the current date minus one.

**NIC and OCA should not be used to identify the record as this will result in cancellation of the entire group record.**

3. Canceling a single security in a group record:

The group record containing a single security to be canceled must be identified by SER (serial number repeated as if it represented a range of numbers) and OCA, in that order, with each data element preceded by the proper MFC. The serial number of the consecutively numbered item being canceled must be used as the lowest and highest value. DOC must follow the two record identifiers and must be the current date or the current date minus one.

**NIC and OCA should not be used to identify the record as this will result in cancellation of the entire group record.**

## **10.5 ADDITIONAL GUIDELINES FOR SERIALIZED SECURITIES CANCELLATION**

If any number in the range specified is not present in an active or located status, the transaction will be rejected as an invalid serial number range.

No benefits and effectiveness data are collected for serialized securities.

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## **SECTION 11--INQUIRY OF A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORD**

### **11.1 EXAMPLE OF AN INQUIRY WITH A GROUP RECORD RESPONSE**

An inquiry on a security may result in a single record positive response or a group record positive response.

Only one serial number may be included in the SER of an inquiry of the Securities File. For example:

```
1N01HEADER.QS.WA1230000.TYP/TC.SER/DD99888977.DEN/20.  
ISS/AMERICAN EXPRES.RSH/Y
```

The following is a typical response which illustrates the format of an active group record in which some of the securities have been located, cleared, or canceled prior to the inquiry.

```
1L01HEADER  
WA1230000
```

MKE/STOLEN SECURITIES  
ORI/MD1012600 TYP/TC DEN/20 ISS/AMERICAN EXPRES  
OWN/SMITHSON,JEROME HENRY SOC/525027777 SDT/P19930831 DOT/19991205  
OCA/123456789  
NIC/S179633578 DTE/19991207 1201 EST DLU/20001101 1600 EST  
ORI IS ANY CITY PD MD 301 555-1234  
SER/DD99888977-DD99888978  
DD99888982-DD99888983  
MKE/LOCATED SECURITIES 20000120 NB1977700 9462  
SER/DD99888980-DD99888980  
MKE/LOCATED SECURITIES 20000120 NB1977700 9462  
SER/DD99888984-DD99888985  
IMMED CONFIRM RECORD WITH ORI

The lowest and highest serial numbers of the securities originally entered in the example record above were SER/DD99888977-DD99888985. Since the entry of this record, some of the securities of the group originally entered have been located (SER/DD99888980 and SER/DD99888984-DD99888985) and cleared or canceled ( DD99888979 and DD99888981) prior to the time of the inquiry.

## **11.2 ADDITIONAL GUIDELINES FOR INTERPRETING A GROUP RECORD RESPONSE**

1. Additional information concerning requirement for inquiry can be found in Section 5 of this chapter.
2. An inquiry on a serial number contained in a group record (whether it is the first, last, or a number in between) will reveal the complete group record on file.
3. The serial numbers follow the TYP as in a single security record but follow the ORI translation line.
4. The NIC is printed after the main body of the record just above the ORI translation line.
5. Located securities of the group originally entered are identified by MKE/LOCATED SECURITIES, date of location, locating agency's identifier, locating agency's case number, and serial number(s).
6. Canceled and cleared securities are not listed.
7. Upon receipt of a locate message indicating all or the remaining unrecovered item(s) in the active group record have been located, the message key translation STOLEN SECURITIES will be changed automatically to LOCATED SECURITIES.

---

## **SECTION 12--LOCATE MESSAGE FOR A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORD**

## **12.1 WHEN TO USE A LOCATE**

Any agency, except the agency that entered the record, that recovers a security indexed in NCIC 2000 must place a locate message on the security record. When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen security must contact the ORI of each record possibly identical with the security in question to confirm the hit. Following confirmation with the originating agency, a locate message must be transmitted for each record on file for the security. Once a consecutively serialized group record has had a locate placed on it, it cannot be modified.

## **12.2 EXAMPLES OF CONSECUTIVELY SERIALIZED GROUP OF SECURITIES LOCATE MESSAGES**

### **Locating All Securities in a Range:**

1N01HEADER.LSS.WA1230000.NIC/S179633578.OCA/123456789.  
19991205.9462

### **Acknowledgment:**

1L01HEADER  
WA1230000  
LOCATE NIC/S179633578

The above locate message example contains: header (1N01HEADER), message key (LSS), recovering agency identifier (WA1230000), two record identifiers (NIC/S179633578 and OCA/123456789), date of recovery (19991205), and recovering agency case number (9462).

### **Locating Multiple Securities in a Range:**

1N01HEADER.LSS.NB1977700.SER/DD99888984-DD99888989.OCA/123456789.  
19991205.9462

### **Acknowledgment:**

1L01HEADER  
NB1977700  
LOCATE SER/DD99888984-DD99888989

The above locate message example contains: header (1N01HEADER), message key (LSS), recovering agency's identifier (NB1977700), two record identifiers (SER/DD99888984-DD99888989 and OCA/123456789), date of recovery (19991205), and the recovering agency's case number (9462). **The SER/ represents the securities from the group record to be located.**

### **Locating One Security in a Range:**

1N01HEADER.LSS.NB1977700.SER/DD99888980-DD99888980.  
OCA/123456789.19991205.9462

**Acknowledgment:**

1L01HEADER  
NB1977700  
LOCATE SER/DD99888980-DD99888980

The above locate message example contains: header (1N01HEADER), message key (LSS), recovering agency identifier (NB1977700), two record identifiers (SER/DD99888980-DD99888980 and OCA/123456789), date of recovery (19991205), and the recovering agency case number (9462). **The SER/ represents a single security from the group record to be located.**

**12.3 MESSAGE FIELD CODES FOR SERIALIZED SECURITIES LOCATE**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	3-37	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

\*NCIC 2000 format only

**12.4 IDENTIFICATION OF A GROUP RECORD FOR LOCATE**

There are three options for locating consecutively serialized group records:

1. Recovery of all securities in a group record:

1. The group record to be located requires two identifiers, SER and OCA, in that order, or NIC and OCA, in that order, preceded by the proper MFC.
2. When using SER, it must represent the lowest and highest serial numbers of the consecutively numbered group of recovered items. When breaks in the consecutive order of the serial numbers exist, separate messages must be sent.
3. **It is recommended that NIC and OCA be used when the entire group record is to be located.** This procedure can be used even if there are breaks in the consecutive order of the serial numbers. The OCA used as an identifier is the OCA of the agency that entered the record. This OCA is contained in the NCIC 2000 response to the recovering agency inquiry.

2. Recovery of more than one, but not all, securities in a group record:

The group record containing securities to be located must be identified by SER and OCA, in that order, with each data element preceded by the proper MFC. The lowest and highest serial numbers of the recovered consecutively numbered items must be used. When breaks in the consecutive order of the serial numbers exist, separate locate messages must be sent.

**NIC and OCA should not be used to identify the record as this will result in the locate message applying to all securities in the group record.**

3. Recovery of a single security in a group record:

The group record containing the security to be located must be identified by SER (serial number repeated as if it represented a range of numbers) and OCA, in that order, with each data element preceded by the proper MFC.

**NIC and OCA should not be used to identify the record as this will result in the locate message applying to all securities in the group record.**

## **12.5 ADDITIONAL GUIDELINES FOR SERIALIZED SECURITIES LOCATE**

1. Following the two record identifiers, the date of recovery and recovering agency case number are entered without field codes. The date of recovery (which cannot be prior to the date of theft) must be entered or the locate message will be rejected.
2. If any number in the range specified is not present in an active or located status, the transaction will be rejected as an invalid serial number range.
3. Benefits and effectiveness data are not collected for located serialized securities.

## **SECTION 13--CLEAR MESSAGE FOR A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORD**

### **13.1 WHEN TO USE A CLEAR MESSAGE**

1. Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted under one of the following conditions:
  1. When the agency recovering the security(s) is the agency that entered the record.
  2. When the agency that entered the record is officially advised that the security has been recovered by another agency.
2. More than one clear message must be sent if the same recovery information is not applicable to all securities being cleared in a group record. This ensures that recovery information for each security will be accurate. For example, if one of three stolen securities was recovered by an agency other than the originating agency on December 2, 1996, and the other two securities were recovered by the originating agency on December 3, 1996, two clear messages must be sent.
3. Upon receipt of a clear or cancel message which indicates all or the remaining unrecovered item(s) in the active group record have been accounted for, the group record will be retired.

### **13.2 EXAMPLES OF CONSECUTIVELY SERIALIZED SECURITIES GROUP RECORD CLEAR MESSAGES**

#### **Clearing All Securities in a Range:**

1N01HEADER.CSS.MD1012600.NIC/S179633578.OCA/123456789.19991205.  
NB1977700.9462

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
CLEAR NIC/S179633578

The above clear example contains: header (1N01HEADER), message key (CSS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/S179633578 and OCA/123456789), date of clear (19991205), recovering agency identifier (NB1977700), and recovering agency case number (9462).

#### **Clearing Multiple Securities in a Range:**

1N01HEADER.CSS.MD1012600.SER/DD99888984-DD99888988.OCA/123456789.  
19991205.NB1977700.9462

**Acknowledgment:**

1L01HEADER  
MD1012600  
CLEAR SER/DD99888984-DD99888988

The above example contains: header (1N01HEADER), message key (CSS), Originating Agency Identifier (MD1012600), two record identifiers (SER/DD99888984-DD99888988 and OCA/123456789), date of clear (19991205), recovering agency identifier (NB1977700), and recovering agency case number (9462). **The SER/ represents only the securities from the group record to be cleared.**

**Clearing One Security in a Range:**

1N01HEADER.CSS.MD1012600.SER/DD99888980-D99888980.  
OCA/123456789.19991205.NB1977700.946253423453621

**Acknowledgment:**

1L01HEADER  
MD1012600  
CLEAR SER/DD99888980-DD99888980

The above example contains: Header (1N01HEADER), message key (CSS), Originating Agency Identifier (MD1012600), two record identifiers (SER/DD99888980- DD99888980 and OCA/123456789), date of clear (19991205), recovering agency identifier (NB1977700), and recovering agency case number (946253423453621). **The SER/ represents a single security from the group record to be cleared.**

### **13.3 MESSAGE FIELD CODES FOR SERIALIZED SECURITIES CLEAR**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD		DATA TYPE
		FIELD CODE	LENGTH	
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	3-37	ALPHABETIC,

				NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR RECOVERING AGENCY IDENTIFIER	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

\* NCIC 2000 format only

### 13.4 IDENTIFICATION OF A GROUP RECORD TO BE CLEARED

There are three options for clearing consecutively serialized group records:

1. Clearing all securities in a group record:

1. The group record to be cleared must be identified by two identifiers, SER and OCA, in that order or NIC and OCA, in that order, preceded by the proper MFC.
2. When SER is used, it must represent the lowest and highest serial numbers of the consecutively numbered group of items that are in an active or located status. When breaks in the consecutive order of the serial numbers exist, separate clear messages must be sent.
3. **It is recommended that NIC and OCA be used when the entire group is to be cleared.** This procedure can be used even if there are breaks in the consecutive order of the serial numbers.

2. Clearing more than one, but not all, securities in a group record:

1. The group record containing securities to be cleared must be identified by SER and OCA, in that order, with each data element preceded by the proper MFC. The lowest and highest serial numbers of the consecutively numbered items being cleared must be used. When breaks in the consecutive order of the serial numbers exist, separate clear messages must be sent.
2. **NIC and OCA should not be used to identify the record as this will result in the clear message applying to all securities in the group record.**

3. Clearing a single security in a group record:

1. The group record containing the security to be cleared must be identified by SER (serial

number repeated as if it represented a range of numbers) and OCA, in that order, with each data element preceded by the proper MFC. The OCA used as an identifier is the OCA of the entering agency.

- 2. NIC and OCA should not be used to identify the record as this will result in the clear message applying to all securities in the group record.**

### **13.5 CLEAR PROCEDURES IF SECURITIES ARE RECOVERED BY ENTERING AGENCY**

If the agency that entered the record recovers the securities, only the date of clear (which cannot be prior to the date of theft) must be entered following the two record identifiers.

### **13.6 CLEAR PROCEDURES IF SECURITIES ARE RECOVERED BY AGENCY OTHER THAN ORI OF THE RECORD**

If an agency other than the ORI of the record recovers the securities, the following procedures must be used:

1. If the record being cleared is in a located status (MKE/LOCATED SECURITIES), only the date of clear must be entered following the two record identifiers.
2. If the record being cleared is in an active status (MKE/STOLEN SECURITIES), the date of clear followed by the locating agency identifier and the locating agency case number, in that order, without field codes, must be entered after the two record identifiers.

### **13.7 ADDITIONAL GUIDELINES FOR SERIALIZED SECURITIES CLEAR**

If any number in the range specified is not present in an active or located status, the transaction will be rejected as an invalid serial number range.

Benefits and effectiveness data are not collected for cleared serialized securities.

***NCIC 2000 Operating Manual  
SUPERVISED RELEASE FILE***

***The entire Supervised Release File portion of the NCIC Manual was revised and republished below  
per TOU 04-2, issued April 30, 2004, effective April 2005.***

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## **SECTION 1--INTRODUCTION**

### **1.1 CRITERIA FOR ENTRY**

Agencies must have documentation (electronic or hard copy) on file to support a supervised release entry. Local, state, and federal supervision officers may enter records in NCIC for subjects who are put under specific restrictions during their probation, parole, supervised release sentence, or pre-trial sentencing. The court shall order as an explicit condition of a sentence of probation or supervised release "that the defendant not commit another local, state, or federal

crime during the term of supervision" (Title 28, U.S.C., Sections 3563 and 3583). Among discretionary conditions that the court may impose are the following:

That the defendant:

1. Refrain from engaging in a specified occupation, business, or profession bearing a reasonable direct relationship to the conduct constituting the offense, or engage in such a specified occupation, business, or profession only to a stated degree or under stated circumstances.
2. Refrain from frequenting specified kinds of places or from associating unnecessarily with specified persons.
3. Refrain from excessive use of alcohol or any use of a narcotic drug or other controlled substance without a prescription by a licensed medical practitioner.
4. Refrain from possessing a firearm, destructive device, or other dangerous weapon.
5. Undergo available medical, psychiatric, or psychological treatment, including treatment for drug or alcohol dependency, as specified by the court, and remain in a specified institution if required for that purpose.
6. Remain in the custody of the Bureau of Prisons during nights, weekends, or other intervals of time totaling no more than the lesser of 1 year or the term of imprisonment authorized for the offense, during the first year of the term of probation.
7. Reside in a specified place or area or refrain from residing in a specific place or area.
8. Remain within the jurisdiction of the court, unless granted permission to leave by the court or a probation officer.
9. Notify the probation officer promptly if arrested or questioned by a law enforcement officer.

Any local, state, or federal criminal justice agency may enter information on probationers; parolees; and subjects of supervised releases, pretrial sentencing, and released on their own recognizance.

## **1.2 MESSAGE KEY (MKE) CODES**

<b>Message</b>	<b>MKE</b>	<b>Translation</b>
Entry	EC	PROBATION OR SUPERVISED RELEASE STATUS
	EC-C	PROBATION OR SUPERVISED RELEASE STATUS - CAUTION
Modify	MC	

Cancel	XC
Inquiry*	QW QWA QWE QWF QWS ZW QWB QWI QV ZV
Clear	CC
Entry of supplemental record of aliases and/or additional identifiers	ECN
Entry of supplemental stolen/fraudulent identifiers	ECNS
Cancellation of supplemental record	XCN
Cancellation of stolen/ fraudulent identifiers	XCNS

\*There is no specific MKE to query the Supervised Release File; however, a wanted person inquiry will return a hit response on this file if a match occurs.

### **1.3 RECORD RETENTION PERIOD**

Supervised Release File records are removed once records meet the date in the Date of Probation/Parole Expiration (DPE) Field. NONEXP may be entered in the DPE Field for subjects with nonexpiring dates of supervision. A \$.P. Purge Notification is sent to the entering agency 30 days prior to the date the record is to expire.

An exception to record retention periods will occur in the event a serious error is detected in the record on file or in the event the record is not validated as scheduled. Additional information on the serious errors program can be found in the Introduction chapter of this manual.

### **Example of a \$.P. Purge Notification**

\$.P.  
VA013123G

THE FOLLOWING RECORD WILL BE PLACED IN EXPIRED STATUS IN THIRTY DAYS BY THE FBI COMPUTER BASED ON THE EXPIRATION DATE CONTAINED IN THE SUPERVISED RELEASE RECORD. UNLESS ACTION IS TAKEN TO INCREASE THE EXPIRATION DATE, MODIFICATION OR CANCELLATION OF THE RECORD WILL BE PROHIBITED AFTER THE THIRTIETH DAY.

ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19520521  
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A SKN/DRK  
SMT/SC R HD  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/98765432 OLS/MD OLY/2000  
OOC/ROBBERY OCA/611112131  
VLD/20000521  
MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO  
MIS/FREQUENT BARS  
LIC/ABC123 LIS/VA LIY/1999 LIT/PC  
VIN/2F37Z7P051519 VYR/1977  
VMA/PONT VMO/LEM VST/2D VCO/WHI  
DPE/20101009 SCI/VA12346J LOC/ANY COUNTY VA PAROLE OFFICE  
DSS/20050509 SON/FITZPATRICK, JOHN SOT/703 555-3013  
ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615  
ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234  
IMN/I435461801 IMT/M  
NIC/C146203706 DTE/19991020 0001 EDT DLU/20000125 1600 EST

### **1.4 AUTOMATIC RETIREMENT**

Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a convicted person base record or supplemental record for the year of entry plus 4 years, provided the license information has expired. If the expired license plate is the only searchable identifier in the Supervised Release File record, then the entire record will be purged.

A nonexpiring license plate (LIY/NX) contained in a Supervised Release File record will remain on file until action is taken by the originating agency to remove the license data or clear or cancel the entire record.

### **1.5 VALIDATION**

For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

## 1.6 MESSAGE FIELD CODES AND EDITS

<b>Code</b>	<b>Field</b>	<b>Edits</b>
ARI	Arresting Agency Identifier	Must be a valid NCIC-assigned ORI.
CMC	Caution and Medical Conditions	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
CRI	ORI of Court Issuing Warrant	Must be a valid NCIC-assigned ORI.
CTZ	Citizenship	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DLO	DNA Location	Free text. If the DNA field is N or defaulted to N, then the DLO must be blank.
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Indicator Y is entered, then the DLO Field must contain data.
DOA	Date of Arrest	Must be a valid Gregorian date (YYYYMMDD).
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date or DSS. If the DOB is not the only numeric identifier, 00 is valid for the month and/or day when the actual date is unknown. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DPE	Date of Probation/Parole Expiration	Must be a valid Gregorian date (YYYYMMDD) or NONEXP. The DPE cannot be less than the current date.

DPR	Date Probation or Release Revoked	Must contain no data.
DSS	Date of Start of Supervision	Must be a valid Gregorian date (YYYYMMDD).
EDS	Date of Release from Supervision	Must be a valid Gregorian date (YYYYMMDD).
EML	E-mail Address	Free text. Must not contain a period (.).
ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
EYE	Eye Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
FBI	FBI Number	May be up to seven numerics or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetics followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, C, D, or E; and the check digit will be 0 to 9. The alphabetic characters I and O are always invalid. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
FPC	Fingerprint Classification	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used.
HAI	Hair Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
HGT	Height	The first character represents feet, and the second and third characters represent inches. May be a minimum of 400 but not more than a maximum of 711. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

IMN	Image NCIC Number	A self-checking number automatically assigned by NCIC to each accepted image record, consisting of alphabetic character I followed by nine numeric characters. Must have valid check digit.
IMT	Image Type	Must be a valid NCIC-assigned code as listed in the Image File chapter.
INC	Place of Incarceration	Free text.
LIC	License Plate Number	Characters UNK, UNKN, or UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact FBI CJIS Division staff. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds ten characters, only the first ten characters should be entered in the LIC Field. The full plate number must be shown in the MIS Field.
LIS	License Plate State	Must be a valid NCIC-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
LIT	License Plate Type	Must be a valid code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
LIY	License Plate Year of Expiration	Must be a valid four-character year (YYYY) or the alphabetics NX to represent a nonexpiring registration.
LOC	Release Location	Free text.
MIS	Miscellaneous	SVIN must be entered in the MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN.
MKE	Message Key	Must be a valid message key.

MNU	Miscellaneous Number	The first two characters must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . The third character must be a hyphen. Entry of one zero only or a run of zeros is prohibited in positions 4 through 15. An originating agency police or identification number in MNU cannot be the only numeric identifier in the record. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU field. The full MNU should be entered in the MIS Field.
NAM	Name	The name may include alphabets, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The <i>NCIC 2000 Code Manual</i> , Personal Descriptors, provides coding instructions.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (C in the Supervised Release File) followed by nine numeric characters automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify the record in subsequent transactions.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, the word NONE, or the first seven characters of the ORI Field. The only valid character is the hyphen.
OLN	Operator's License Number	One zero only or a run of zeros only indicating a license is unknown may not be used. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
OLS	Operator's License State	Must be a valid NCIC-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
OLY	Operator's License Year of Expiration	Must represent the year the license expires or the alphabets NX to represent nonexpiring, or the code UNKN for unknown. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

OOC	Original Offense	Must be a valid NCIC-assigned code as listed in Uniform Offense Codes, <i>NCIC 2000 Code Manual</i> .
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.
POB	Place of Birth	Must be a valid NCIC-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> . More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
RAC	Race	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
RPR	Reason Probation or Release Revoked	Must contain no data.
SCI	Sentencing Court Identifier	Must be a valid NCIC-assigned ORI.
SEX	Sex	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SKN	Skin Tone	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SOC	Social Security Number	Must not be less than 001010001 or have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth position. Invalid and/or nonissue numbers are accepted but cause a SOC attention message. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SON	Name of Supervising Officer	The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The <i>NCIC 2000 Code Manual</i> , Personal Descriptors, provides coding instructions.
SOT	Business Telephone of Supervising Officer	Must be three numerics, a space, three numerics, a hyphen, followed by four numerics.

VCO	Vehicle Color	Must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If two colors are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used. The Vehicle File chapter of this manual has additional edits on the VIN Field. If state-assigned or nonconforming 17-character VIN, SVIN must be entered in the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. Full VIN must then be shown in the MIS Field.
VLN	Name of Validator	Any valid characters representing validator.
VMA	Vehicle Make	The first four characters must be alphabetic and a valid NCIC-assigned code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blanks. The remaining characters are free text and must contain the name of the manufacturer when the code is AERO, ATV, COEQ, CYCL, FARM, SNOW, SPEC, TRLR, or TRUK. If the VMO is other than TL, the VMA code must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .  If the VMO is TL, the VMA code must not be the characters: ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ.  For every assembled vehicle that does not have a manufacturer-assigned VIN, the code must be ASVE.
(Jeep)		If the VMA code is JEP, the VYR must be 1969 or less. If the VMA code is AMER, the VYR must be 1988 or less. If the VMA code is JEEP, the VYR must be 1989 or greater.

	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the code must be AERO.
	(all-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobile)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, or one of the approved VMA snowmobiles or motorcycles listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If VST is MV, the VMA code must be SPEC, ATV, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If VMA code is ATV or SPEC, the VST must be EB, EN, MV, or OP, and the MIS Field must have one nonblank character.
VMO	Vehicle Model	Must be alphanumeric characters. Spaces cannot be skipped. Hyphens or symbols should be used. More information in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
		The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP are (blank), CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE.
	(assembled automobile)	If the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in the Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> , the VMO must be SKT, SKW, TRA, TRW, or WHE.
	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.

	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VST	Vehicle Style	Must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
VYR	Vehicle Year	Must represent the product (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than 1 year beyond the current model year. For entries of model year 1981 or later, and when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.
WGT	Weight	Minimum of 050 and maximum of 499. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
WNO	Warrant Number	One to fifteen alphanumeric characters.

## **1.7 CRITERIA FOR REJECTING DUPLICATE RECORDS**

1. If the following fields of a Supervised Release File entry message are the same as the corresponding fields of a Supervised Release record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; and DOB, NAM, and ORI.
2. Whenever the message REJECT ON FILE is sent, the record on file will also be transmitted.
3. A duplicate record will be accepted if the ORI in the second entry is different or the person type is other than Supervised Release, such as Gang File, Wanted Person, etc. A duplicate record will also be accepted if there are vehicle data in the Supervised Release record message that match data in the Vehicle File. In those cases, the duplicate record(s) will be furnished with the entry/modify acknowledgment.

## **1.8 IMAGE CAPABILITY**

The Image File chapter of the manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC.

## **1.9 INVESTIGATIVE INTEREST**

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records.

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## SECTION 2--ENTRY

### 2.1 EXAMPLE OF AN ENTRY

1N01000005.EC.MD101260G.SMITH, JOHN J.M.B.AL.19620623.509.168.BRO.BLK.  
494999W5.DRK.PRCR R EAR.121011CO141159TTCI13.AS-123456789.123456789.  
34862561.MD.2003. 0907.612767853456.ON PAROLE, SUBJECT SHOULD REMAIN  
WITHIN TOWN LIMITS OF BALTIMORE, NOT ALLOWED IN BARS.ABC123.MD.1996.  
PC.2Y27H5L100009.1975.PONT.VEN.2D.BLU..MD123456J.BALTIMORE PENITENTIARY.  
19900615.20101009.20051009.FITZPATRICK, JOHN.301 555-3013..MD1012600... WORK  
FARM MD.....Y.FBI LAB, QUANTIC0, VA 703-632-4000, VA1234567,  
MTDNA.JFITZPATRICK@DPS(DOT)MD(DOT)US

### Acknowledgment:

1L01000005  
MD101260G  
NAM/SMITH, JOHN J NIC/C146203706  
OCA/612767853456

### 2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN NCIC 2000 <i>CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN NCIC 2000 <i>CODE MANUAL</i>

PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN NCIC 2000 <i>CODE MANUAL</i>
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN NCIC 2000 <i>CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN NCIC 2000 <i>CODE MANUAL</i>
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN NCIC 2000 <i>CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN NCIC 2000 <i>CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN NCIC 2000 <i>CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
ORIGINAL OFFENSE CODE	OPTIONAL	OOC	4-4	CODE AS DEFINED IN NCIC 2000 <i>CODE MANUAL</i>
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL

				CHARACTERS
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN NCIC 2000 <i>CODE MANUAL</i>
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN NCIC 2000 <i>CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN NCIC 2000 <i>CODE MANUAL</i>
VEHICLE MODEL	SET	VMO	2-3	CODE AS DEFINED IN NCIC 2000 <i>CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN NCIC 2000 <i>CODE MANUAL</i>
VEHICLE COLOR	SET	VCO	3-3 7-7	CODE AS DEFINED IN NCIC 2000 <i>CODE MANUAL</i>
CAUTION AND MEDICAL CONDITIONS	CONDITIONAL	CMC	2-2	CODE AS DEFINED IN NCIC 2000 <i>CODE MANUAL</i>
SENTENCING COURT IDENTIFIER	OPTIONAL	SCI	9-9	ALPHABETIC, NUMERIC
PLACE OF INCARCERATION	OPTIONAL	INC	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF ARREST	OPTIONAL	DOA	8-8	NUMERIC
DATE OF PROBATION/PAROLE EXPIRATION	MANDATORY	DPE	6-6 8-8	ALPHABETIC NUMERIC
DATE OF START OF SUPERVISION	MANDATORY	DSS	8-8	NUMERIC
NAME OF SUPERVISING OFFICER	MANDATORY	SON	3-30	ALPHABETIC, NUMERIC, SPECIAL

				CHARACTERS
BUSINESS TELEPHONE NUMBER OF SUPERVISING OFFICER	MANDATORY	SOT	12-12	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RELEASE FROM SUPERVISION	OPTIONAL	EDS	8-8	NUMERIC
ARRESTING AGENCY IDENTIFIER	OPTIONAL	ARI	9-9	ALPHABETIC, NUMERIC
DATE PROBATION OR RELEASE REVOKED		DPR	0	BLANK
REASON PROBATION OR RELEASE REVOKED		RPR	0	BLANK
RELEASE LOCATION	OPTIONAL	LOC	1-50	ALPHABETIC, NUMERIC
WARRANT NUMBER	OPTIONAL	WNO	1-15	ALPHABETIC, NUMERIC
ORI OF COURT ISSUING WARRANT	OPTIONAL	CRI	9-9	ALPHABETIC, NUMERIC
NAME	OPTIONAL	NAM*	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB*	8-8	NUMERIC
SOCIAL SECURITY NUMBER	OPTIONAL	SOC*	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU*	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN*	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS*	2-2	ALPHABETIC
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY*	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
DNA PROFILE INDICATOR	OPTIONAL SET	DNA	1-1	ALPHABETIC
DNA LOCATION	SET	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
E-MAIL ADDRESS	OPTIONAL	EML	3-80	ALPHABETIC, NUMERIC, SPECIAL

				CHARACTERS [EXCEPT PERIOD (.)]
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN THE NCIC 2000 <i>CODE MANUAL</i>
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN THE NCIC 2000 <i>CODE MANUAL</i>

\*Fraudulent data

### **2.3 MANDATORY FIELDS FOR ENTRY**

1. The following fields are mandatory for the acceptance of a supervised release entry into NCIC: HDR, MKE, ORI, NAM (base record NAM must be included in all entry messages and must be the individual's true name), SEX, RAC, HGT, WGT, HAI, OCA, DPE, DSS, SON, SOT, and at least one of the following numeric identifiers: DOB (including year, month, and day); FBI; MNU (other than originating agency police or identification number); SOC; OLN with OLS and OLY; LIC with LIS, LIY, and LIT; or VIN with VYR, VMA, and VST.
2. The base record entry format includes one of each of the stolen/fraudulent (S/F) identifier fields. These fields immediately follow the CRI Field and are entered in the following order: S/F name; S/F date of birth; S/F Social Security number; S/F miscellaneous identifying number; and S/F operator's license number, state, and year of expiration. Any agency transmitting a base record entry message may optionally include one of each type of the S/F identifiers if at least one of the individual's real identifiers are included in the base record.
3. Although the S/F fields are appended to the base record entry message, NCIC will process the data therein as a supplemental S/F identifier record entry message. Thus, S/F identifiers included in a base record entry message cannot be changed or deleted with a modify message. Stolen/fraudulent identifiers can be changed or deleted only by using the supplemental S/F identifier record entry and cancel transactions.
4. The entry of invalid and/or nonissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error. For example:

ATTENTION -- THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR IN YOUR QUERY AND RESUBMIT IF NECESSARY.

### **2.4 ADDITIONAL GUIDELINES FOR ENTRY**

1. The entering agency (ORI) must account for all fields in the Supervised Release File record entry format. In the original entry, all available data called for in the record must be entered.

Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MC). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a Supervised Release File record are located in Section 8 of this chapter.

2. For training and administrative purposes, agencies may enter test records in NCIC 2000 format by using the header TN01. The test records will not generate any notifications nor will batch processing be performed in the test system.
3. If a DOB is the only known numerical identifier, it must be a valid Gregorian date (YYYYMMDD) or the entry will be rejected.
4. All numerical identifiers except OCA and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen must be used to separate the first two alphabetics from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU field. The full MNU should be entered in the MIS Field.
5. When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, operators license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.

## **2.5 MESSAGE FIELD CODE EDITS FOR ENTRY**

### **1. PERSONAL DESCRIPTORS**

Entry instructions for NAM, SEX, RAC, ETN, DOB, HGT, WGT, EYE, HAI, FBI, SKN, SMT, FPC, MNU, SOC, OLN, and CMC can be found in Personal Descriptors, *NCIC 2000 Code Manual*. Codes for entering the POB and CTZ can be found in State and Country Codes, *NCIC 2000 Code Manual*.

### **2. ORIGINAL OFFENSE CODE - UNIFORM OFFENSE CLASSIFICATIONS (OOC)**

The OOC Field is used to describe the offense which occurred prior to the parole or probation status. The appropriate code for the particular offense should be entered in the OOC. The codes listed in Uniform Offense Codes, *NCIC 2000 Code Manual*, are the only codes approved for use in the OOC.

### **3. MISCELLANEOUS (MIS) DATA**

1. Aliases, nicknames (monikers), vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered as a supplemental record (MKE/ECN) illustrated and explained in Section 8 of this chapter because this procedure increases the chances of a hit on the record.
2. Cross-referencing with another subject record may be accomplished by placing the name and NIC of the other subject's record in the MIS Field of the other record with an appropriate explanatory notation.
3. Records for individuals charged but released on their own recognizance should include a notation in the MIS Field indicating this type of record.

#### **4. VEHICLE OR LICENSE PLATE DATA**

A vehicle and/or license plate belonging to the subject may be entered as part of a Supervised Release File record (EC, EC-C) provided the entering agency has reasonable grounds to believe the subject of the record may be operating the vehicle or vehicle bearing the license plate.

Mere knowledge or verification with the appropriate motor vehicle department that a vehicle and/or license plate is registered to the supervised release subject does not meet the criteria for entry of part of his/her record.

#### **5. VEHICLE OR LICENSE PLATE DATA AND THE \$.8. PROGRAM**

An agency making a Supervised Release File entry containing data on a vehicle or license plate registered in another state must advise the Control Terminal Agency (CTA) in the state of registry about such an entry if the state of registry is not a \$.8. Program participant. Additional information on the \$.8. administrative message can be found in the Introduction chapter of this manual.

#### **6. ORIGINATING AGENCY CASE NUMBER (OCA)**

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

#### **7. DNA PROFILE INDICATOR (DNA) and DNA LOCATION (DLO)**

The DNA Field has a default value of N, meaning no DNA data is available. When the user sets the DNA Field to Y, indicating DNA data are available, then specific information regarding location of the DNA sample be entered in the DLO Field. The DLO Field can include contact information, type of DNA sample, and other information deemed appropriate by the agency. If the DNA Field is set to Y and the DLO is blank, then the record will be rejected.

#### **8. E-MAIL ADDRESS (EML)**

The E-mail Address (EML) Field should contain the primary e-mail address of the agency or if known, the e-mail address of the supervising official. (DOT) represents a period (.) in the EML Field [e.g., EML/MNMHP@MN(DOT)STATE(DOT)US].

**9. DATE PROBATION OR RELEASE REVOKED (DPR)  
REASON PROBATION OR RELEASE REVOKED (RPR)**

The DPR and RPR Fields must not contain data. However, these fields must be accounted for in the period formatted transaction. If the DPR or RPR Fields contain data, the transaction will be rejected.

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## **SECTION 3--MODIFICATION**

### **3.1 WHEN TO USE A MODIFICATION MESSAGE**

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in a Supervised Release File base record. A modification message is also used to validate a record.

A modification message used to delete information in the MNU, DOB, SOC, SMT, or CMC Field of the base record will cause the oldest data in the supplemental record to move up to the base record.

### **3.2 EXAMPLE OF A MODIFICATION MESSAGE**

1N01HEADER.MC.MD101260G.NAM/SMITH, JOHN J.NIC/C146203706.  
SOC/123456789.OLY/1996

#### **Acknowledgment:**

1L01HEADER  
MD101260G  
MODIFY NAM/SMITH, JOHN J NIC/C146203706

The above modification example contains header (1N01HEADER), message key (MC), Originating Agency Identifier (MD101260G), two record identifiers (NAM/SMITH, JOHN J and NIC/C146203706), the fields being modified, and the data being changed (SOC/ 123456789 and OLY/1996).

### **3.3 MESSAGE FIELD CODES FOR MODIFICATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
------------	--------------	--------------------	--------------	-----------

HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION	OPTIONAL			

### **3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED**

The record to be modified must be identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC. The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

### **3.5 ADDITIONAL GUIDELINES FOR NCIC MODIFICATION**

Further instructions to modify an alias and/or an additional identifier previously appended to a Supervised Release File record by means of a supplemental record are provided in Section 8 of this chapter.

#### **1. MODIFICATION TO REMOVE ALL VEHICULAR DATA**

If there is a need to delete all vehicular data from a Supervised Release File record, a special modification message may be used to remove all vehicular data from the base record without identifying each individual field. The characters LIC-VCO/. following the two record identifiers. LIC-VCO/. cause the NCIC System to delete the following fields: LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO. For example:

1N01HEADER.MC.MD101260G.NAM/SMITH, JOHN J.NIC/C146203706.LIC-VCO/.

**Acknowledgment:**

1L01HEADER  
MD101260G  
MODIFY NAM/SMITH, JOHN J NIC/C146203706

The above modification example to remove all vehicular data contains: header (1N01HEADER), message key (MC), Originating Agency Identifier (MD101260G), two record identifiers (NAM/SMITH, JOHN J and NIC/C146203706), and the fields being removed (LIC-VCO) immediately followed by slash period (/).

## 2. MODIFICATION TO REMOVE PART OF VEHICULAR DATA

The special modification message explained above cannot be used to remove less than all of the vehicular data from a Supervised Release File base record. For example, if only the four fields of license plate data (LIC, LIS, LIY, LIT) are to be deleted from the record, the usual modifying procedure must be followed, with each field to be deleted explicitly set forth in the modify message. For example:

1N01000005.MC.MD1012600.NAM/DOE, JOHN J.NIC/C146203706.LIC/.LIS/.LIY/.LIT/.

## 3. VALIDATION

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a Supervised Release File record to indicate that the record has been validated. When data are entered into the VLN Field, NCIC stores the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modification message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

1N01HEADER.MC.MD101260G.NAM/SMITH, JOHN J.NIC/C000069216.  
SOC/144557911.VLN/JONES, DAVID E

### Acknowledgment:

1L01HEADER  
MD101260G  
VALIDATE NAM/SMITH, JOHN NIC/C000069216

In the example, the record is modified at the same time it is validated.

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## SECTION 4--CANCELLATION

### 4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid and was entered in error.

#### **4.2 EXAMPLE OF A CANCELLATION MESSAGE**

1N01HEADER.XC.MD101260G.NAM/SMITH, JOHN J.NIC/C146203706.19991205

##### **Acknowledgment:**

1L01HEADER  
MD101260G  
CANCEL NAM/SMITH, JOHN J NIC/C146203706

The above cancellation example contains header (1N01HEADER), message key (XC), Originating Agency Identifier (MD101260G), two record identifiers (NAM/ SMITH, JOHN J and NIC/C146203706), and date of cancellation (19991205).

When a Supervised Release File record is canceled, the entire record, including all data appended to the record by means of a supplemental record entry, is automatically canceled.

#### **4.3 MESSAGE FIELD CODES FOR CANCELLATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCEL	MANDATORY	DOC	8-8	NUMERIC

#### **4.4 IDENTIFICATION OF A RECORD TO BE CANCELED**

The record to be canceled must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC. The name

used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. Cancellation date (which must be the current date or yesterday's date) must follow the two record identifiers.

## **4.5 ADDITIONAL GUIDELINE FOR CANCELLATION**

Benefits and effectiveness data are not collected for the Supervised Release File.

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## **SECTION 5--INQUIRY**

### **5.1 REQUIREMENTS FOR INQUIRY**

When an agency transmits an NCIC wanted person inquiry, the data in the Supervised Release File will be searched in addition to all other NCIC person files (except the NICS Denied Transaction and Unidentified Person Files) as well as the Article, Boat, License Plate, Vehicle, and Vehicle/Boat Part Files. As a part of a positive Supervised Release File response, the receiving agency is advised that the subject cannot be arrested solely upon the basis of the information provided. Additional information can be found in the Wanted Person File chapter.

### **5.2 EXAMPLE OF AN INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES**

The message keys QW, QWA, QWE, QWF, QWS, ZW, QWB, and QWI are used for Wanted Person File inquiries. A Wanted Person File inquiry will also cause an automatic cross-search of the Foreign Fugitive, Missing Person, Gang, Known or Appropriately Suspected Terrorist, Protection Order, Immigration Violator, Identity Theft, Supervised Release, and Protective Interest Files and the National Sex Offender Registry. If vehicle identifiers are included in the inquiry, the Vehicle, Boat, Vehicle/Boat Part, and License Plate Files will also be searched. If MNU, SOC, or OLN is included in the inquiry, the Article File personal identifier records will also be searched.

1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19511012.  
VIN/ABC123DEF45678901

#### **Negative Response:**

1L01HEADER  
WA1230000

NO NCIC WANT DOB/19511012 NAM/SMITH, JOHN J SEX/M RAC/W  
NO NCIC WANT VIN/ABC123DEF45678901  
\*\*\*VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO  
VIN STANDARDS FOR 1981 AND LATER VEHICLES.  
\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF  
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE  
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS  
FILES ARE SEARCHED WITHOUT LIMITATIONS.

**Positive Response:**

1L01000005  
WA1230000

\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

WARNING - DO NOT ARREST BASED ON THIS INFORMATION

MKE/PROBATION OR SUPERVISED RELEASE STATUS

ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A CTZ/US  
SKN/DRK SMT/SC R HD

FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789

OLN/98765432 OLS/MD OLY/2000

OOC/ROBBERY OCA/611112131

MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO  
MIS/FREQUENT BARS

LIC/ABC123 LIS/VA LIY/1999 LIT/PC

VIN/2F37Z7P051519 VYR/1977

VMA/PONT VMO/LEM VST/2D VCO/WHI

DPE/20101009 SCI/VA123456J LOC/ANY COUNTY VA PAROLE OFFICE

DSS/20050509 SON/FITZPATRICK, JOHN SOT/703 555-3013

ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615

ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234

IMN/I435461801 IMT/M

NIC/C146203706 DTE/19991020 0001 EDT DLU/19991215 0001 EST

REPEAT - PROBATION OR SUPERVISED RELEASE STATUS RECORD - DO NOT ARREST  
BASED ON THIS INFORMATION - PLEASE CONTACT SUPERVISING AGENCY VIA NLETS,  
TELEPHONE OR EMAIL TO ADVISE OF CONTACT WITH SUPERVISED INDIVIDUAL.

PLEASE BE ADVISED THAT SUPERVISING AGENCY MAY NOT BE  
OPERATIONAL 24/7.

NO NCIC WANT VIN/ABC123DEF45678901

\*\*\*VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO  
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

**Example of Notification Sent to Parole or Probation Officer:**

\$ .O.  
VA013123G  
ORI/WA1230000 IS ANY CITY PD WA 555-555-1234

AS A RESPONSE TO THE FOLLOWING TRANSACTION:  
1N01HEADER.QW.WA1230000.NAM/SMITH,  
JOHN.DOB/19650220.SEX/M.RAC/W  
A HIT OCCURRED ON A PROBATION OR SUPERVISED RELEASE  
STATUS RECORD. PLEASE CONTACT REQUESTING ORI FOR DETAILS.

ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19650220 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A  
SKN/DRK SMT/SC R HD  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/98765432 OLS/MD OLY/2000  
OOC/ROBBERY OCA/611112131

VLD/20000521  
MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO  
MIS/FREQUENT BARS  
LIC/ABC123 LIS/VA LIY/1999 LIT/PC  
VIN/2F37Z7P051519 VYR/1977  
VMA/PONT VMO/LEM VST/2D VCO/WHI  
DPE/20031009 SCI/VA12346J LOC/ANY COUNTY VA PAROLE OFFICE  
DSS/19930509 SON/FITZPATRICK, JOHN SOT/703 555-3013  
ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615  
ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234  
IMN/I435461801 IMT/M  
NIC/C146203706 DTE/19991020 0001 EDT DLU/20000215 1600 EST

This notification is used to inform the parole or probation officer that an inquiry has been made on a subject this officer supervises. The first ORI in the notification is the ORI of the supervising agency. The second ORI is the ORI of the agency initiating the transaction which resulted in the hit response (enter, modify, inquiry). Following this is the transaction which resulted in the hit response and the record for the supervised subject.

### **5.3 ADDITIONAL GUIDELINES FOR INQUIRY**

1. If a hit response contains expired license plate information, the following caveat will be included:

WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

2. A Supervised Release File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, operator's license data, license plate data, vehicle identification data, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the fields will be sorted as follows: operator's license data by OLS, license plate data by LIS, vehicle data by VIN, and image data by IMN.

### **5.4 PROCEDURES FOR HANDLING A HIT**

1. No arrest or detention should be made based solely on a Supervised Release File record response.

If a positive response (hit) includes license plate data in the Supervised Release File record, the Vehicle File should be queried to ascertain if the vehicle and/or license plate is stolen.

2. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a Y in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

## **SECTION 6--LOCATE**

There are no locate procedures for the Supervised Release File.

---

## **SECTION 7--CLEAR**

### **7.1 WHEN TO USE A CLEAR MESSAGE**

The use of a clear transaction results in the immediate removal of the subject record and all associated identifiers. Clearance of a record is restricted to the agency that entered the record. A clear message should be transmitted when a subject is no longer under a status of supervised release, such as when the probation has expired, has been rescinded, etc.

### **7.2 EXAMPLE OF A CLEAR MESSAGE**

1N01HEADER.CC.MD101260G.NAM/SMITH, JOHN J.NIC/C146203706.19991205

#### **Acknowledgment:**

1L01HEADER  
MD101260G  
CLEAR NAM/SMITH, JOHN J NIC/C146203706

The above clear example contains header (1N01HEADER), message key (CC), Originating Agency Identifier (MD101260G), two record identifiers (NAM/SMITH, JOHN J and NIC/C146203706), and the date of clear (19991205).

### **7.3 MESSAGE FIELD CODES FOR CLEAR**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING	CONDITIONAL	OCA	1-20	ALPHABETIC,

AGENCY CASE NUMBER				NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC

#### **7.4 IDENTIFICATION OF A RECORD TO BE CLEARED**

The record to be cleared must be identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to be cleared must be set forth with the exact spelling and spacing as shown in the record on file.

#### **7.5 ADDITIONAL GUIDELINES FOR CLEAR**

The date of clear (which must be the current date or less than the current date) must follow the two record identifiers.

There are no benefits and effectiveness data collected for Supervised Release File records.

### **SECTION 8--SUPPLEMENTAL RECORD**

#### **8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD TRANSACTION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODES	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC,

				NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	OPTIONAL SET	OLN <sup>1</sup>		
LICENSE PLATE NUMBER	OPTIONAL SET	LIC <sup>2</sup>		
VEHICLE IDENTIFICATION NUMBER	OPTIONAL SET	VIN <sup>3</sup>		
IMAGE NCIC NUMBER	OPTIONAL SET	IMN <sup>4</sup>		
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

<sup>1</sup>OLN/<OLN>.<OLS>.<OLY>

<sup>2</sup>LIC/<LIC>.<LIS>.<LIY>.<LT>

<sup>3</sup>VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO>

<sup>4</sup>IMN/<IMN>.<IMT>

## 8.2 WHEN TO ENTER A SUPPLEMENTAL RECORD

Entry of an alias and/or other additional identifiers as a supplemental record to a Supervised Release File record (to be placed in NCIC by an entry separate from the Supervised Release entry) may be made only by the agency that entered the Supervised Release record.

## 8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY

1N0100005.ECN.MD101260G.NAM/SMITH, JOHN J.OCA/123456789.  
AKA/DEER,JIM.BUCK,ROBERT J.DOB/19521012.19520912.LIC/ABC654.MD

1999.PC.LIC/ABC123.MD.1999.PC.VIN/3J57K5D012345.1975.OLDS.CUT.2T.BLU.  
SMT/CAUL L EAR.TAT R ARM

**Acknowledgment:**

1L01000005  
MD101260G  
SUPP NAM/SMITH, JOHN J OCA/123456789

The above supplemental record entry example contains header (1N01HEADER), message key (ECN), Originating Agency Identifier (MD101260G), two record identifiers (NAM/ SMITH, JOHN J and OCA/123456789), and the supplemental data added to the record: two aliases (AKA/DEER, JIM and BUCK, ROBERT J), two dates of birth (DOB/19521012 and 19520912), two sets of license plate data (LIC/ABC654.MD.1999.PC and LIC/ABC 123.MD.1999.PC), vehicle information (VIN/3J57K5D0112345. 1975. OLDS. CUT. 2T. BLU), and two sets of scars, marks, and tattoos data (SMT/CAUL L EAR and TAT R ARM).

#### **8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY**

The Supervised Release File record to which a supplemental record of alias(es) and/or other additional identifiers is to be added must be identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. Identifiers used in the above example are NAM and OCA Fields. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

#### **8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD**

1. The AKA Field and all other additional identifying data fields which may be included in a supplemental record with their field codes and the maximum number of aliases and/or additional identifiers that may be added to a Supervised Release File record are the following:

<b>Field</b>	<b>Field Code</b>	<b>Maximum Number Permitted</b>
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Identifying Number	MNU	9
Social Security Number	SOC	9

Number, State, and Year of Expiration (entered as a set)	OLN	9
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known)	VIN	9
Caution and Medical Conditions	CMC	10
Image NCIC Number and Image Type (entered as a set)	IMN	12
Citizenship	CTZ	9

2. IMN and IMT Fields (up to 12: 1 mugshot, 1 signature, 10 identifying images) are added to the supplemental record when an image is entered, and the NIC of the base record is included in the entry transaction. Additional details can be found in the Image File chapter of this manual.

3. A maximum of 99 AKAs, 10 CMCs, 9 DOBs, SMTs, MNUs, SOCs, OLNs, LICs, CTZs, and VINs may be added to a Supervised Release File record.

For example, a record relating to JOHN HARRY DOE might have an appended supplemental record of aliases and other additional identifiers consisting of three other names (AKAs), nine DOBs, five SMTs, two MNUs (an Army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession.

4. Entry of these additional data would require several supplemental record entry messages because all of these additional identifiers could not be included in one supplemental record entry message.

## **8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY**

A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered.

Each AKA (or variation of name spelling), DOB, SMT, MNU, SOC, CTZ, or CMC Field is counted as one identifier. Each set of data relating to an operator's license, a license plate, or a vehicle is likewise counted as one identifier.

## **8.7 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY**

1. After the Supervised Release File record has been identified, each field included in a supplemental record entry, except those entered in sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data. The data elements must be separated by a period, and each field must be ended with a period. Fields that are not a part of sets of data may be entered in any order in a supplemental record entry.
2. A field in the main record (other than OLN, VIN, or LIC data) must contain data before any supplemental entry for that same field will be accepted. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the base record does not contain a Social Security number in the SOC Field.
3. All numeric identifiers excluding OCA and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen must be used to separate the two alpha characters from the number itself in the MNU Field.
4. When a supplemental record entry contains data on a person, a vehicle, or a license plate already in file in a person file (Missing Person, etc.), Vehicle, or License Plate File record, the agency making the supplemental record entry will be furnished the record on file at the time the supplemental record entry message is acknowledged.
5. Further guidelines for the coding of personal identifiers can be found in Personal Descriptors, *NCIC 2000 Code Manual*.

## **8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY**

### **1. ALIAS FIELD (AKA)**

1. Field code AKA followed by a slash is used to identify an alias(es). An alias includes any name in which any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, e.g., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.
2. Aliases are to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial, if any, space, and suffix indicating seniority if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the MFC AKA.
3. Nicknames (monikers) are to be entered in the AKA Field of the Supervised Release File record. The term nickname in NCIC is defined as a name added to

or substituted for the proper name of a person, such as their street name (i.e., Shorty). It is not a familiar form of a proper name, such as Jim for James.

The nickname is to be entered in the AKA Field, followed by a comma (space after comma is optional), then an X (i.e., Peanut, X). Additional information for the coding of aliases can be found in Personal Descriptors, *NCIC 2000 Code Manual*.

## 2. OPERATOR'S LICENSE (OLN) FIELD

Field code OLN followed by a slash is used to identify additional operator's license data in an entry. The three data elements making up this set are OLN, OLS, and OLY. All three elements must be included in the order listed in the format and must be separated by a period. For example:

OLN/L234526677238.VA.1980.

In the event more than one operator's license is to be entered at the same time, each set of operator's license data must be preceded by MFC OLN/.

## 3. LICENSE PLATE (LIC) FIELD

Field code LIC followed by a slash is used to identify additional license plate data in an entry. This set contains four data elements: LIC, LIS, LIY, and LIT. Elements must be entered in the order listed in the format and must be separated by a period. For example:

LIC/CBA321.MD.2000.TK.

In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data must be preceded by MFC LIC/.

## 4. VEHICULAR DATA

1. Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This set contains the following six data elements: VIN, VYR, VMA, VMO, VST, and VCO.
2. The VIN, VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods, and each element must be accounted for. For example:

VIN/1L69X6J023456.1976.CHEV.IMP.4D.BLK.

or

VIN/1D37Q6R001225.1976.CHEV..2D..

3. In the event data related to other vehicles are entered at the same time, each set of vehicular data must be preceded by MFC VIN/.

## 5. ADDITIONAL IDENTIFYING DATA

Additional dates of birth; scars, marks, and tattoos, etc.; miscellaneous numbers; Social Security numbers; and caution and medical conditions follow the field codes DOB/, SMT/, MNU/, and SOC/, CTZ/, and CMC/, respectively, without repeating the MFC and separated only by periods. For example:

DOB/19570102.19550823.SMT/SC L CHK.POCKMARKS.

MNU/AF-123456789.SOC/123456789

## **8.9 MODIFICATION OF AN ALIAS(ES) AND/OR OTHER IDENTIFIERS IN A SUPPLEMENTAL RECORD**

1. No one-step procedure is available to modify an alias or other identifier in a supplemental record to a Supervised Release File record.
2. To modify an AKA or other identifier in a supplemental record, the incorrect AKA or other identifier must be canceled and reentered. Once canceled, the correct alias or other identifier can be entered. Cancellation procedures are explained in Section 3 of this chapter.
3. A modify message to the base record to delete information in a field will cause the same data, except for vehicular data, in the supplemental record to move up to the base record.

## **8.10 EXAMPLE OF A SUPPLEMENTAL RECORD ALIAS AND OTHER IDENTIFIERS CANCELLATION**

1N01HEADER.XCN.MD101260G.NAM/SMITH, JOHN J.NIC/C146203706.  
AKA/BUCK, ROBERT J.DOB/19520912.LIC/ABC654.MD.2000.PC

### **Acknowledgment:**

1L01HEADER  
MD101260G  
CANCEL SUPP NAM/SMITH, JOHN J NIC/C146203706  
AKA/BUCK, ROBERT J  
DOB/19520912  
LIC/ABC654.MD.2000.PC

The above example of cancellation of an alias and other additional identifiers in a supplemental record contains header (1N01HEADER), message key (XCN), Originating Agency Identifier (MD101260G), two record identifiers (NAM/SMITH, JOHN J and NIC/ C146203706), data to be canceled: an alias (AKA/BUCK, ROBERT J), date of birth (DOB/19520912), and four fields of license plate data (LIC/ABC654.MD.2000.PC).

## **8.11 IDENTIFICATION OF A RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS**

When canceling an alias and/or other additional identifiers contained in a supplemental record, the Supervised Release record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The supplemental data to be canceled, with each field preceded by the proper MFC, then follow.

## **8.12 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE**

A maximum of nine identifiers of various kinds may be canceled in one cancel message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA (or name spelling variation), DOB, SMT, MNU, SOC, CTZ, or CMC is counted as one identifier. Each set of operator's license, license plate, or vehicle data is counted as one identifier.

## **8.13 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION**

1. Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers, citizenships, and/or caution and medical conditions to be canceled are to be set out in the cancel message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.
2. Each set of operator's license or license plate data must be preceded by OLN/ or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicle data, only the VIN and VMA are required following VIN/, with a period to account for the intervening VYR. For example:

VIN/1L69X6JO23456..CHEV.

3. When a Supervised Release File record is canceled, its entire supplemental record is automatically canceled.
4. Up to nine images can be canceled in a supplemental cancel transaction: one signature, one mugshot, and/or ten identifying images. The format is IMN/ <IMN>.<IMT>. The IMN is the NIC of the image, and the image type will be either S, M, or I. If the image type of the record is not the same type as defined by the IMT, the supplemental data will be rejected.

## **8.14 MESSAGE FIELD CODES FOR FRAUDULENT DATA RECORD**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODES	FIELD LENGTH	DATA TYPE
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HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME*	OPTIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER	OPTIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	ALPHABETIC
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)

\*Stolen/fraudulent name

## **8.15 ENTRY OR CANCELLATION OF SUPPLEMENTAL STOLEN/FRAUDULENT IDENTIFIER RECORDS**

1. A supplemental stolen/fraudulent (S/F) identifier record may be appended to or removed from a base record only by the agency that entered the base record. The base record to which a supplemental S/F identifier record is being added or canceled must be identified by either the base record NAM and NIC, in that order; the base record NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used to identify the base record must be typed with the exact spelling and spacing as shown in the base record on file.
2. The identifiers which may be included in a supplemental S/F identifier record entry or cancel message are listed below with their MFCs and the maximum number that may be appended to a base record:

<b>Field</b>	<b>Field Code</b>	<b>Maximum Number Permitted</b>
Stolen/Fraudulent Name	NAM	99
Stolen/Fraudulent Date of Birth	DOB	9
Stolen/Fraudulent Miscellaneous Identifying Number	MNU	9
Stolen/Fraudulent Social Security Number	SOC	9
Stolen/Fraudulent Operator's License Number, Operator's License State, and Operator's License Year of Expiration	OLN	9

3. The S/F identifiers being entered or canceled follow the two base record identifiers. Each type of identifier included in a supplemental S/F record entry or cancel, except OLS and OLY, must be identified by the proper MFC followed by a slash and the identifier(s).

4. Multiple identifiers may be entered following the MFC. The identifiers must be separated by a period and each field must end with a period. All fields except the operator's license fields may be entered in any order in a supplemental record entry. For example, two SOCs and two DOBs contained in an entry or cancel message might appear as the following:

SOC/123456789.987654321.DOB/19710101.19711231

5. The OLN in the supplemental S/F record format is a multiple element data field; there is more than one data element following the field code and slash. Each OLN must be preceded by the MFC OLN and a slash (/). The OLS and OLY must immediately follow the OLN and are entered without a MFC. For example, the entry or cancellation of two OLNs might include the following:

OLN/98765432.MD.1993.OLN/VA11111111.VA.1992

6. A maximum of nine additional identifiers of various kinds may be entered or canceled in one supplemental record message. Additional messages are required if more identifiers are to be entered. Each S/F NAM, DOB, SOC, and MNU is counted as one identifier. Each set of data relating to an OLN (i.e., OLN, OLS, and OLY) is counted as `` one identifier.

7. An example of a supplemental S/F identifier record entry message follows. This example appends two S/F names, three dates of birth, two Social Security numbers, and two operator's license numbers:

1N0100005.ECNS.MD101260G.NAM/JONES, RANDY.  
OCA/9015243.DOB/19451231.19460101.19440631.

NAM/BROOKS,PETER.SMITH, THOMAS.SOC/123456789.  
987654321.OLN/4567890.MD.1993.OLN/VA111111111.VA.1992

**Acknowledgment:**

1L01HEADER  
MD101260G  
S/F SUPP NAM/JONES, RANDY OCA/9015243

An example of a supplemental S/F identifier record cancellation message follows. This example removes two S/F dates of birth, one Social Security number, and one operator's license number:

1N01HEADER.XCNS.MD101260G.JONES, RANDY.OCA/9015243.  
DOB/19451231.19460101.SOC/123456789.OLN/9876543.MD.1993

**Acknowledgment:**

1L01HEADER  
MD101260G  
CANCEL S/F SUPP NAM/JONES, RANDY OCA/9015243  
S/F DOB/19451231  
S/F DOB/19460101  
S/F SOC/123456789  
S/F OLN/9876543.MD.1993

## **8.16 MODIFICATION OF A STOLEN/FRAUDULENT IDENTIFIER RECORD**

Supplemental S/F identifier records cannot be modified. To change an existing identifier, it must be canceled using the supplemental S/F identifier record cancellation message (MKE/XCNS). The correct information can then be entered using the supplemental S/F identifier record entry message (MKE/ECNS).

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**UNIDENTIFIED PERSON FILE**

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## **SECTION 1--INTRODUCTION**

### **1.1 CRITERIA FOR ENTRY**

Agencies must have documentation (electronic or hard copy) on file to support an unidentified person entry. Only the agency holding the unidentified person report may make an NCIC entry. The only exception is that any criminal justice agency or regional dispatch center may act as holder of the record for another agency that has no telecommunications equipment. When such an entry is made, the agency holding the record may place its own Originating Agency Identifier (ORI) in the ORI Field only when there is a written agreement between the two agencies that delineates the legal responsibility of the record. Additional information concerning these responsibilities can be found in the Introduction of this manual.

An unidentified person record may be entered using one of the following categories:

1. Deceased (MKE\*/EUD): a person who is no longer living for whom the identity cannot be ascertained. This category also includes recovered body parts when a body has been dismembered.
2. Living (MKE/EUL): a person who is living and unable to ascertain his/her identity, e.g., amnesia victim, infant, etc. The information on unidentified living persons should only be included if the person gives his/her consent or if they are physically or mentally unable to give consent.
3. Catastrophe Victim (MKE/EUV): a person who is a victim of a catastrophe for whom the identity cannot be ascertained or body parts when a body has been dismembered as the result of a catastrophe.

\*MKE is the message key code.

## **1.2 MESSAGE KEY (MKE) CODES**

<b>Message</b>	<b>MKE</b>	<b>Translation</b>
Entry	EUD	UNIDENTIFIED DECEASED PERSON
	EUL	UNIDENTIFIED LIVING PERSON
	EUV	UNIDENTIFIED CASTROPHE VICTIM
Entry of supplemental record	EUN	
Entry of dental information	ED	
Modify	MU	
Modification of dental information	MD	
Cancel	XU	
Cancellation of supplemental record	XUN	
Cancellation of dental information	XD	
Inquiry	QU	
Clear	CU	

## **1.3 RECORD RETENTION PERIOD**

Unidentified Person File records will remain on file indefinitely or until action is taken by the originating agency to clear or cancel the record.

When an unidentified person has been positively identified by partial body parts, the entering agency may maintain the NCIC record for future identification in the event additional body parts are recovered.

## 1.4 VALIDATION

A portion of the Unidentified Person File records will be validated monthly as described in the Validation Schedule of the Introduction chapter of this manual. For NCIC validation, unidentified person records that are not validated by the entering agency should not be removed from NCIC. NCIC 2000 will not retire unidentified person records even if the Name of Validator (VLN) Field **is not** filled in.

The Name of Validator (VLN) Field will be returned only when the requester of the record is the entering agency and in the \$.C Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

## 1.5 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
AGE	Approximate Age	Must be one or two numerics.
AKA	Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after comma. The hyphen cannot be in the first position or directly precede the comma. Coding instructions in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
ARE	Area	Must be a valid NCIC 2000-assigned code representing any state, the District of Columbia, Puerto Rico, U.S. Virgin Islands, or Canadian Provinces.
BLT	Blood Type	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
BPS	Body Parts Status	Must be characters ALD, ALF, SKL, or 15 characters consisting of the alphabetics N, F, D, or S. For example, FFDDDDFFFDDDDFFF. Entry of 15Ns is invalid

**Note:** The BPS Field is mandatory only when the MKE Field contains the code EUD or EUV. The BPS Field must be blank if the MKE contains the code EUL.

If the code ALF is entered, 15 Fs will be stored in the BPS Field. If the code ALD is entered, 15 Ds will be stored in the BPS Field. If the code SKL is entered, 15 Ss will be stored in the BPS Field. The Diagram for Body Parts Status Field contains a description. A copy of the diagram is in Section 2 of this chapter.

BXR	Body X-rays	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
CDA	Manner and Cause of Death	The first character entered in the field must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . The code must be followed by a space. Any valid alphanumeric and the following special characters may follow in positions 3 through 30: the dollar sign, the ampersand, the comma, the space or blank, the hyphen, and the slash. The CDA Field is mandatory when the MKE Field contains the code EUD or EUV.
CRC	Circumcision	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . Must be left blank if SEX equals F or U.
DBF	Date Body Found	Must be a valid Gregorian date (YYYYMMDD).
DCH	Dental Characteristics	May contain a maximum of 319 codes consisting of two numerics followed by one to seven alphabetic characters or one special character. The only exceptions are that the codes ALL or UNK will be permitted in the

		DCH Field. If the code ALL or UNK is entered, no additional information may be entered in the DCH Field. More details can be found in Section 9 of this chapter.
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DRE	Dentist's Remarks	Maximum of 50 alphanumeric and special characters (free text).
DXR	Dental X-rays Available	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
EDD	Estimated Date of Death	Must be a valid Gregorian date (YYYYMMDD). The month (MM) may contain zeros to indicate that the month cannot be estimated. If MM is not zeros, MM must contain a value of 01 through 12. If MM is zeros, then days (DD) must also be zeros. DD may contain zeros to indicate that the day cannot be estimated. If DD is not zeros, the day indicated cannot exceed the maximum number of days in the month (MM) indicated. If a complete date is entered, it cannot be more than 50 years prior to the date that the entry or modification message is transmitted. If a partial date is entered, the year cannot be more than 50 years prior to the year that the entry or modification message is transmitted. EDD must be blank if MKE is EUL.

EYB	Estimated Year of Birth	Must be four numerics followed by a hyphen and four additional numerics. Positions 1 through 4 must be less than or equal to the value of positions 6 through 9. The year indicated in positions 6 through 9 cannot be greater than the year of entry. The value of the range between positions 1 through 4 and 6 through 9 cannot be greater than 20 years.
		<b>Note:</b> The EYB Field is mandatory when the BPS Field contains the codes ALF or all Fs or ALD or all Ds.
EYE	Eye Color	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
FPA	Footprints Available	Must be a valid NCIC 2000- assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . The FPA Field is mandatory if MKE equals EUD or EUV, and the BPS Field contains the codes ALD or ALF or if positions 12 and 15 contain the alphabetic D or F.
FPC	Fingerprint Classification	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
		If the MKE equals EUD or EUV and the BPS Field contains the codes ALD or ALF or if positions 6 and 9 contain the alphabetic D or F, the FPC Field is mandatory.
		If the MKE equals EUL, the FPC Field is mandatory.
HAI	Hair Color	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

HGT	Approximate Height	Must be UNK (unknown) or three numerics, a hyphen, and three additional numerics. Positions 1 and 5 must be 1, 2, 3, 4, 5, 6, or 7. Positions 2 and 6 must be a 0 or 1. If position 2 is a 1, position 3 must be a 0 or 1. If position 6 is a 1, position 7 must be a 0 or 1. Positions 1 through 3 must be less than or equal to positions 5 through 7. The range between postions 1 through 3 and 5 through 7 cannot be greater than 6 inches.
JWL	Jewelry Description	Free text.
JWT	Jewelry Type	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . Up to 17 codes separated by commas may be used.
MAL	Medical Examiner/Coroner Locality	Free text to indicate the city and state.
MAN	Medical Examiner/Coroner Agency Name and Case Number	Free text to indicate the agency name and case number.
MAT	Medical Examiner/Coroner Telephone	Must be three numerics, a space, three numerics, a hyphen, and four numerics.
MIS	Miscellaneous	Free text.
MKE	Message Key	Must be a valid message key.
MPA	Dental Models and/or Photographs of Teeth Available	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (U in the Unidentified Person File) followed by nine numeric

		characters automatically assigned by NCIC 2000 to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, a single alphabetic only, or the first seven characters of the ORI Field. The only valid special character is the hyphen.
ORI	Originating Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
RAC	Race	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SEX	Sex	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . An unidentified person record can have up to 20 SMTs.
VRX	Corrective Vision Prescription	Free text. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
WGT	Approximate Weight	Must be UNK (unknown) or three numerics, a hyphen, and three additional numerics. Positions 1 through 3 cannot be 000 and positions 5 through 7 cannot be greater than 499. Positions 1 through 3 must be less than or equal to 5 through 7. The range between positions 1 through 3 and 5 through 7 cannot be greater than 50 lbs.

**NCIC 2000-formatted Messages May Also Contain the Following Fields:**

DLO	DNA Location	Free text. If the DNA field is N or defaulted to N, then the DLO must be blank.
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DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y is entered, then the DLO Field must contain data.
ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
IMN	Image NCIC Number	A self-checking number consisting of alphabetic character I followed by nine numeric characters automatically assigned by NCIC 2000 to each accepted image record. Must have valid check digit.
IMT	Image Type	Must be a valid NCIC 2000-assigned code as listed in Image File chapter of this manual.
IND	Image Indicator	Must be Y or N.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or the first seven characters of the Linkage Agency Field. The only valid special character is the hyphen. (There must be an ORI and matching OCA in the System.)
LKI	Linkage Agency Identifier	Must be a valid NCIC 2000-assigned ORI. The LKI and LKA cannot be identical to the ORI and OCA. Must be entered as a set with the LKA.
NOA	Notify Originating Agency	Must be Y or N. The field will default to N if left blank.
RPS	Reason for Person Record Removal	Must be a valid NCIC 2000-assigned code as listed in Introduction chapter of this manual.
VLN	Name of Validator	Any valid characters representing validator.

## 1.6 CRITERIA FOR REJECTING DUPLICATE RECORDS

If the ORI and OCA Fields in an Unidentified Person File entry are identical to the ORI and OCA Fields of an Unidentified Person File record already on file, the message will be rejected with the message REJECT ON FILE followed by the record already on file. In those situations

when two or more unidentified persons are discovered and are being assigned one case number by the investigating agency, the case number entered in the OCA Field of the Unidentified Person File entries will have to be suffixed with a character to make each OCA unique.

## **1.7 FINGERPRINT IDENTIFICATION RECORDS SYSTEM**

If fingerprints are available, a fingerprint card should be submitted to the FBI Criminal Justice Information Services Division to be searched against fingerprint cards in the Fingerprint Identification Records System.

## **1.8 IMAGE CAPABILITY**

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC 2000.

## **1.9 NOTIFICATION TO THE NATIONAL CENTER FOR MISSING AND EXPLOITED CHILDREN (NCMEC)**

The NCMEC will automatically receive a "real time" \$8. notification through NCIC of all Unidentified Person File records entered, modified, cleared, or canceled. This notification will enable NCMEC to provide assistance to local, state, and federal law enforcement agencies as needed.

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## **SECTION 2--ENTRY**

### **2.0 INVESTIGATIVE INTEREST**

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC 2000.

### **2.1 EXAMPLE OF AN ENTRY**

Following is an example of a base record entry in the Unidentified Person File for a deceased person:

1N01HEADER.EUD.DCFBIWA00.FFFFFFFFDDDDFF.M.W.1953-1958.  
19990201.19990210.508-511.175-190.BRO.BRO.SC UL ARM.  
1210AADINATT6613SRPM.ABC32456...BODY FOUND WITH BLUE  
SHIRT,BLK SLACKS,BLK SOCKS AND SHOES,GRN ARMY JACKET,  
FOOT SIZE 10D,PERSON WAS LEFT HANDED.Y.BPOS.C.Y.F..H STABBED IN CHEST.  
BB,CL,CO,ER,WA.BB HAS NAME BUDDY, CL IS YEL BIC,CO IS BLK PLASTIC,  
ER GOLD,WA IS 17 JEWEL TIMEX.DC MEDICAL EXAMINER OCA/83-12345.  
WASHINGTON, DC.202 555-5555.Y.FBI LAB, QUANTICO, VA 703-632-4000,  
VA1234567, MTDNA, CODIS NUMBER - ABC-RMP-123456789

**Acknowledgment:**

1L01HEADER  
 DCFBIWA00  
 OCA/ABC32456 NIC/U123456789

**2.2 MESSAGE FIELD CODES FOR ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9- 9	ALPHABETIC, NUMERIC
BODY PARTS STATUS	MANDATORY	BPS	3-3 15-15	ALPHABETIC
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
ESTIMATED YEAR OF BIRTH	OPTIONAL	EYB	9-9	NUMERIC, SPECIAL CHARACTERS
ESTIMATED DATE OF DEATH	CONDITIONAL	EDD	8-8	NUMERIC
DATE BODY FOUND	MANDATORY	DBF	8-8	NUMERIC
APPROXIMATE HEIGHT	MANDATORY	HGT	3 -3 7- 7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
APPROXIMATE WEIGHT	MANDATORY	WGT	3 -3 7- 7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
EYE COLOR	MANDATORY	EYE	3-3	CODE AS

				<b>DEFINED IN NCIC 2000 CODE MANUAL</b>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	3-3 20-20	ALPHABETIC, ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING CASE NUMBER	OPTIONAL SET	LKA*	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	SET	LKI*	9-9	ALPHABETIC, NUMERIC
MISCELLANEOUS	OPTIONAL	MIS	1-250 1-500*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY FLAG	OPTIONAL	NOA*	1-1	ALPHABETIC
BLOOD TYPE	OPTIONAL	BLT	4-5	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CIRCUMCISION	OPTIONAL	CRC	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FOOTPRINT AVAILABLE	OPTIONAL	FPA	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

BODY X-RAYS	MANDATORY	BXR	1-1	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
CORRECTIVE VISION PRESCRIPTION	OPTIONAL	VRX	1-40	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MANNER AND CAUSE OF DEATH	OPTIONAL	CDA	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
JEWELRY TYPE	OPTIONAL	JWT	2-50	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
JEWELRY DESCRIPTION	OPTIONAL	JWL	1-100	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MED EXAMINER/ CORONER AGENCY NAME AND CASE NUMBER	OPTIONAL	MAN	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MED EXAMINER/ CORONER LOCALITY	OPTIONAL	MAL	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MED EXAMINER/ CORONER TELEPHONE NUMBER	OPTIONAL	MAT	12-12	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	OPTIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

\*NCIC 2000 format only

### 2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory to cause acceptance of an unidentified person entry into NCIC 2000: HDR, MKE, ORI, BPS (mandatory blank for EUL), SEX, RAC, EYB (mandatory if the BPS Field contains the codes ALD or ALF), EDD (mandatory blank for EUL), DBF, HGT, WGT, EYE, HAI, FPC (mandatory when the MKE is EUL or when the MKE is EUD or EUV if the BPS contains the codes ALD or ALF or the alphabetic D or F in positions 6 and 9), OCA, FPA (mandatory if the BPS contains the codes ALD or ALF or the alphabetic D or F in positions 12 and 15), BXR, and CDA (mandatory when MKE is EUD or EUV). The entry will be rejected if one of the mandatory fields is left blank.

## **2.4 \$.K. ADMINISTRATIVE MESSAGE**

An agency is required to verify and update the NCIC unidentified person record with any additional information, including Blood Type (BLT); Dental Characteristics (DCH); Fingerprint Classification (FPC); Jewelry Type (JWT); Scars, Marks, Tattoos, and Other Characteristics (SMT) within 60 days of entry. If a record has a date of entry older than 30 days and any of the above fields are blank, a \$.K. administrative message identifying the blank will be transmitted. The \$.K. administrative message will also include the record. An example of a \$.K. administrative message follows:

\$.K.  
MD1012600  
NCIC INCOMPLETE MISSING/UNIDENTIFIED PERSON NOTIFICATION AT 1600  
EST 19991030.YOUR ENTRY NIC/UI05350284, OCA/ABC32456 HAS  
INFORMATION MISSING FROM THE FOLLOWING KEY DATA  
FIELDS: DCH, SMT

IF ANY SUPPLEMENTAL INFORMATION IS AVAILABLE, THAT DATA SHOULD BE ENTERED IMMEDIATELY. THIS WILL BE YOUR ONLY NCIC NOTIFICATION

MKE/UNIDENTIFIED PERSON DECEASED  
ORI/MD1012600 BPS/FFFFFFFSEX/F RAC/W EYB/1953-1958 EDD/19980601  
DBF/19980930 HGT/503-503 WGT/100-110 EYE/GRN HAI/BRO  
FPC/12101116141109111713 OCA/ABC32456  
MIS/WEARING CUT OFF JEANS YELLOW T SHIRT W/MIAMI AND BIRDS  
MIS/BLU TENNIS SHOES YELLOW BIKINI UNDERPANTS  
BLT/OPOS FPA/Y  
BXR/P CDA/H STAB WOUNDS IN CHEST  
JWT/RI  
JWL/SIZE 6 STERLING SILVER W/TURQ STONE  
MAN/DENVER PD CORONER CASE 83-012  
MAL/1131 CHEROKEE, DENVER MAT/303 757-0000  
NIC/UI05350284 DTE/19990930 1340 EDT DLU/19991210 1600 EST

## **2.5 ADDITIONAL GUIDELINES FOR ENTRY**

1. The ORI must account for all fields in the unidentified person record format. All available data called for in the record format must be entered when the entry is made. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MU).
2. For training and administrative purposes, agencies may enter test records into NCIC 2000 by using the header TL01 or TN01. The test records will not generate any notifications nor will batch processing be performed in the test system.

## **2.6 MESSAGE FIELD CODE EDITS FOR ENTRY**

### **1. ESTIMATED YEAR OF BIRTH (EYB)**

The estimated year of birth provided by the medical examiner, coroner, or investigating officer should be entered. If the exact year of birth is known, it must be entered twice, e.g., 1948-1948.

If the estimated year of birth is expressed in a range, the range, e.g., 1948-1953, should be entered.

**Note:** This field is restricted to a range of 20 years (e.g., 1933-1953) and is mandatory when the BPS Field contains the codes ALD or ALF, or 15 Ds or Fs. If the medical examiner, coroner, or investigating officer report contains an estimated year of birth range of more than 20 years and the codes ALD or ALF, or 15 Ds or Fs are entered into the BPS Field, the earliest estimated year of birth followed by a hyphen and the earliest year of birth plus 20 years should be entered in the EYB Field.

The true range should be entered in the MIS Field. For example, if the report contains 1933-1958 as the estimated year of birth, EYB and MIS/EYB would be entered as EYB/1933-1953 and MIS/EYB IS 1933-1958.

### **2. BODY PARTS STATUS (BPS)**

1. The BPS Field in an EUD or EUV record entry describes whether the whole body or only part(s) of the body has been recovered as well as the condition of those recovered parts; i.e., skeletal.
2. When only part(s) of a body or skeleton has been recovered, the NCIC 2000 diagram for the BPS Field should be used.

The diagram divides the body into 15 parts which correspond to the 15 positions (characters) in the field. The field should contain N (not recovered), S (recovered skeletal), D (recovered-decomposed), or F (recovered-fresh) in the positions corresponding to the body parts. For example, if a body is recovered missing both legs, the field should be coded: FFFFFFFFNNNNNN.

**Note:** Body parts which were amputated and healed prior to death (antemortem) should be coded as recovered in the BPS Field. Body parts which were amputated antemortem should be coded in the SMT Field using the missing body parts codes.

3. When all 15 major parts have been recovered as skeletal remains, instead of 15 Ss the code SKL may be entered in the BPS Field. NCIC 2000 will automatically convert the code SKL to 15 Ss.

4. When all 15 major body parts have been recovered, the codes ALD or ALF, instead of 15 Ds or Fs, may be entered in the BPS Field. NCIC 2000 will automatically convert the codes ALD or ALF to 15 Ds or Fs.

**Note:** The BPS Field, along with the BPS Field inquiry, is used to link two or more agencies that recover parts of one body. After an unidentified person record for an incomplete body is entered, a BPS Field inquiry should be made using the same BPS code that was entered in the record.

5. A copy of the **DIAGRAM FOR BODY PARTS STATUS FIELD** appears on the following page. The diagram may be reproduced and utilized by officers and coroners to aid in their investigations and assist in NCIC 2000 record entry.

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3. ESTIMATED DATE OF DEATH (EDD)

The most recent estimate of date of death provided by the medical examiner/coroner should be entered. For example, if the coroner estimates that death occurred between May and September 1995, then 19950900 should be entered in the EDD Field.

<b>Estimated Date Of Death</b>	<b>Should be Entered as:</b>
1995	19950000
June 1994	19940600
July 12, 1993	19930712

#### 4. APPROXIMATE HEIGHT (HGT)

The estimated height of the individual (feet and inches) as reported by the medical examiner, coroner, or investigating officer should be entered. If the exact height is known, it must be entered twice, e.g., 510-510.

**Note:** This field is restricted to a range of six inches. If the height range is more than six inches, e.g., 5'00" to 5'08", a height which falls within a range of six inches, e.g., 5'01" to 5'07" should be obtained from the medical examiner, coroner, or investigating officer. The new range should be entered in the HGT Field, e.g., HGT/501-507, and the original height should be entered in the MIS Field, e.g., MIS/HGT IS 500-508. The code unknown (UNK) may be entered to indicate that the height cannot be determined.

#### 5. APPROXIMATE WEIGHT (WGT)

The estimated weight of the individual (in pounds) as reported by the medical examiner, coroner, or investigating officer should be entered. If the exact weight is known, it must be entered twice, e.g., 175-175.

**Note:** This field is restricted to a range of 50 pounds. If the weight range is more than 50 pounds, e.g., 120-190, a weight which falls within a range of 50 pounds, e.g., 132-182, should be obtained from the medical examiner, coroner, or investigating officer. The new range should be entered in the WGT Field, e.g., WGT/132-182, and the original weight should be entered in the MIS Field, e.g., MIS/WGT IS 125-190. The code UNK may be entered to indicate that the estimated weight cannot be determined.

#### 6. FINGERPRINT CLASSIFICATION (FPC)

1. The code NA is used when a finger cannot be printed because it has been amputated and not found with the body and the amputation of the finger was related to the death of the individual. Antemortem amputations that are not related to the death of the individual are indicated by using the code XX (missing/amputated).
2. The code NA is also used when a finger cannot be printed because it is burned or mutilated, and the burning or mutilation was related to the death of the individual. Antemortem burns, mutilations, and scars that are not related to the death of the individual

are indicated by using the code SR (scarred/mutilated).

3. If all ten of the deceased's fingers have been 1) amputated and not found with the body, 2) burned, or 3) mutilated and the amputation, burning, or mutilation is related to the death of the individual, the code NFP may be entered in the FPC Field. NCIC 2000 will convert the code NFP to ten NAs for insertion in the FPC Field.

## 7. MANNER AND CAUSE OF DEATH (CDA)

The manner of death should be indicated by a one-character code as listed in Personal Descriptors, *NCIC 2000 Code Manual*. The code is followed by a space and then the cause of death, e.g., N CARDIAC ARREST, is identified. The manner of death is mandatory for EUD and EUV records. The cause of death is not mandatory but should be included.

## 8. MISCELLANEOUS (MIS) DATA

When an agency makes unidentified person entries on two or more unidentified persons who appear to be associated with each other, the agency should cross- reference each unidentified person record entry to the other. This can be done by placing the NIC of each person record in the MIS Field of the other person record with an appropriate explanatory note. An agency receiving the record on one of the unidentified persons will have the necessary information to obtain any other pertinent record(s).

An ORI can request notification each time its record is hit. The entering agency should place NOAH in the MIS Field for NCIC-formattted messages only.

## 9. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

## **2.7 NCIC 2000 MESSAGE FIELD CODE EDITS FOR ENTRY**

### 1. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the identity of the subject of the unidentified person record is known, Y should be entered into the NOA Field. Previously, this was indicated by placing NOAH in the MIS Field. Currently, if the NOA is blank, the field will default to N.

The NOA Field will be returned in record responses when the inquiring agency ORI matches the entering agency ORI and in unsolicited notifications (\$. messages) to the ORI of record.

### 2. LINKAGE DATA (LKA AND LKI)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments and to link missing and/or unidentified person records when an identification is made but only part of the body has been recovered. An agency entering a record which does not share the ORI and OCA of records associated with the same incident can enter the ORI and OCA of the associated records by including their values in the LKI and LKA Fields. The NCIC System will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry. In the entry message, the LKI and LKA Fields immediately follow the OCA Field entry. The message will be rejected if the first seven characters of the LKA are the same as the LKI.

### 3. DNA PROFILE INDICATOR (DNA) and DNA LOCATION (DLO)

The DNA Field has a default value of N, meaning no DNA data is available. When the user sets the DNA Field to Y, indicating DNA data are available, then specific information regarding location of the DNA sample must be entered in the DLO Field. The DLO Field can include contact information, type of DNA sample, and other information deemed appropriate by the agency. If the DNA Field is set to Y and the DLO is blank, then the record will be rejected.

## 2.8 AUTOMATIC CROSS-SEARCH WITH MISSING PERSON RECORDS

1. When an unidentified person record is entered or modified, NCIC 2000 automatically compares the data in that record against all missing person records in NCIC 2000. These comparisons are performed daily on the records that were entered/modified on the previous day. The identifiers used in the comparisons are as follows:

Missing Person	Unidentified Person
Record Identifiers	Record Identifiers
Date of Birth	- Estimated Year of Birth
Sex	- Sex
Race	- Race
Height	- Estimated Height
Weight	- Estimated Weight
Eye Color	- Eye Color
Hair Color	- Hair Color
Date of Last Contact	- Estimated Date of Death
Date of Last Contact	- Date Body Found
Scars, Marks, Tattoos, etc.	- Scars, Marks, Tattoos, etc.
Fingerprint Classification	- Fingerprint Classification
Jewelry Type	- Jewelry Type
Originating Agency State Code	- Originating Agency State Code

Blood Type	-	Blood Type
Dental Characteristics	-	Dental Characteristics

2. Even though the search only compares the data as shown in the chart above, records should contain all available descriptive data to further aid in identification.

3. Once the comparisons are made to the missing person records, the system sends \$.M. administrative messages to all entering agencies. The \$.M. administrative message advises an agency that a possible match has been made on its record. This message is transmitted to the ORIs of the matched records. The message includes abbreviated records for up to 100 possible matches for the physical cross-search and 35 for the dental cross-search.

Once the comparisons are made to the wanted person records, the system sends \$.M. administrative messages to all entering agencies. The \$.M. administrative message advises an agency that a possible match has been made on its record. This message is transmitted to the ORIs of the matched records. The message includes abbreviated records for up to 35 possible matches for the dental cross-search.

If more than 100 records are matched using physical characteristics or 35 using dental characteristics for the missing/unidentified cross-search or more than 35 using dental characteristics for the wanted/unidentified cross-search, the remaining records can be obtained by contacting FBI CJIS staff at 304-625-3000.

4. If the cross-search does not produce any match, all entering/updating agencies are notified through a \$.N. administrative message. Additional information on administrative messages can be found in the Introduction chapter of this manual.

## **SECTION 3--MODIFICATION**

### **3.1 WHEN TO USE A MODIFICATION MESSAGE**

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data. Data cannot be deleted from a mandatory field.

### **3.2 EXAMPLE OF A MODIFICATION MESSAGE**

1N01HEADER.MU.DCFBIWA00.NIC/U123456789.OCA/ABC345678.EYE/GRN

#### **Acknowledgment:**

1L01HEADER  
DCFBIWA00  
MODIFY NIC/U123456789 OCA/ABC345678

The above modification example contains: header (1N01HEADER), message key (MU), Originating Agency Identifier (DCFBIIWA00), two record identifiers (NIC/U123456789 and OCA/ABC345678), the field being modified, and the modification (EYE/GRN).

### **3.3 MESSAGE FIELD CODES FOR MODIFICATION**

<b>FIELD NAME</b>	<b>REQUIREMENTS</b>	<b>MESSAGE FIELD CODE</b>	<b>FIELD LENGTH</b>	<b>DATA TYPE</b>
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN*	3-30	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

\*NCIC 2000 format only

### **3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED**

The record being modified must be identified by the NIC and OCA, in that order.

### **3.5 VALIDATION GUIDELINES FOR NCIC MODIFICATION**

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of an unidentified person record to indicate that the record has been validated. When data are entered into the VLN Field, NCIC enters the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

1N01HEADER.MU.MD1012600.NIC/U123456789.OCA/ABC32456.  
VLN/JONES, DAVID E

**Acknowledgment:**

1L01HEADER  
MD1012600  
VALIDATE NIC/U123456789 OCA/ABC32456

### **3.6 AUTOMATIC CROSS-SEARCH WITH MISSING PERSON RECORDS**

Modifying an unidentified person record will generate an automatic cross-search of the updated record with missing person records in NCIC 2000 as explained in Section 2 of this chapter.

### **SECTION 3.7 -- ADDITIONAL GUIDELINES FOR MODIFICATION**

In NCIC 2000, an error message will be generated if the BPS Field is modified to include an R. Only S, F, D, ALF, and ALD are allowed.

---

## **SECTION 4--CANCELLATION**

### **4.1 WHEN TO USE A CANCELLATION MESSAGE**

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid. A cancellation message will cause the entire record, including all supplemental data, to be retired.

### **4.2 EXAMPLE OF A CANCELLATION MESSAGE**

1N01HEADER.XU.DCFBIWA00.NIC/U123456789.OCA/ABC32456.20000312.  
PREVIOUSLY LOCATED

**Acknowledgment:**

1L01HEADER  
DCFBIWA00  
CANCEL NIC/UI23456789 OCA/ABC32456

The above cancellation example contains: header (1N01HEADER), message key (XU), Originating Agency Identifier (DCFBIWA00), two record identifiers (NIC/U123456789 and OCA/ABC32456), date of cancellation (20000312), and reason for person record removal (PREVIOUSLY LOCATED).

### **4.3 MESSAGE FIELD CODES FOR CANCELLATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS*	10-21	ALPHABETIC, NUMERIC

\*NCIC 2000 format only

#### **4.4 IDENTIFICATION OF A RECORD TO BE CANCELED**

The record to be canceled must be identified by NIC and OCA, in that order, with each data element preceded by the proper MFC. The Date of Cancellation (DOC) is mandatory and must follow the two record identifiers and be the current date or the current date minus one.

#### **4.5 ADDITIONAL GUIDELINE FOR NCIC 2000 CANCELLATION**

When canceling a record, the user is expected to enter benefits and effectiveness data. The RPS Field is entered directly after the DOC Field. For a cancel, the RPS value will be either CASE DROPPED or PREVIOUSLY IDENTIFIED.

### **SECTION 5--INQUIRY**

#### **5.1 EXAMPLE OF A BODY PARTS STATUS (BPS) FIELD INQUIRY WITH POSITIVE AND NEGATIVE RESPONSES**

1N01HEADER.QU.DCFBIWA00.BPS/FFNNNNNNNNNNNNNN..SEX/F.ARE/PA

**Negative Response:**

1L01HEADER  
DCFBIWA00

NO UPER REC BPS/FFNNNNNNNNNNNNN.SEX/F.ARE/PA

**Positive Response:**

1L01HEADER  
DCFBIWA00

FOLLOWING ARE ABBREVIATED RECORDS WHICH MATCH YOUR INQUIRY ON:  
BPS/FFNNNNNNNNNNNNN, SEX/F, ARE/PA

BPS	SEX/RAC	EYB	EDD	DBF	ORI	NIC
NNFNFnFNFnFNFnF	F/W	1960- 1967	19940000	19980415	MDMSP3100	U124909090
NNFNNNNNNFNNFNN	F/W	1955- 1959	19970525	19970527	PAPSP1800	U123890329
NNFNNNNNNNNNNNNN	F/W	1959- 1969	19990600	19990614	NY0370000	U127550322
NNNNNNNNDDNNNN	U/U	1968- 1972	19960604	19960618	PA0630500	U126729953

MAKE INQUIRY ON NIC NUMBER TO RETRIEVE COMPLETE RECORD.

**5.2 MESSAGE FIELD CODES FOR BPS FIELD INQUIRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
BODY PARTS STATUS	MANDATORY	BPS	15-15	ALPHABETIC

SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
AREA	OPTIONAL	ARE	2-3	ALPHABETIC, SPECIAL CHARACTERS
IMAGE INDICATOR*	OPTIONAL	IND	1-1	ALPHABETIC

\*NCIC 2000 format only

### **5.3 REQUIREMENTS FOR INQUIRY USING THE BPS FIELD**

An agency which recovers a partial unidentified body should transmit an inquiry and in the BPS Field identify all body parts which have been and have not been recovered. An inquiry using BPS requires that at least one body part be missing, but that not all are missing. Optionally SEX, RAC, and ARE can be used in the inquiry to limit the search.

#### **1. BODY PARTS STATUS (BPS)**

1. NCIC 2000 compares the BPS Field code in the inquiry with the BPS Field code of records on file that contain at least one N (for not recovered) in any of the 15 positions of the BPS Field, i.e., all records for incomplete bodies. The following checks are conducted on each of the 15 positions of the BPS Field in the inquiry and records on file:

1. If the codes are equal, they must be N.
2. If the codes are not equal, one of the codes must be N.
2. If any position of the BPS Field in the inquiry and BPS Field in the record on file does not meet these checks, the record on file is eliminated as a possible match. For example, if an inquiry contains FFFNNNNNNNNNNN, only those records having an N in positions 1, 2, 3, and 7 through 15, and any combination of Ns, Ds or Fs, and Ss in positions 4 through 6 will be returned as possible matches.
3. The response to an inquiry on the BPS Field contains all abbreviated records on file that pass the above checks. The abbreviated record will contain the the following fields: BPS, SEX, RAC, EYB, EDD, DBF, ORI, and NIC.

#### **2. SEX (SEX)**

The SEX Field can be either F, M, or U. Records will be considered a match if they have the same code or have U (unknown).

#### **3. RACE (RAC)**

The RAC code can be either A, B, I, W, or U. A list of the Race Field codes and the race codes that will be searched when each is included in an inquiry are the following:

<b>Race Code In Inquiry</b>	<b>Race Code Searched</b>
A Asian or Pacific Islander	A, B, I, U (Unknown), and W
B Black	A, B, I, and U
I American Indian or Alaskan Native	A, B, I, U, and W
W White	A, I, U, and W

#### 4. AREA (ARE)

The ARE Field must be a valid state and country code as listed in the *NCIC 2000 Code Manual*. NCIC 2000 will search all records for that state, territory, or province and will also do so by region. When an inquiry contains ARE/ followed by a valid code and an asterisk, the response to the inquiry will be limited to records containing the same code and/or US in the first two positions of the ORI Field. Any code may be followed by an asterisk. The following list identifies the region associated with each state, territory, and province code.

<b>Area (ARE) Field Inquiry Code</b>	<b>ORI of Records Returned in Response</b>
AL	AL, FL, GA, LA, MS, NC, TN, & US
AK	AK, BC, YT, & US
AZ	AZ, CA, CO, NV, NM, UT, & US
AR	AR, IL, KS, KY, LA, MS, MO, OK, TN, TX, & US
CA	AZ, CA, NV, OR, & US
CO	AZ, CO, KS, NB, NM, OK, TX, UT, WY, & US
CT	CT, ME, MA, NH, NJ, NY, PA, RI, VT, & US
DE	DE, DC, MD, NJ, PA, VA, & US

DC	DE, DC, MD, NJ, PA, VA, WV, & US
FL	AL, FL, GA, MS, & US
GA	AL, FL, GA, NC, SC, TN, & US
HI	HI & US
ID	ID, MT, NV, OR, UT, WA, WY, AB, BC, & US
IL	AR, IL, IN, IA, KY, MI, MN, MO, TN, WI, & US
IN	IL, IN, KY, MI, OH, WI, ON, & US
IA	IL, IA, KS, MN, MO, NB, SD, WI, & US
KS	AR, CO, IA, KS, MO, NB, NM, OK, TX, & US
KY	AR, IL, IN, KY, MO, NC, OH, TN, VA, WV, & US
LA	AL, AR, LA, MS, OK, TX, & US
MA	CT, MA, ME, NH, NJ, NY, PA, RI, VT, & US
ME	CT, MA, ME, NH, RI, VT, NK, NS, PQ, & US
MD	DE, DC, MD, NJ, OH, PA, VA, WV, & US
MI	IL, IN, MI, MN, OH, WI, ON, & US
MN	IL, IA, MI, MN, NB, ND, SD, WI, MB, ON, & US

MS	AL, AR, FL, LA, MS, MO, TN, & US
MO	AR, IL, IA, KS, KY, MS, MO, NB, OK, TN, & US
MT	ID, MT, ND, SD, WA, WY, AB, BC, MB, SN, & US
NB	CO, IA, KS, MN, MO, NB, SD, WY, & US
NV	AZ, CA, ID, NV, OR, UT, & US
NH	CT, ME, MA, NH, NY, RI, VT, ON, PQ, & US
NJ	CT, DE, DC, MD, MA, NJ, NY, PA, RI, VA, & US
NM	AZ, CO, KS, NM, OK, TX, UT, & US
NY	CT, MA, NH, NJ, NY, OH, PA, RI, VT, ON, PQ, & US
NC	AL, GA, KY, NC, SC, TN, VA, WV, & US
ND	MN, MT, ND, SD, WY, MB, SN, & US
OH	IN, KY, MD, MI, NY, OH, PA, WV, ON, & US
OK	AR, CO, KS, LA, MO, NM, OK, TX, & US
OR	CA, ID, NV, OR, WA, & US
PA	CT, DE, DC, MD, MA, NJ, NY, OH, PA, RI, VA, WV, ON, & US

RI	CT, ME, MA, NH, NJ, NY, PA, RI, VT, & US
SC	GA, NC, SC, TN, & US
SD	IA, MN, MT, NB, ND, SD, WY, & US
TN	AL, AR, GA, IL, KY, MS, MO, NC, SC, TN, VA, WV, & US
TX	AR, CO, KS, LA, NM, OK, TX, & US
UT	AZ, CO, ID, NV, NM, UT, WY, & US
VT	CT, ME, MA, NH, NY, RI, VT, ON, PQ, & US
VA	DE, DC, KY, MD, NJ, NC, PA, TN, VA, WV, & US
WA	ID, MT, OR, WA, BC, & US
WV	DC, KY, MD, NC, OH, PA, TN, VA, WV, & US
WI	IL, IN, IA, MI, MN, WI, & US
WY	CO, ID, MT, NB, ND, SD, UT, WY, & US
AB	ID, MT, AB, BC, NT, SN, & US
BC	AK, ID, MT, WA, AB, BC, NT, YT, & US
MB	MN, MT, ND, MB, NT, ON, SN, & US
NF	NF, PQ, & US

NK	ME, NK, NS, PE, PQ, & US
NS	ME, NK, NS, PE, & US
NT	AB, BC, MB, NT, PQ, SN, YT, & US
ON	IN, MI, MN, NH, NY, OH, PA, VT, MB, ON, PQ, & US
PE	NK, NS, PE, & US
PQ	ME, NH, NY, VT, NF, NK, NT, ON, PQ, & US
SN	MT, ND, AB, MB, NT, SN, & US
YT	AK, BC, NT, YT, & US
PR	PR, VI, & US
VI	PR, VI, & US

#### **5.4 EXAMPLE OF A NONUNIQUE IDENTIFIER INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES**

1N01HEADER.QU.DCFBIWA00.SEX/M.RAC/W.AGE/19.HGT/600.WGT/170.  
EYE/BRO.HAI/BRO

##### **Negative Response:**

1L01HEADER  
DCFBIWA00

NO NCIC UNIDENTIFIED PERSON RECORD  
AGE/19.SEX/M.RAC/W.EYE/BRO.HAI/BRO.HGT/600.WGT/170

##### **Positive Response:**

1L01HEADER DCFBIWA00

NCIC HAS 4 POSSIBLE MATCHES FOR YOUR INQUIRY. THE TWO HIGHEST SCORING RECORDS ARE LISTED FOLLOWED BY THE NIC NUMBERS OF UP TO 20 OF THE HIGH SCORE RECORDS. CONTACT NCIC FOR OFF-LINE SEARCH FOR ALL RECORDS.

MKE/UNIDENTIFIED PERSON DECEASED

ORI/MD1201600 BPS/DDDDDDDDDDDDDDSEX/M RAC/W ETN/H EYB/1964-1966 EDD/19970908

DBF/19970910 HGT/508-511 WGT/160-170 EYE/BRO HAI/BRO SMT/SC UR ARM

FPC/12101116141109111713

MIS/THE VICTIM WAS WEARING A BLUE DRESS SHIRT, WHITE V-NECK TSHIRT,  
MIS/BLUE AND WHITE PLAID DRESS SLACKS, BLUE BOXER SHORTS, A BLACK BELT,  
MIS/BLACK NYLON DRESS SOCKS, AND BROWN SLIP-ON SHOES, SIZE 9, VICTIM WAS  
MIS/LEFT-HANDED, HAD A DARK SUNTAN, AND SMOKED SALEM'S

BLT/BPOS CRC/C FPA/Y

BXR/F VRX/OD-2D50E-D25X90 OS-2DOOE-D25X95 CDA/H VICTIM WAS STABBED WITH A  
KNIFE

JWT/ER

JWL/DIAMOND STUD LEFT EAR

MAN/BALTIMORE MED EXAM OCA/ABC32456

MAL/BALTIMORE MD MAT/301 555-1234

ORI IS ANY CITY PD MD 310 555-7896

SMT/SC UL ARM

DENTAL CHARACTERISTICS

DXR/Y MPA/N DRE/VICTIM HAS NUMEROUS CARIES

TOOTH

01X	32X
02MO	31F
03V	30V
04O	29V
05V	28V
06V	27V
07V	26X
08F	25V
09V	24V
10V	23V
11V	22V
12V	21V
13V	20V
14V	19V
15V	18V
16X	17V

NIC/U000003016 DTE/19970920 0000 EDT

MKE/UNIDENTIFIED PERSON DECEASED

ORI/DCFBIAWA00 BPS/DDDDDDDDDDDDDD SEX/M RAC/W ETN/H EYB/1963-1966

EDD/19981113

DBF/19981113 HGT/509-511 WGT/160-170 EYE/BRO HAI/BRO

FPC/1210AADINATT6613SRPM OCA/ABC32456

MIS/THE VICTIM WAS WEARING BLUE JEANS AND TSHIRT, NO SHOES OR

MIS/SOCKS, VICTIM WAS RIGHT-HANDED, AND HAD A DARK COMPLEXION

BLT/APOS CRC/N FPA/Y

BXR/F VRX/OD-2D50E-D25X90 OS-2DOOE-D25X95 CDA/H VICTIM WAS STABBED WITH A

KNIFE  
 JWT/WA  
 JWL/ROLEX  
 MAN/DC MED EXAM CASE 34-927AF  
 MAL/WASH DC MAT/202 555-1234  
 ORI IS FBI HEADQUARTERS WASHINGTON DC 202 555-0000  
 NIC/U002113224 DTE/19981113 0000 EST DLU/19990115 1600 EST  
 U000003016 095 U002113224 095 U112345891 090 U894539002 070

The NICs are listed in descending order by score.

## **5.5 MESSAGE FIELD CODES FOR NONUNIQUE IDENTIFIER INQUIRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
AGE	MANDATORY	AGE	2-2	NUMERIC
SEX	MANDATORY	SEX	1-1	ALPHABETIC
RACE	MANDATORY	RAC	1-1	ALPHABETIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN THE NCIC 2000 <i>CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN THE NCIC 2000 <i>CODE MANUAL</i>
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
IMAGE INDICATOR*	OPTIONAL	IND	1-1	ALPHABETIC
AREA	OPTIONAL	ARE	2-3	ALPHABETIC, SPECIAL CHARACTERS

\*NCIC 2000 format only

## **5.6 REQUIREMENTS FOR NONUNIQUE IDENTIFIER INQUIRY**

1. The following fields are mandatory for a nonunique identifier inquiry: HDR, MKE, ORI, AGE, SEX, RAC, EYE, HAI, HGT, and WGT.
2. The approximate age of the individual may be one or two numeric characters representing the age in years. The age must fall within a range of 0 to 99. The age in the inquiry plus or minus 1 year will be searched. If the person inquired upon is 100 years old or older, the first numeric (1) should be dropped.
3. Sex, race, eye color, and hair color should be coded following the instructions set forth in the *NCIC 2000 Code Manual*. A search on each of these fields will retrieve any record with a corresponding code.
4. Approximate height in the inquiry plus or minus 3 inches will be searched.
5. Approximate weight in the inquiry plus or minus 10 pounds will be searched.

## **5.7 ADDITIONAL GUIDELINES FOR NONUNIQUE IDENTIFIER INQUIRY**

1. When a nonunique identifier inquiry is received, NCIC 2000 searches the Unidentified Person File for possible matches, i.e., candidate records. The sex, race, eye, and hair color codes in the candidate records must be identical to the sex, race, eye, and hair color codes in the inquiry. However, age, height, and weight in the candidate records may vary from the age, height, and weight in the inquiry as indicated above.
2. A score is assigned to each candidate record. The score is computed based upon the variance between the inquiry age, height, and weight, and the corresponding data in the candidate records. The score is an abstract numerical representation of the relative similarity between the inquiry data and the data in the candidate records. The score is used by NCIC 2000 to select up to the 20 most likely candidate records for the response to the inquiring agency.
3. To determine if a hit (identification) has been made, the inquiring agency must review all of the identification data in the candidate records and contact the agency that entered the record to confirm a possible match.
4. The ARE Field must be a valid state, territory, or province code as listed in the *NCIC 2000 Code Manual*. NCIC 2000 will search all records for a particular state, territory, province, or region. When an inquiry contains ARE/ followed by a valid code and an asterisk, the response to the inquiry will be limited to records containing the same code and/or US in the first two positions of the ORI Field. Any code may be followed by an asterisk.

If the asterisk is not used, the search will be conducted on a specific region associated with the state, territory, or province code. The list detailed in the Unidentified Person File chapter, Section 5.3, subsection 4 identifies the region associated with each state, territory, and province code.

5. An Unidentified Person File response can contain supplemental SMT and image data. Supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the image data fields will be sorted by IMN.

## **5.8 REQUIREMENTS FOR INQUIRY USING NIC OR OCA**

Inquiries may be made using NIC or OCA. For inquiries on OCA, NCIC 2000 will return a record only if the OCA and first three positions of the ORI in the inquiry are identical to the OCA and the first three positions of the ORI in a record on file. Inquiries may also be made using the BPS Field only or using AGE, SEX, RAC, HGT, WGT, EYE, and HAI.

## **5.9 ADDITIONAL GUIDELINE FOR NCIC 2000 INQUIRY**

QW/ZW inquiries may contain the Image Indicator (IND), Related Search Hit (RSH), and Expanded Name Search (ENS) Fields. Additional information on the use of these fields can be found in the Wanted Person File chapter of this manual.

## **5.10 BATCH INQUIRY**

The batch inquiry allows users to create a file of individual QW/ZW inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific inquiry from which they were generated. Prior to each response SEQUENCE NUMBER: <SEQ> will be returned to identify those responses that follow as coming from the inquiry with that sequence number. Additional information on procedures for conducting batch inquiries can be found in the Wanted Person File chapter.

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## **SECTION 6--LOCATE**

There are no locate procedures for the Unidentified Person File.

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## **SECTION 7--CLEAR**

### **7.1 WHEN TO USE A CLEAR MESSAGE**

Clearance of a record is restricted to the agency that entered it. A clear message is transmitted:

1. When the agency identifying a person is the agency that entered the record.
2. When the agency that entered the record is officially advised that the person has been identified by another agency.

The clear message will cause the entire record, including supplemental data, to be removed from file.

## 7.2 EXAMPLE OF A CLEAR MESSAGE

1N01HEADER.CU.DCFBIWA00.NIC/U123456789.OCA/ABC32456.20000312.  
HIT LOCAL 20000310

### Acknowledgment:

1L01HEADER  
DCFBIWA00  
CLEAR NIC/U123456789 OCA/ABC32456

The above clear example contains: header (1N01HEADER), message key (CU), Originating Agency Identifier (DCFBIWA00), two record identifiers (NIC/U123456789 and OCA/ABC32456), the date that the person was identified (20000312), and the reason for person record removal (HIT LOCAL 20000310).

## 7.3 MESSAGE FIELD CODES FOR CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS*	10-21	ALPHABETIC, NUMERIC

\*NCIC 2000 format only

## 7.4 IDENTIFICATION OF A RECORD TO BE CLEARED

The record to be cleared must be identified by NIC and OCA, in that order, with each data element preceded by the proper MFC. The date of clear is mandatory and must follow the two record identifiers and must be the current date or the current date minus one.

## **7.5 ADDITIONAL GUIDELINE FOR CLEAR**

Users are expected to enter benefits and effectiveness data for all clear transactions. The entry of benefits data is not MFC-dependent. The values for the MFC RPS are the following: HIT LOCAL YYYYMMDD; HIT STATE YYYYMMDD; HIT NCIC YYYYMMDD; OTHER MEANS; or PREVIOUSLY IDENTIFIED.

---

## **SECTION 8--SUPPLEMENTAL RECORD**

### **8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	CONDITIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
IMAGE NCIC NUMBER SET*	CONDITIONAL	IMN <sup>1</sup>		ALPHABETIC, NUMERIC

\*NCIC 2000 format only

<sup>1</sup>IMN/<IMN>.<IMT>

### **8.2 WHEN TO ENTER A SUPPLEMENTAL RECORD**

Supplemental scars, marks, tattoos, and other characteristics may be appended to a base unidentified person record. In order to append additional scars, marks, tattoos, and other characteristics, the SMT Field in the base record must already contain information.

### **8.3 EXAMPLE OF A SUPPLEMENTAL SMT ENTRY**

1N01HEADER.EUN.DCFBIWA00.NIC/U123456789.OCA/ABC32456.  
SMT/SC FACE.SC L ELB

#### **Acknowledgment:**

1L01HEADER  
DCFBIWA00  
SUPP NIC/U123456789 OCA/ABC32456  
SMT/SC FACE  
SMT/SC L ELB

The above supplemental entry contains: header (1N01HEADER), message key (EUN), Originating Agency Identifier (DCFBIWA00), two identifiers (NIC/U123456789 and OCA/ABC32456), and the supplemental SMTs (SMT/SC FACE.SC L ELB).

### **8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY**

The unidentified person record to which supplemental data are to be added must be identified by NIC and OCA, in that order, followed by the MFCs and the supplemental information. Supplemental dental data are entered with MKE/ED. Additional details concerning entry of dental information can be found in Section 9 of this chapter.

### **8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD**

<b>Field</b>	<b>Field Code</b>	<b>Maximum Number Permitted</b>
Scars, Marks, Tattoos, and Other Characteristics	SMT	19
Image NCIC Number and Image Type (entered as a set)	IMN*	12

\*NCIC 2000 format only

### **8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY**

A maximum of nine additional SMTs may be entered in one supplemental record entry message. Additional messages are required if more SMTs are to be entered.

### **8.7 MODIFICATION OF SUPPLEMENTAL DATA**

Supplemental data cannot be modified. They must be canceled and reentered.

## **8.8 EXAMPLE OF A SUPPLEMENTAL SMT RECORD CANCELLATION**

1N01HEADER.XUN.DCFBIWA00.NIC/U123456789.OCA/ABC32456.  
SMT/SC FACE.IMN/I000000111.F.IMN/I000002222.M

### **Acknowledgment:**

1L01HEADER  
DCFBIWA00  
CANCEL SUPP NIC/U123456789 OCA/ABC32456  
SMT/SC FACE  
IMN/I000000111.F  
IMN/I000002222.M

## **8.9 IDENTIFICATION OF A RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS**

When a supplemental record is canceled, the unidentified person record to which the supplemental record is appended must be identified by NIC and OCA with each data element preceded by the proper MFC.

## **8.10 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL CANCELLATION**

A maximum of nine identifiers of various kinds may be canceled in one message. Additional messages are required if more than nine identifiers are to be canceled. Each SMT is counted as one identifier. Each IMN set (multiple data element field) is counted as one identifier.

## **8.11 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL CANCELLATION**

Supplemental data to be canceled should be set out in the cancel message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

When an unidentified person record is canceled, its entire supplemental record is automatically canceled.

## **8.12 ADDITIONAL GUIDELINES FOR NCIC 2000 SUPPLEMENTAL CANCELLATION**

### **1. IMAGE**

Up to nine images can be canceled in a supplemental cancel transaction: one signature, one mugshot, or nine identifying images (up to ten identifying images can be stored for an unidentified person record). The format is IMN/<IMN>.<IMT>. The IMN is the NCIC number of the image, and the image type must be either S, M, or I. If the image type of the record is not the same type as defined by the IMT, the supplemental data will be rejected.

## 2. SUPPLEMENTAL ACKNOWLEDGMENT MESSAGE

A supplemental cancel transaction can contain up to nine supplemental data. All supplemental data will be processed except data that do not meet field edits or data that do not already exist in the record. The cancel supplemental message will list all supplemental data that were successfully canceled, all supplemental data not on file, and all supplemental data that failed due to a REJ SUPP MFC ERROR. For example:

1N01HEADER.XUN.MD1012600.NIC/U000069216.OCA/ABC32456.  
SMT/EXTR L TOE.SC FACT.IMN/I000032331.F

### **Acknowledgment:**

1L01HEADER  
MD1012600  
CANCEL SUPP NIC/U000069216 OCA/ABC32456  
SMT/EXTR L TOE  
REJ SUPP MFC ERROR  
SMT/SC FACT  
REJ SUPP NOT ON FILE  
IMN/I000032331.F

---

## SECTION 9--SUPPLEMENTAL DENTAL RECORD

### 9.1 MESSAGE FIELD CODES FOR DENTAL RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DENTAL X-RAYS AVAILABLE	MANDATORY	DXR	1-1	ALPHABETIC
DENTAL MODELS	MANDATORY	MPA	1-1	ALPHABETIC
DENTIST'S REMARKS	OPTIONAL	DRE	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DENTAL CHARACTERISTICS	MANDATORY	DCH		ALPHABETIC, NUMERIC, SPECIAL CHARACTERISTICS

\*NCIC 2000 format only

## **9.2 WHEN TO USE A SUPPLEMENTAL DENTAL RECORD ENTRY**

The Unidentified Person File may include dental characteristics for matching purposes against records in the NCIC 2000 Missing Person File.

Only the agency that entered the unidentified person record may enter dental data into that record. The agency must enter (MKE/ED) separately from the base record and other supplemental data.

## **9.3 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD ENTRY**

The following is an example of a supplemental data entry adding dental characteristics data to the base record:

1N01HEADER.ED.DCFBIWA00.NIC/U000019216.OCA/ABC324569.Y.N.  
INDIVIDUAL HAS NUMEROUS CARIES.01X,02M,03V,04O,05V,06V,07V,08F,09V,10V,  
11V,12V,13V,14V,15V,16X,17X,18/,19V,20V,21V,22V,23V,24V,25V,26V,27V,28V,  
29V,30V,31D,32V

### **Acknowledgment:**

1L01HEADER  
DCFBIWA00  
ENTRY DENTAL DATA NIC/U000019216 OCA/ABC324569

The above supplemental record entry contains: header (1N01HEADER), message key (ED), Originating Agency Identifier (DCFBIIWA00), two record identifiers (NIC U000019216 and OCA ABC324569), and the dental information to be added to the record.

#### **9.4 IDENTIFICATION OF A RECORD FOR ENTRY OF DENTAL DATA**

The unidentified person record to which dental data are to be added must be identified by NIC and OCA, in that order, followed by the dental information.

#### **9.5 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DENTAL RECORD ENTRY**

Supplemental dental information and other supplemental identifiers cannot be transmitted in the same message. Dental information must be entered with MKE/ED.

The entry of a supplemental dental record to a Unidentified Person File record will cause a cross-search of all Missing Person File and Wanted Person File records containing dental data.

1. The DXR Field must contain Y or N.
2. The MPA Field must contain Y or N.
3. The DRE Field can hold up to 50 characters. This field should contain dental remarks which cannot be coded in the DXR, MPA, or DCH Fields.

#### **9.6 DENTAL CHARACTERISTICS (DCH) FIELD**

1. The DCH Field describes the status of each tooth, restorations for each surface of the tooth (MODFL), missing (X), virgin (V), no information remembered (/), root canal (R), or crown (C).
  1. An NCIC Unidentified Person Dental Report, or one similar, can be completed by a forensic odontologist and returned to the user for entry.
  2. If all 32 permanent teeth are present with no restorations, the agency can enter the code ALL in the DCH Field. If the agency enters ALL in the DCH Field, it cannot add information, and the system transmits the following after the DRE Field in a positive response:

ALL 32 PERMANENT TEETH ARE PRESENT WITH NO RESTORATIONS

**Note:** If an agency enters ALL in the DCH Field, the code V will be used for all 32 teeth, and the system will generate a dental cross-search comparison.

3. If dental characteristics are not available for coding, then the agency should enter UNK in the DCH Field. If the agency enters the code UNK in the DCH Field, the system transmits the following after the DRE Field in a positive response:

## DENTAL CHARACTERISTICS (DCH) ARE NOT AVAILABLE

**Note:** If an agency enters UNK in the DCH Field, NCIC will not generate a dental cross-search comparison.

2. The codes must be entered using a comma as a separator with the exception of the last code which must be followed by a period (field delimiter) or logical end of transmission.
3. If the agency does not enter the code ALL or UNK, the only valid codes shall be 01 through 32. Each code shall be used only once. These codes shall be followed by the appropriate letter(s) or special character (e.g., 01M).

A modification of any code for the 01 through 32 tooth codes will replace any coding for that specific tooth, (for example, 01MO was initially entered, 01FL was modified into the record, the record will then list only 01FL). If new codes must be added to the existing codes for a tooth, the existing codes must be reentered along with the new codes, (for example, 01MO was initially entered for tooth number 1 and FL must be added, then 01MOFL should be entered to list 01MOFL).

4. The DCH Field shall contain a maximum of 32 codes consisting of two numerics followed by option 1, 2, or 3:
  1. One special character /, or one special character / followed by R.
  2. One alphabetic character M, O, D, F, L, X, or V.
  3. Two to seven alphabetic characters M, O, D, F, L, C, and R.
5. Any combination of M, O, D, F, or L should be entered in the sequence of M, O, D, F, L.
6. The R character should follow any combination of M, O, D, F, L, C or the / character.
7. The C character should follow any combination of M, O, D, F, or L.
8. The only character that should be used with / is the R character.
9. The characters V and X should not be used with any combination of characters.
10. The characters M, O, D, F, L, C, R, /, V, and X may only be used once per numeric.

### **9.6.a. NDIR DATA AVAILABLE (NDI) FIELD**

The NDI Field is a one-character field included in the MD transaction that allows the FBI to add an indicator to NCIC records that have corresponding dental information available on Law Enforcement Online in the National Dental Image Repository (NDIR). The field has a default

value of N and can be modified to Y. If the NDI Field contains Y, NCIC will notify the FBI of all subsequent modify, cancel, locate, or clear transactions so the FBI can make appropriate changes to the corresponding NDIR records. The following caveat will follow the DCH Field data in a positive record response:

DENTAL IMAGES FOR THE SUBJECT OF THIS RECORD ARE AVAILABLE ON  
THE LEO NDIR

## **9.7 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD MODIFICATION**

1N01HEADER.MD.DCFBIWA00.NIC/U000011216.OCA/ABC324569.  
DCH/08V,16V

### **Acknowledgment:**

1L01HEADER  
DCFBIWA00  
MODIFY DENTAL DATA NIC/U0000112216 OCA/ABC324569

The above modify supplemental example contains: header (1N01HEADER), message key (MD), Originating Agency Identifier (DCFBIWA00), the NCIC Number (NIC/U000011216), the case number (OCA/ABC324569), and the dental field to be modified (DCH/08V,16V).

## **9.8 REQUIREMENTS FOR SUPPLEMENTAL DENTAL RECORD MODIFICATION**

A supplemental dental record may be modified (MKE/MD) to:

1. Change the code entered in DXR and/or MPA Fields. Since these fields are mandatory, the codes cannot be deleted using a modify message.
2. Change or delete the information entered in the DRE Field.
3. Change any coding for the 32 tooth codes of the DCH Field.
4. Change the NDI value to Y. The NDI Field may be modified by authorized FBI ORIs only.

## **9.9 EXAMPLE OF SUPPLEMENTAL DENTAL RECORD CANCELLATION**

1N01HEADER.XD.DCFBIWA00.NIC/U000011216.OCA/ABC324569

### **Acknowledgment:**

1L01HEADER  
DCFBIWA00  
CANCEL DENTAL DATA NIC/U000011216 OCA/ABC324569

The above cancel supplemental example contains: header (1N01HEADER), message key (XD), Originating Agency Identifier (DCFBIWA00), and two record identifiers (NIC/ U000011216 and OCA/ABC324569).

#### **9.10 ADDITIONAL GUIDELINE FOR SUPPLEMENTAL DENTAL RECORD CANCELLATION**

A supplemental dental cancellation message will delete all dental information from the record identified. When an Unidentified Person File record is canceled or cleared, all supplemental dental information are retired.

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**VEHICLE/BOAT PART FILE**

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- 

## **SECTION 1--INTRODUCTION**

### **1.1 DEFINITION**

A part is defined as any serially-numbered component from a vehicle or boat, and ownership documentation for a vehicle or boat.

### **1.2 CRITERIA FOR ENTRY**

1. A stolen vehicle/boat part may be entered if a theft report has been made. The entering agency must maintain the entry in an up-to-date status. The agency holding the theft report should enter the record. An agency in the state of registry may enter a record for a vehicle/boat part stolen in another state only after an inquiry, conducted after a reasonable period of time, discloses no record in NCIC 2000 has been entered by the agency holding the theft report. In this instance, the agency in the state of registry must enter the identity of the agency holding the theft report in the Miscellaneous (MIS) Field.
2. A stolen vehicle identification number (VIN) plate, certificate of origin/certificate of title (blank or associated with a vehicle), or a serially-numbered backhoe, hay baler, engine, transmission, battery, carburetor, door, bumper, hubcap, etc., may be entered in the Vehicle/Boat Part File as stolen if a theft report is on file. AM/FM/CB radios, tape players, and other entertainment devices should not be entered in the Vehicle/Boat Part File but may be entered in the Article File.
3. Agencies must have a theft report (electronic or hard copy) on file to support a vehicle/boat part entry. All NCIC entries should be made only by the agency holding the theft report and having primary jurisdiction over the place of actual theft. An exception to this occurs when a criminal justice agency or regional dispatch center acts as holder of a record for another agency which has no telecommunications equipment. Only when there is a written agreement between the two agencies which delineates the legal responsibility for the record can the agency holding the record place its own ORI in the ORI Field when the entry is made. Additional information concerning these responsibilities can be found in the Introduction of this manual.
4. In addition, data of investigative interest pertaining to stolen vehicles/boat parts transported into the United States may be entered by an agency having sufficient documentation to be responsible for the record.

### **1.3 MESSAGE KEY (MKE) CODES**

<b>Message</b>	<b>MKE</b>	<b>Translation</b>
Entry	EP	STOLEN VEHICLE/BOAT PART
Modify	MP	
Cancel	XP	
Inquiry	QV ZV QVB	

QB  
ZB  
QBB

Locate	LP	LOCATED VEHICLE/BOAT PART
--------	----	---------------------------

Clear	CP
-------	----

If it is desired that a stolen vehicle/boat part be held for latent fingerprint examination, -P should be entered as part of the MKE, for example, EP-P which translates as STOLEN VEHICLE/BOAT PART - HOLD FOR LATENTS.

#### **1.4 RECORD RETENTION PERIOD**

1. If a stolen vehicle/boat part record remains on file for 90 days and it does not contain a SER and OAN, the record is retired.
2. Stolen Vehicle/Boat Part File records which contain a SER or OAN will remain on file for the balance of the year entered plus 4 years. Following this retention period, the records in the Vehicle/Boat Part File are retired. For example, a Vehicle/Boat Part File record entered in 1996 would be retired January 1, 2001.
3. Exceptions to the record retention periods will occur in the event a serious error is detected in the record on file. Additional information on serious errors can be found in the Introduction chapter of this manual.
4. Ten days after a vehicle/boat part record is located, it is retired.

#### **1.5 VALIDATION**

For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

The Name of Validator (VLN) Field will be returned only when the requester of the record is the entering agency. For all other inquiries, the VLN Field will be suppressed.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

#### **1.6 MESSAGE FIELD CODES AND EDITS**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
BRA	Brand Name	Must be a valid NCIC 2000-assigned BRA or VMA code as listed in Vehicular or Boat Data Codes, <i>NCIC 2000 Code Manual</i> . If the BRA is PART, the CAT cannot be CF, CT, EN, OB, or TN.
CAT	Category	Must be a valid NCIC assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If the CAT is OB, then the VYR, the EPD, and the SER are mandatory
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) less than or equal to current date plus one day or equal to or less than current date.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOR	Date of Recovery	Must be valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
EPD	Engine Power or Displacement	Must be a valid NCIC assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . May be one to four numerics followed by one alphabetic which must be C, H, I, L, or P. This field can only be filled if the CAT is EN or OB. If the CAT is OB, then the EPD is mandatory.
IMN	Image NCIC Number	A self-checking number consisting of an alphabetic character (I in the Image File) followed by nine numeric characters automatically assigned by NCIC 2000 to each accepted record. Must have valid check digits when used to identify a record in a subsequent message.
IMT	Image Type	Must be a V representing a generic vehicle when associating a vehicle record to an image. May be a V or an I when deleting an association to an image.
IND	Image Indicator	Must be Y or N.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System).

LKI	Linkage Agency Identifier	Must be a valid NCIC-assigned ORI.
MIS	Miscellaneous	Must contain a description of the boat or vehicle part. If a generic BRA code is used, the MIS Field must include the manufacturer's name.
MKE	Message Key	Must be a valid message key.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (V for vehicle/boat part and R for Canadian Vehicle Index records) followed by nine numeric characters automatically assigned by NCIC 2000 to each accepted record. Must have valid check digits when used to identify a record in a subsequent transaction.
NOA	Notify Originating Agency	Must be Y or N. NCIC 2000 will default to N if the field is left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating the stolen part in record being located. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
NPF	Number of Missing Persons Found	First three characters must be numeric. The fourth must be J for Juvenile, or O for other missing person. The fifth character must be I or N for individual indexed or not indexed in NCIC 2000. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
OAN	Owner-Applied Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetics only cannot be used. The OAN cannot be identical to the SER.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, the word NONE, or the first seven characters of the ORI Field. The only valid special character is the hyphen.
ORI	Originating Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
RCA	Recovery Agency Case Number	Must not contain a single zero only, run of zeros only, alphabetic only, or the word NONE. The only valid special character is the hyphen. The first seven characters of the RCA cannot equal the first seven characters of the RRI.
RPP	Reason for Property Record Removal	Must be a valid NCIC 2000-assigned code as listed in the Introduction chapter of this manual.

RRI	Recovering Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
RSH	Related Search Hit	Must be Y or N.
SER	Serial Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetics only cannot be used. Cannot be identical to the OAN. If the CAT is OB, then the SER is mandatory.
VLN	Name of Validator	Any valid character representing validator.
VNP	Value of Recovered Property	Fair market value (in whole dollars) of the part when it was recovered. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of the property recovered in addition to the stolen part identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of recovering the stolen part which is identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VYR	Vehicle Year	If the CAT is OB, then the VYR is mandatory. If the year is unknown, UNKN must be entered.

## 1.7 CRITERIA FOR REJECTING DUPLICATE RECORDS

1. If the OAN, OCA, and ORI Fields of a stolen vehicle/boat part message are the same the second entry will be rejected with the message REJECT ON FILE.
2. If the SER, BRA, CAT, and ORI Fields or the OAN, BRA, CAT, OCA, and ORI Fields of a stolen vehicle/boat are the same as those field codes of a part record already on file, the second record entry will be rejected.
3. Whenever the message REJECT ON FILE is sent, the record on file will also be transmitted.

## 1.8 AUTOMATIC NOTIFICATION OF ENTRY

When an agency enters, clears, cancels, modifies, or locates, or the System purges a stolen vehicle/boat part record (except VMA=AERO), NCIC 2000 will automatically notify the NICB through a \$.8. administrative message. If the VMA is AERO, NCIC 2000 will automatically notify the Department of Justice through a \$.8. JUST/EPIC Aircraft administrative message.

Additional information on administrative messages can be found in the Introduction chapter of this manual.

If a vehicle has license data, a \$.8. Out-of-State Notification will be sent automatically as necessary.

## **1.9 IMAGE CAPABILITY**

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC 2000.

## **SECTION 1.10 -- INVESTIGATIVE INTEREST**

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC 2000.

## **SECTION 2--ENTRY**

### **2.1 EXAMPLES OF VEHICLE/BOAT PART ENTRIES**

#### **1. Example of a Stolen Vehicle/Boat Part Entry With Serial Number (SER)**

```
1N01HEADER.EP.MD1012600.1563229C.FORD.CT..19990922.1999-1234...
REC/MUSTANG TITLE/VIN-7F02Y00997.N
```

#### **Acknowledgment:**

```
1L01HEADER
MD1012600
NIC/V761479101 SER/1563229C
OCA/1999-1234
```

#### **2. Example of a Stolen Vehicle/Boat Part Entry with Owner-applied Number (OAN)**

```
1N01HEADER.EP.MD1012600..MASS.HY.EF026452016.19990922.
1999-2345...MASSEY-FERGUSON HAY BALER.
```

#### **Acknowledgment:**

```
1L01HEADER
MD1012600
NIC/V761480064 OAN/EF026452016
OCA/1999-2345
```

#### **3. Example of a Stolen Vehicle/Boat Part Entry with SER and OAN**

```
1N01HEADER.EP.MD1012600.1J6543H81.EVIN.OB.SM2468387.19990922.
```

1999-3456...EVINRUDE BOAT MOTOR.Y.15P.1974

**Acknowledgment:**

1L01HEADER  
MD1012600  
NIC/V761480370 SER/1J6543H81  
OCA/1999-3456

**2.2 MESSAGE FIELD CODES FOR ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
BRAND NAME	MANDATORY	BRA	2-4	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
CATEGORY	MANDATORY	CAT	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC,

				SPECIAL CHARACTERS
MISCELLANEOUS	MANDATORY	MIS	1-200	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY FLAG	OPTIONAL	NOA	1-15	ALPHABETIC
ENGINE POWER OR DISPLACEMENT	CONDITIONAL	EPD	2-5	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
VEHICLE YEAR	CONDITIONAL	VYR	4-4	ALPHABETIC, NUMERIC

## 2.3 MANDATORY FIELDS FOR ENTRY

Stolen vehicle/boat part entries require the following fields: HDR, MKE, ORI, BRA, CAT, DOT, OCA, a brief description of the stolen part in the MIS Field, and at least one of the following numeric identifiers: SER or OAN.

## 2.4 ADDITIONAL GUIDELINES FOR ENTRY

1. The agency entering the record must account for all fields in the Vehicle/Boat Part File record format. All available data should be entered when the original entry is made. If there are data known that do not fit into a specific data field, then the MIS Field should be used. The MIS Field should only be used for information that cannot be placed in another data field. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MP).
2. Serialized truck-mounted campers (including shell type) should be entered in the Vehicle/Boat Part File. In NCIC 2000 the mounted camper should be entered as a part (EP) with the same OCA as that in the Vehicle File truck record. Unmounted serialized campers should be entered as a base part (EP) record. When a truck-mounted camper is not serialized, only a record for the truck should be entered in the Vehicle File with data in the MIS Field that describe the camper and state that it was mounted on the truck at the time of theft.
3. For training and administrative purposes, agencies may enter test records into NCIC 2000 using the header TN01 (NCIC 2000). The test records will not generate any notifications nor will batch processing be performed in the test system.
4. When a stolen vehicle record is entered into NCIC, a vehicle/boat part record should not be entered when the part serial number has the same last eight characters as the VIN. When a stolen vehicle is partially located, users are encouraged to enter separate stolen part records for the unrecovered parts. In instances when a stolen vehicle part serial number does not have the same

last eight characters as the VIN of the stolen vehicle, separate entries can be made into the Vehicle/Boat Part File.

## **2.5 MESSAGE FIELD EDITS FOR ENTRY**

### **1. SERIAL NUMBER (SER)**

When a stolen vehicle/boat part is entered, the serial number of the part must be entered in the SER Field. If an entry is for a stolen certificate of title, the title number should be entered in the SER Field. If the part is a nonmotorized forklift, the serial number should be entered in the SER Field. The vehicle identification number should be entered in the SER Field when the stolen part is a VIN plate. If the CAT is OB, then the SER is mandatory.

### **2. BRAND NAME (BRA)**

1. Valid brand name codes for vehicle/boat parts are listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. Valid brand name codes for boat parts are listed in Boat Data Code, *NCIC 2000 Code Manual*. BMA codes cannot be used in the BRA Field of a boat part record. If the brand name for a part is not listed, the part may be entered using the generic code PART, listing the true manufacturer's name in the MIS Field.

2. The BRA codes ENGN (engine) and TRMN (transmission) should be used for entry of stolen engines and transmissions manufactured by companies other than vehicle manufacturers. When the codes ENGN and TRMN are used in part records, the complete brand name must be entered in the MIS Field.

3. For entry of a vehicle/boat part record for a stolen certificate of origin (CTO) or certificate of title (CTT), the BRA code for the manufacturer of the vehicle which is identified on the certificate should be used. For entry of a stolen blank CTO or CTT with a preassigned serial number, the BRA code CERF should be used. For entry of a stolen VIN plate, engine, or transmission, the BRA code for the make of the vehicle from which the part was stolen, e.g., FORD, CHEV, PLYM, etc., should be used. The same is true for any part entry for construction and/or farm and garden equipment such as a bucket/scoop or harrow. These should be entered using the BRA code for manufacturer of the equipment from which the part was stolen, e.g., DEER or MASS.

### **3. CATEGORY (CAT)**

A valid two-character category code must be entered in the CAT Field of a stolen vehicle/boat part entry. Valid codes can be found in Vehicular Data Codes, *NCIC 2000 Code Manual*.

### **4. MISCELLANEOUS (MIS) DATA**

If a stolen vehicle/boat part entry contains either the code PART, ENGN, or TRMN in the BRA Field, the manufacturer's complete name must be entered in the MIS Field. A brief description of the part must also appear in the MIS Field as shown in the examples below:

CAR RECOVERED VIN PLATE MISSING  
ONLY VIN PLATE STOLEN  
POWERGLIDE AUTOMATIC MISSING  
CERTIFICATE OF TITLE STOLEN

**5. OWNER-APPLIED NUMBER (OAN)**

The OAN Field is a 20-character searchable field. If the record entry also contains a SER, it cannot be the same as the OAN.

Another use of the OAN Field occurs when the stolen vehicle/boat part has a unique identification number which has been assigned in connection with a theft prevention program. In such a case, the OAN may be entered as the only numeric identifier or in addition to a SER.

**6. ENGINE POWER OR DISPLACEMENT (EPD)**

The EPD Field may only be used for part entries when the CAT Field code is EN (engine) or OB (outboard motor). If the CAT Field is OB, then the EPD is mandatory. The EPD Field is used to describe the size of the engine or motor, e.g., 750C for 750 cubic centimeters. Other units of measure are cubic inches -I, liters -L, horsepower -H, and pounds of thrust -P.

When the engine power or displacement contains a fraction or decimal, the whole number should be placed in the EPD Field, and the whole number plus the fraction or decimal should be placed in the MIS Field.

**7. ORIGINATING AGENCY CASE NUMBER (OCA)**

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

**8. VEHICLE YEAR (VYR)**

The VYR must represent the production (model) year during which the vehicle/boat part was manufactured. If the year of manufacture is unknown, the entering agency should enter UNKN. If the CAT is OB, then the VYR Field is mandatory.

**2.6 NCIC 2000 MESSAGE FIELD EDITS FOR ENTRY**

**1. IMAGE DATA (IMN AND IMT)**

The Image NCIC Number (IMN) must begin with an I and the Image Type (IMT) must be V. If the IMT is not V, the message will be rejected as a field error. NCIC 2000 will verify the generic image is an active record in the System by inquiring with the IMN. If the image is not found or the image is not stored as a generic type, the message will be rejected.

## **2. LINKAGE DATA (LKI AND LKA)**

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The NCIC System will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry. In the entry message, the LKI and LKA Fields immediately follow the OCA Field entry. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.

## **3. NOTIFY ORIGINATING AGENCY (NOA)**

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the vehicle/boat part is known, Y should be entered into the NOA Field. Previously, this was indicated by placing NOAH in the MIS Field. Currently, if NOA is left blank, the field will default to N.

The NOA Field will be returned in record responses when the inquiring agency ORI matches the entering agency ORI and in unsolicited notifications (\$. messages) to the ORI of record.

# **SECTION 3--MODIFICATION**

## **3.1 WHEN TO USE A MODIFICATION MESSAGE**

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active vehicle/boat part record. A vehicle/boat part record cannot be modified if the record is in a located status (MKE/LOCATED PART).

## **3.2 EXAMPLE OF A MODIFICATION MESSAGE**

1N01HEADER.MP.MD1012600.NIC/V000032699.OCA/A222.BRA/HON.EPD/750C

### **Acknowledgment:**

1L01HEADER  
MD1012600  
MODIFY NIC/V000032699

The above modification example contains: header (1N01HEADER), message key (MP), Originating Agency Identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/A222), the fields being modified, and the data being changed (BRA/HON, EPD/750C).

### **3.3 MESSAGE FIELD CODES FOR MODIFICATION**

<b>FIELD NAME</b>	<b>REQUIREMENTS</b>	<b>MESSAGE FIELD CODE</b>	<b>FIELD LENGTH</b>	<b>DATA TYPE</b>
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

### **3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED**

The modification transaction must contain two record identifiers. For a stolen vehicle/boat part record, the first identifier must be NIC or SER. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

### **3.5 VALIDATION GUIDELINES FOR NCIC MODIFICATION**

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a vehicle/boat part record to indicate that the record has been validated. When data are entered into the VLN Field, NCIC stores the current date in the Date of Last Validation Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

1N01HEADER.MP.MD1012600.NIC/V126431001.OCA/2501.VLN/JONES, DAVID E

**Acknowledgment:**

1L01HEADER  
MD1012600  
VALIDATE NIC/V126431001

## SECTION 4--CANCELLATION

### 4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid; for example, it is determined that a record resulted from a fictitious or false theft report.

### 4.2 EXAMPLE OF A CANCELLATION MESSAGE

1N01HEADER.XP.MD1012600.NIC/V000032699.OCA/A222.19991205.NOT STOLEN

#### Acknowledgment:

1L01HEADER  
MD1012600  
CANCEL NIC/V000032699

The above cancellation example contains: header (1N01HEADER), message key (XP), Originating Agency Identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/A222), date of cancellation (19991205), and reason for property record removal (NOT STOLEN).

### 4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC

ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC

#### **4.4 IDENTIFICATION OF A RECORD TO BE CANCELED**

The cancellation transaction must contain two record identifiers. For a stolen vehicle/boat part record, the first identifier must be NIC or SER. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. Date of Cancellation (DOC) must follow the two record identifiers. DOC must be the current date or the current date minus one.

#### **4.5 ADDITIONAL GUIDELINE FOR CANCELLATION**

When a record is canceled in an NCIC 2000 format, the user is expected to enter the reason for property record removal (RPP). The RPP Field is entered directly after the DOC Field. For a cancellation, the RPP value will be either CASE DROPPED or NOT STOLEN.

### **SECTION 5--INQUIRY**

#### **5.1 REQUIREMENTS FOR INQUIRY**

Inquiries can be made using the NIC or VIN Fields. The VIN Field contains the OAN or SER information. An inquiry of this type will search the VIN, SER, and OAN Fields of all Vehicle/Boat Part File records and the VIN Field of all person records. Additional information on inquiry can be found in the Vehicle File chapter.

#### **5.2 MESSAGE FIELD CODES FOR INQUIRY (QV)**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

IDENTIFIER				
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN*	1 -20	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC

\* The value of MFCs SER or OAN must be represented with the MFC VIN.

### **5.3 REQUIREMENTS FOR INQUIRY**

In a stolen vehicle/boat part inquiry, the complete stolen vehicle/boat part serial number and owner-applied number value must be entered as a VIN. For example:

1N01HEADER.QV.WA1230000.VIN/1563229C

**Negative Response:**

1L01HEADER  
WA1230000

NO RECORD VIN/1563229C

**Positive Response:**

1L01HEADER  
WA1230000

MKE/STOLEN PART  
ORI/MD1012600 SER/1563229C BRA/FORD CAT/CT  
DOT/19990922  
OCA/1999-1234  
MIS/REC/MUSTANG TITLE/VIN-7F02Y00997  
NIC/V111115317 DTE/19990922 1340 EDT DLU/19991215 1600 EST  
ORI IS ANY CITY PD MD 301 555-1234  
IMMED CONFIRM RECORD WITH ORI

### **5.4 ADDITIONAL GUIDELINES FOR INQUIRY**

**1. IMAGE INDICATOR (IND)**

Inquiries submitted in an NCIC 2000 format may contain an Image Indicator (IND) to specify whether an image should be returned if available. If the image indicator is Y, an image related to each primary hit response, if available, will be returned (i.e., one identifying image for a vehicle/boat part record, one mugshot for a person record). If IND is not entered, the System will default to N.

## 2. RELATED SEARCH HIT (RSH)

1. Inquiries may also contain a Related Search Hit (RSH) Field. If the RSH is Y, secondary hit responses will be returned for all linked records. The NCIC System links records when:
  - 1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other and 2) the LKI/LKA are the same as ORI/OCA contained in the primary hit response.
  2. If the hit response contains more than ten secondary hit responses, the following will be included in the hit response to indicate a file is being created with the additional hits.

### ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

3. A \$.B. will then be sent to the ORI to identify the file name to be requested to retrieve the additional hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

## 5.5 BATCH INQUIRY (QVB)

The NCIC 2000 batch inquiry allows users to create a file of individual QV/ZV inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific inquiry from which they were generated. Prior to each response SEQUENCE NUMBER: <SEQ> will be returned to identify those responses that follow as coming from the inquiry with that sequence number. Additional information on procedures for conducting batch inquiries can be found in the Vehicle File chapter.

## 5.6 PROCEDURES FOR HANDLING A HIT

1. An NCIC 2000 hit may not be probable cause to arrest. A hit confirmed with the ORI may be adequate grounds to recover a vehicle/boat part.
2. When an agency receives a record in response to an NCIC 2000 inquiry, and the whereabouts of the stolen vehicle/boat part inquired upon is known and the vehicle/boat part inquired upon appears to be identical with one or more of the records, the agency that can seize the stolen vehicle/boat part must contact the ORI of each record(s) possibly identical with the vehicle/boat part in question to confirm the hit(s) prior to seizing the vehicle/boat part.
3. When an agency receives a record in response to an NCIC 2000 inquiry, and the whereabouts of the stolen vehicle/boat part inquired upon is not known, the hit should not be confirmed.

4. "To confirm the hit" means to verify that the theft report is still outstanding; to verify that the vehicle/boat part inquired upon is identical to the vehicle/boat part described in the record; and to obtain information concerning the return of the vehicle/boat part to the rightful owner.

5. This system is based on two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.

6. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

## **5.7 CANADIAN VEHICLE INDEX INFORMATION**

1. NCIC 2000 maintains an interface with the Canadian Police Information Centre (CPIC) that allows searchable identifiers in CPIC records to be transmitted to NCIC for storage and access, creating the Canadian Vehicle Index (CVI). The CVI contains stolen boat, part, vehicle, and license plate records, including U.S. registered vehicles and boats stolen in Canada. Based on the CVI response, the inquiring agency should perform an NLETS transaction to obtain current record information in CPIC, then perform any required hit confirmation. Canadian agency names, addresses, and telephone numbers may be obtained through a QO inquiry.

All inquiries that search the Boat File, Vehicle File and Vehicle/Boat Part File may generate responses from the CVI. When a U.S. user queries NCIC and the query hits on a CPIC record, the user will receive the following message as a hit response:

### **Positive Response:**

## **SECTION 6--LOCATE**

### **6.1 WHEN TO USE A LOCATE MESSAGE**

Any agency, except the agency that entered the record, that recovers a vehicle/boat part which is indexed in NCIC 2000 must place a locate message on the active vehicle/boat part record(s). When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen vehicle/boat part must contact the ORI of each record possibly identical with the vehicle/boat part in question to confirm the hit.

Following confirmation with the originating agency, a locate message must be transmitted for each record on file for the vehicle/boat part.

### **6.2 EXAMPLE OF A LOCATE MESSAGE**

1N01HEADER.LP.WA1230000.NIC/V000032699.OCA/2325.19991205.5865.  
HIT NCIC 19991204...500.4000.9000

**Acknowledgment:**

1L01HEADER  
WA1230000  
LOCATE NIC/V000032699

The above locate example contains: header (1N01HEADER), message key (LP), recovering agency identifier (WA1230000), two record identifiers (NIC/V000032699 and OCA/2325), date of recovery (19991205), recovering agency case number (5865), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991204), value of recovered property (500), value of other recovered property (4000), and value of recovered contraband (9000).

When a locate message is transmitted for a Vehicle/Boat Part File record, the message key translation changes from STOLEN PART to LOCATED STOLEN PART, and the date of recovery, recovering agency ORI, and recovering agency OCA are added to the record.

### 6.3 MESSAGE FIELD CODES FOR LOCATE

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING	OPTIONAL	RCA	1-20	ALPHABETIC,

AGENCY CASE NUMBER				NUMERIC, SPECIAL CHARACTERS
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

#### **6.4 IDENTIFICATION OF A RECORD TO RECEIVE LOCATE**

The locate transaction must contain two record identifiers. For a stolen vehicle/boat part record, the first identifier must be NIC or SER. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. The OCA used as an identifier will be that of the agency that entered the record as shown in the record received from NCIC 2000 in reply to the apprehending/locating agency's inquiry. The date of recovery and recovering agency case number must be entered, in that order, and are not preceded by the MFC.

#### **6.5 LOCATE PROCEDURES**

1. Ten days after a record is located, it is retired.
2. The FBI CJIS permits the NICB to locate an NCIC 2000 Vehicle/Boat Part File record (MKE/LOCATED PART) when NICB receives information concerning the recovery of a stolen vehicle/boat part and an inquiry reveals that the NCIC 2000 record is in active status (MKE/STOLEN PART).
3. There are no locate procedures for CVI records.

#### **6.6 ADDITIONAL GUIDELINE FOR NCIC 2000 LOCATE**

Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

## **6.7 AUTOMATIC NOTIFICATION OF LOCATE**

When an agency places a locate against another agency's record, NCIC 2000 will automatically notify the entering agency through a \$.L. administrative message.

NCIC 2000 will automatically search the appropriate NCIC 2000 databases for duplicate vehicle/boat part records. A \$.D. administrative message will be sent to the ORI of the duplicate record.

## **SECTION 7--CLEAR**

### **7.1 WHEN TO USE A CLEAR MESSAGE**

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

1. When the agency recovering the vehicle/boat part is the agency that entered the record.
2. When the agency that entered the record is officially advised that the vehicle/boat part has been recovered by another agency.

### **7.2 EXAMPLE OF A CLEAR MESSAGE**

1N01HEADER.CP.MD1012600.NIC/V000032699.OCA/A222.19991105.WA1230000.5865.  
HIT NCIC 19991105.4..1500..1000

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
CLEAR NIC/V000032699

The above clear example contains: header (1N01HEADER), message key (CP), Originating Agency Identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/A222), date of recovery (19991105), the recovering agency identifier (WA1230000), the recovering agency case number (5865), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991105), number persons apprehended (4), value of recovered property (1500), and value of recovered contraband (1000).

### **7.3 MESSAGE FIELD CODES FOR CLEAR**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY IDENTIFIER	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED	OPTIONAL	VOR	1-8	NUMERIC

PROPERTY				
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

#### **7.4 IDENTIFICATION OF A RECORD TO BE CLEARED**

The clear transaction must contain two record identifiers. For a stolen vehicle/boat part record, the first identifier must be NIC or SER. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

#### **7.5 CLEAR PROCEDURES**

There are two circumstances that require unique record formats to clear a Vehicle/Boat Part File record.

1. If the agency that entered the record recovers the vehicle/boat part, only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Additionally benefits and effectiveness data should be included.
2. If the Vehicle/Boat Part File record is located by an agency other than the entering agency and:
  1. The record being cleared is in a located status (MKE/LOCATED VEHICLE/ BOAT PART), only the date of clear would be entered following the two record identifiers.
  2. The record being cleared is in an active status (MKE/STOLEN VEHICLE/ BOAT PART), the date of clear followed by the recovering agency's identifier and the recovering agency's case number in this order without field codes would be entered after the two record identifiers. Additionally, benefits and effectiveness data should be included.

#### **7.6 ADDITIONAL GUIDELINE FOR NCIC 2000 CLEAR**

Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period.

#### **7.7 AUTOMATIC NOTIFICATION OF CLEAR**

NCIC 2000 will automatically search the appropriate NCIC 2000 databases for duplicate vehicle/boat part records. A \$.D. administrative message will be sent to the ORI of the duplicate record.

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**VEHICLE FILE**

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## **SECTION 1--INTRODUCTION**

### **1.1 DEFINITION**

For NCIC purposes, a vehicle is any motor-driven conveyance (except a boat) designed to carry its operator. In addition to conveyances meeting this definition, aircraft and trailers are also to be entered in the Vehicle File.

A part is defined as any serially-numbered component from a vehicle or boat, and ownership documentation for a vehicle or boat. Additional information on stolen parts can be found in the Vehicle/Boat Part File chapter of this manual.

### **1.2 CRITERIA FOR ENTRY**

1. A stolen vehicle may be entered if a theft report has been made. The entering agency must maintain the entry in an up-to-date status. The agency holding the theft report should enter the record. An agency in the state of registry may enter a record for a vehicle stolen in another state only after an inquiry, conducted after a reasonable period of time, discloses no record has been entered in NCIC 2000 by the agency holding the theft report. In this instance, the agency in the state of registry must enter the identity of the agency holding the theft report in the Miscellaneous (MIS) Field.
2. A loaned, rented, or leased vehicle that has not been returned may not be entered in the file unless an official police theft report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc.

3. A felony vehicle may be entered on file immediately providing the whereabouts of the vehicle is unknown.

4. A vehicle subject to seizure may be entered based on a federally-issued court order.

5. A stolen Vehicle Identification Number (VIN) plate, certificate of origin/certificate of title (blank or associated with a vehicle), or a serially-numbered backhoe, hay baler, engine, transmission, battery, carburetor, door, bumper, hubcap, etc., may be entered in the Vehicle/Boat Part File (Vehicle File for NCIC) as a stolen part or as an add-on part if a theft report is on file. AM/FM/CB radios, tape players, and other entertainment devices should be entered in the Article File **not** in the Vehicle File.

6. Agencies must have documentation (electronic or hard copy) on file to support a vehicle entry. All NCIC entries should be made only by the agency holding the theft report and having primary jurisdiction over the place of actual theft. An exception to this occurs when a criminal justice agency or regional dispatch center acts as holder of a record for another agency that has no telecommunications equipment. Only when there is a written agreement between the two agencies which delineates the legal responsibility for the record can the agency holding the record place its own Originating Agency Identifier (ORI) in the ORI Field when the entry is made. Additional information concerning these responsibilities can be found in the Introduction of this manual.

7. In addition, data of investigative interest pertaining to stolen vehicles, vehicle parts, or related vehicle titles stolen abroad and transported into the United States may be entered by an agency having sufficient documentation to be responsible for the record. Vehicle parts may include blank, stolen, or counterfeit documents relating to the registration of the vehicle abroad or subsequent to its invalid titling in the United States, as well as license plates issued on the basis of fraudulent proof of ownership.

### **1.3 MESSAGE KEY (MKE) CODES**

<b>Message</b>	<b>MKE</b>	<b>Translation</b>
Entry	EV	STOLEN VEHICLE
	EF	FELONY VEHICLE
*Entry of an add-on vehicle record	EVS1 thru EVS2	
*Entry of an add-on part record	EPS1 thru EPS7	
Modify	MV	
	MF	
Cancel	XV	
	XF	
Cancel add-on vehicle record	XVS1 thru XVS2	

Cancel add-on part record      XPS1 thru XPS7

\*Add-on vehicle and add-on part records can only be appended to a base stolen vehicle record (NCIC format only).

<b>Message</b>	<b>MKE</b>	<b>Translation</b>
Inquiry	QV	
	ZV	
	QVB	
Locate	LV	LOCATED VEHICLE
	LF	LOCATED FELONY VEHICLE
Located add-on vehicle record	LVS1 thru LVS2	
Located add-on part record	LPS1 thru LPS7	
Clear	CV	
	CF	

1. If it is desired that a stolen or felony vehicle or stolen part be held for latent fingerprint examination, -P should be entered as part of the MKE; for example, EV-P would translate as STOLEN VEHICLE - HOLD FOR LATENTS, EF-P would translate as FELONY VEHICLE - HOLD FOR LATENTS, and EP-P would translate as STOLEN PART - HOLD FOR LATENTS.
2. If the occupant(s) of the vehicle in question is known to be armed, -A should be entered as part of the MKE; for example, EV-A would translate as STOLEN VEHICLE - OCCUPANT(S) ARMED and EF-A would translate as FELONY VEHICLE - OCCUPANT(S) ARMED.
3. If a stolen or felony vehicle is to be held for latent fingerprint examination and the occupant(s) of the vehicle is known to be armed, -F should be entered as part of the MKE; for example, EV-F would translate as STOLEN VEHICLE - OCCUPANT(S) ARMED/HOLD FOR LATENTS, or EF-F would translate as FELONY VEHICLE- OCCUPANT(S) ARMED/HOLD FOR LATENTS. Caution indicators cannot be used with add-on MKEs.

#### **1.4 RECORD RETENTION PERIOD FOR STOLEN VEHICLE, FELONY VEHICLE, OR STOLEN PART**

1. If a stolen vehicle record remains on file for 90 days and it does not contain a VIN or OAN, the record is retired. If a felony vehicle or vehicle subject to seizure record remains on file for 90 days, the record is retired.

2. Stolen vehicles which contain a VIN or OAN will remain on file for the balance of the year entered plus 4. Following this retention period, the records are retired. For example, a vehicle record entered in 1996 would be retired January 1, 2001.
3. Exceptions to the record retention periods will occur in the event a serious error is detected in the record on file. Additional information on serious errors can be found in the Introduction chapter of this manual.

## **1.5 AUTOMATIC RETIREMENT**

Ten days after a Vehicle File record is located, it is retired.

## **1.6 VALIDATION**

For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

The Name of Validator (VLN) Field will be returned only when the requester of the record is the entering agency. For all other inquiries, the VLN Field will be suppressed.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

## **1.7 MESSAGE FIELD CODES AND EDITS**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
BRA	Brand Name	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes or Boat Data Brand Codes, <i>NCIC 2000 Code Manual</i> . If the BRA is PART, the CAT cannot be CF, CT, EN, OB, or TN.
CAT	Category	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
CDE	Canadian Date of Entry	Must be a valid Gregorian date (YYYYMMDD). Canadian Vehicle Index records only.

DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date. For felony vehicle records, the DOT represents the date a vehicle was used in the commission of a crime or the date a warrant of seizure was issued.
EPD	Engine Power or Displacement	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . May be one to four numerics followed by one alphabetic. The alphabetic must be C, H, I, L, or P. This field can only be used if the CAT is EN or OB.
LIC	License Plate Number	The characters UNK, UNKN, or UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI CJIS Division staff. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds eight characters (NCIC format) or ten characters (NCIC 2000 format), only the first eight characters (NCIC) or ten characters (NCIC 2000) should be entered in the LIC Field. The full plate number must be shown in the MIS Field.
LIS	License Plate State	Must be a valid NCIC 2000-assigned code as listed in State and Country Data Codes, <i>NCIC 2000 Code Manual</i> .
LIT	License Plate Type	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .

LIY	License Plate Year Of Expiration	Must be a valid four-character year (YYYY) or the alphabetic NX to represent a nonexpiring registration.
MIS	Miscellaneous	If VMA is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK, and the message is in NCIC format, the MIS must include the name of the manufacturer. When MKE is EP or EPS, the MIS Field must contain a description of the vehicle part. If a generic VMA/BRA code is used, the MIS Field must include the manufacturer's name. SVIN must be entered in MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN. If the message is in NCIC format and the ORI wants to be notified each time there is a hit on the record, the MIS Field must contain NOAH.
MKE	Message Key	Must be a valid message key.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (V in the Vehicle File and R in the Canadian Vehicle Index) followed by nine numeric characters automatically assigned by NCIC 2000 to each accepted record. Must have valid check digits when used to identify a record in a subsequent transaction.
OAN	Owner-Applied Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabetics only cannot be used. The OAN cannot be identical to the VIN or SER. If the MKE is EF, the SER is not allowed.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, the word NONE, or the first seven characters of the ORI Field. The only valid special character is the hyphen.
ORI	Originating Agency Identifier	Must be a valid NCIC 2000-assigned ORI. The ORI in an add-on record entry must be the same as that of the base record.

RCA	Recovering Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen.
RRI	Recovering Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
SER	Serial Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabets only cannot be used. Cannot be identical to the OAN.
VCO	Vehicle Color	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If two color codes are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabets only, or spaces, cannot be used. If state-assigned or nonconforming 17-character VIN, SVIN must be entered in the first four characters of the MIS Field. If the vehicle identification number exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field. Cannot be identical to OAN.
VMA	Vehicle Make	For NCIC 2000 messages the VMA Field can be up to 24 characters. The first four characters must be alphabetic and a valid NCIC 2000-assigned code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blanks. The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK.

		If the VMO is other than TL, the VMA code must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
		If the VMO is TL, the VMA code must not be the characters ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ.
(Jeep)		If the VMA code is JEP, the VYR must be 1969 or less. If the VMA code is AMER, the VYR must be 1988 or less. If the VMA code is JEEP, the VYR must be 1989 or greater.
(aircraft)		If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.
(all-terrain vehicle, dune buggy, go-cart, golf cart)		If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYL, or one of the approved VMA codes for snowmobiles or motorcycles as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
(snowmobile)		If VST is MV, the VMA code must be SPEC, ATV, CYL, or one of the approved VMA codes for snowmobiles or motorcycles listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If VMA code is ATV or SPEC, the VST must be EB, EN, MV, or OP, and the name of the manufacturer must be entered in the MIS Field.
VMO	Vehicle Model	Spaces cannot be skipped. Hyphens or symbols should be used. More information in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
		The only valid VMO codes for vehicles with VST codes EB, EN, MV or OP are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW or WHE.

	(assembled automobile)	If the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> , the VMO must be SKT, SKW, TRA, TRW, or WHE.
	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL. If the MKE is EVS_, the VMO must be TL if VIN is filled.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VST	Vehicle Style	Must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If the VMA code is ATV or SPEC then the VST must be OP, EB, EN, or MV, and the MIS Field must contain the name of the manufacturer.
VYR	Vehicle Year	Must represent the production (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than 1 year beyond the current year. For entries of model year 1981 or later, when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.

**NCIC 2000-formatted Messages May Also Contain the Following Fields:**

Code	Field	Edits
IMN	Image NCIC Number	A self-checking number consisting of an

		alphabetic character (I in the Image File) followed by nine numeric characters automatically assigned by NCIC 2000 to each accepted record. Must have valid check digits when used to identify a record in a subsequent message.
IMT	Image Type	Must be a V representing a generic vehicle when associating a vehicle record to an image. May be V or I when deleting an association to an image.
IND	Image Indicator	Must be Y or N.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System).
LKI	Linkage Agency Identifier	Must be a valid NCIC-assigned ORI.
NOA	Notify Originating Agency	Must be Y or N. NCIC 2000 will default to N if field is left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating stolen vehicle. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
NPF	Number of Missing Persons Found	First three characters must be numeric. Fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in NCIC 2000. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
OPT	Opt Type	Must be either IN, OUT, or a valid Gregorian date (YYYYMMDD) greater than current date.
RPP	Reason for Property Record Removal	Must be a valid NCIC 2000-assigned code as listed in the Introduction chapter of this manual.
RSH	Related Search Hit	Must be Y or N.
VLN	Name of Validator	Any valid characters representing validator.
VNP	Value of Recovered Property	Fair market value (in whole dollars) of the recovered stolen vehicle identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating the stolen vehicle identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is

		OTHER MEANS or PREVIOUSLY RECOVERED.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating stolen vehicle which is identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

## **1.8 CRITERIA FOR REJECTING DUPLICATE RECORDS**

1. If the complete VIN, VMA, and ORI Fields; the LIC, LIS, LIY, LIT, and ORI Fields; or the complete OAN, VMA, OCA, and ORI Fields of a stolen vehicle message or add-on vehicle message are the same as those field codes of a vehicle record (or add-on vehicle/boat trailer) already on file in NCIC 2000, the second entry will be rejected with the message REJECT ON FILE.
2. If the complete VIN, VMA, and ORI Fields or the LIC, LIS, LIY, LIT, and ORI Fields of a felony vehicle message are the same as those field codes of a vehicle record (or add-on vehicle/boat trailer) already on file in NCIC 2000, the second entry will be rejected with the message REJECT ON FILE.
3. If the complete SER, BRA, CAT, and ORI Fields or the complete OAN, BRA, CAT, OCA, and ORI Fields of a stolen part message or add-on part message are the same as those field codes of a part record (or add-on part) already on file, the second record entry will be rejected. Additional information regarding NCIC 2000-formatted messages can be found in the Vehicle/Boat Part File chapter of this manual.
4. Whenever the message REJECT ON FILE is sent, the record on file will also be transmitted.
5. A duplicate record will be accepted if the ORI in the second message is different or if it matches vehicle data in a person file record. A duplicate record will also be accepted if the vehicle record matches a located add-on vehicle/boat trailer record. In those cases, the duplicate record(s) will be furnished with the acknowledgment.

## **1.9 AUTOMATIC NOTIFICATION OF ENTRY**

When an agency enters, clears, cancels, modifies, or locates, or the System purges a stolen/felony vehicle record (except VMA = AERO), NCIC 2000 will automatically notify the National Insurance Crime Bureau (NICB) through a \$.8. administrative message. If the VMA is AERO, NCIC 2000 will automatically notify the Department of Justice through a \$.8. JUST/EPIC Aircraft administrative message. If a vehicle record has license data, a \$.8. Out-of-State Notification will be sent automatically as necessary. Additional information on \$.8. administrative messages can be found in the Introduction chapter of this manual.

## **1.10 IMAGE CAPABILITY**

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC 2000.

## **SECTION 1.11 -- INVESTIGATIVE INTEREST**

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC 2000.

## **SECTION 2--ENTRY**

### **2.1 EXAMPLES OF STOLEN VEHICLE RECORD ENTRIES**

#### **1. Example of a Stolen Vehicle Entry with a License (LIC)**

1N01HEADER.EV.MD1012600.ABC123.MD.2000.PC..1986.PONT.FIE.2T.RED.  
19990922.CSE123...STOLEN AS OWNER WAS GETTING IN CAR AT SHOPPING  
CENTER (FAIR CITY) PARKING LOT.Y

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
NIC/V761416156 LIC/ABC123  
OCA/CSE123

#### **2. Example of a Stolen Vehicle Entry with an Owner-Applied Number (OAN)**

1N01HEADER.EV.MD1012600.....1957.ASVE.REP.CV.GRN.19990922.  
CSC123...1957 FORD THUNDERBIRD REPLICA.Y.MD1234PGC567

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
NIC/V761423763 OAN/MD1234PGC567  
OCA/CSC123

#### **3. Example of a Stolen Vehicle Entry with a Vehicle Identification Number (VIN) and OAN**

1N01HEADER.EV.MD1012600.....JD123456789T.1985.DEER.FE.TF.GRN.  
19990922.CSC123...AIR CON CAB-OFFSET WHLS.Y.MD026SMC452016

#### **Acknowledgment:**

1L01HEADER  
MD1012600

NIC/V761476792 VIN/JD123456789T  
OCA/CSC123

#### 4. Example of a Felony Vehicle Entry

1N01HEADER.EF-F.MD1012600.ABC123.MD.2000.PC..1975.CHEV..2T..  
19990922.CSC567... DBL-BANK ROB 2 WHITE MALES.Y

#### Acknowledgment:

1L01HEADER  
MD1012600  
NIC/V761478288 LIC/ABC123  
OCA/CSC567

### 2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9- 9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL <sup>1</sup> SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
VEHICLE IDENTIFICATION	CONDITIONAL	VIN	1- 20	ALPHABETIC, NUMERIC

NUMBER				
VEHICLE YEAR	MANDATORY	VYR	4-4	NUMERIC
VEHICLE MAKE	MANDATORY	VMA	2-4 2-24*	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
VEHICLE STYLE	MANDATORY <sup>1</sup>	VST	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI*	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA*	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTER
MISCELLANEOUS	OPTIONAL	MIS	1-42 1-200*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY FLAG	OPTIONAL	NOA*	1-1	ALPHABETIC
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
IMAGE NCIC NUMBER	OPTIONAL SET	IMN*	10-10	ALPHABETIC, NUMERIC
IMAGE TYPE	SET	IMT*	1-1	ALPHABETIC
OPT TYPE	MANDATORY	OPT*	2-3 8-8	ALPHABETIC NUMERIC (DEFAULT=OUT)

\*NCIC 2000 format only

\*\* Field must not contain data but must be included in record formats.

<sup>1</sup>Optional for felony vehicles

## **2.3 MANDATORY FIELDS FOR ENTRY**

### **1. MANDATORY FIELDS FOR STOLEN VEHICLE ENTRY**

The following fields are mandatory for a stolen vehicle record to be accepted in NCIC 2000: HDR, MKE, ORI, VYR, VMA, VST, DOT, OCA, OPT, and at least one of the following numeric identifiers: LIC (in which case all license data fields must be used, i.e., LIC, LIS, LIY, LIT); VIN; or OAN.

### **2. MANDATORY FIELDS FOR FELONY VEHICLE ENTRY**

Felony vehicle record entries require the following fields: HDR, MKE, ORI, VMA, DOT, OCA, OPT, and at least one of the following numeric identifiers: VIN or LIC. Additional license data, i.e., LIS, LIY, and LIT, are not required in a felony vehicle entry but should be included if available.

## **2.4 ADDITIONAL GUIDELINES FOR ENTRY**

1. The agency entering the record must account for all fields in the Vehicle File record format. All available data should be entered when the original entry is made. If there are data known that do not fit into a specific data field, then the MIS Field should be used; however, the MIS Field should only be used for information that cannot be placed in another data field. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MV for a stolen vehicle or MKE/MF for a felony vehicle).
2. Information on a felony vehicle (a vehicle used in the commission of a crime) or a vehicle subject to seizure based on a federally-issued court order may be entered in file using MKE/EF.
  1. Partial license plate numbers must not be entered in the LIC. This information and the fact that the number is a partial license plate number should be entered in the MIS Field.
  2. The DOT Field should contain either the date of the felony when the vehicle was used in the commission of a crime or the date a federal warrant of seizure was issued for a vehicle subject to seizure.
  3. When the information being entered in the felony vehicle record is for a vehicle subject to seizure, the fact that the vehicle is subject to federal seizure and the date the court order expires must be stated in the MIS Field. The expiration date should be shown as year, month, and day (YYYYMMDD). The MIS Field should read as follows:

MIS/SUBJ TO SEIZURE-COURT ORDER EXPIRES YYYYMMDD
3. For NCIC 2000 purposes, an assembled vehicle is one which is homemade or is rebuilt using components from different vehicles or is made from kits provided by a manufacturer for specialty cars and replicas. There are four ways to enter these vehicles in NCIC 2000 depending on how the vehicle was assembled.

1. When a vehicle is homemade and does not have a manufacturer-assigned VIN, the VMA Field code ASVE is used. When the code ASVE is used, the VMO Field must contain the code AV or REP. If a state issues or assigns a unique VIN to this type of vehicle, the state-assigned VIN should be entered in the OAN Field. If the car is a replica, then the words REPLICA OF (year, make, and model replicated) should appear in the MIS Field. Those states that do not have an OAN Field should put the state-assigned VIN in the VIN Field and place SVIN as the first item in the MIS Field followed by REPLICA OF (year, make, and model replicated).
2. When a manufacturer-assigned VIN is present but no longer conforms with the rebuilt vehicle, the vehicle should be entered under its major make code, e.g., AMER, CHEV, FORD, etc., with the code AV in the VMO Field. For example, a salvaged Pontiac Bonneville rebuilt using as the VIN of a Pontiac Catalina would be entered as PONT.
3. A rebuilt vehicle bearing its original VIN plate should be entered using the appropriate VMA and VMO codes. For example, a rebuilt Chevrolet Impala would be entered with VMA/CHEV and VMO/IMP.
4. If the vehicle is assembled using a manufacturer's kit and the manufacturer's name is not displayed on the kit or assembled vehicle, no VMA code will be assigned by NCIC 2000 and entry should be as follows: VYR/year assembled, VMA/ASVE, VMO/AV or REP, and OAN/number under which titled. If the car is a replica, then the words REPLICA OF (year, make, and model replicated) should appear in the MIS Field. States that do not allow an OAN Field should enter the number under which the vehicle is titled in the VIN Field and SVIN as the first item in the MIS Field. If the manufacturer's name is displayed on the kit, upon request to FBI CJIS staff, a VMA code will be assigned and entry should be as follows: VYR/(year assembled), VMA/(NCIC 2000-assigned VMA code), VMO/AV or REP, and OAN/ (number under which vehicle is titled). If the car is a replica, then the words REPLICA OF (year, make, and model replicated) should appear in the MIS Field. States that do not allow an OAN Field should enter the number under which the vehicle is titled in the VIN Field and SVIN as the first item in the MIS Field.
4. Vehicles that have two identifying numbers, e.g., motorcycles which have a VIN and an engine number, should be entered by placing the VIN in the VIN Field and the additional identifying number in the OAN Field. Except for the states that do not have an OAN Field, the additional identifier should not be placed in the MIS Field. If the additional identifier is placed in the OAN Field and is not an OAN, the number should be described in the MIS Field, e.g., OAN IS ENGN NO.
5. Serialized truck-mounted campers (including shell type) should be entered in the Vehicle/Boat Part File. If the serialized camper was mounted on the truck at the time of theft, the camper should be added to the base vehicle (EV) record with an add-on part (EPS\_) entry for NCIC-formatted transactions only. An unmounted serialized camper should be entered as a base part (EP) record. When a truck-mounted camper is not serialized, only the truck should be entered with data in the MIS Field describing the camper and indicating that it was mounted on the truck at the time of theft. A camping trailer should be entered in the Vehicle File as a base trailer (EV) record.

6. For training and administrative purposes, agencies may enter test records into NCIC 2000 using the header TL01 (NCIC) or TN01 (NCIC 2000). The test records will not generate any notifications nor will batch processing be performed in the test system.
7. In instances where a vehicle part is stolen along with the vehicle, agencies in states which use NCIC-formatted transactions and have the capability to enter supplemental and add-on records should enter the record according to the instructions set forth in Section 8 of this chapter.

## **2.5 MESSAGE FIELD EDITS FOR ENTRY**

### **1. LICENSE PLATE NUMBER (LIC)**

1. Only alphabetic and/or numeric characters may be entered in the LIC Field; therefore, the information must be entered omitting any hyphens, spaces, or symbols. For instance, when a hyphen or symbol is a substantive part of the license number, information concerning the location and design of each should be included in the MIS Field. Further information relevant to the construction of the number can be obtained by contacting the CTA in the state of registry.
2. If the license plate number exceeds eight characters (NCIC format) or ten characters (NCIC 2000), only the first eight characters (NCIC) or ten characters (NCIC 2000) should be entered. The entire number must be shown in the MIS Field. Partial license plate numbers must not be entered.
3. Where one character appears over another, the top character should be entered first, immediately followed by the bottom character, that is, A as AB.  
B

### **4. License Plate Number Data for Vehicles Other Than Automobiles:**

1. U.S. Military Vehicles: These vehicles are externally identifiable by an alphanumeric registration number displayed on the vehicle. This number should be used as the license plate number when no license plate is displayed.
2. Civilian Aircraft: The aircraft registration number including all alpha-numeric characters should be entered. The registration number usually appears on each side of the rear section of the fuselage or on the vertical fin (vertical part of the tail assembly) of civilian aircraft. The registration number of aircraft registered in the United States is commonly referred to as the N number since the alphabetic N must be the first character in all U.S.-issued registration numbers. Registration numbers of foreign civilian aircraft may consist of all alphabetics. For example, CF-TVU denotes civil aircraft of Canadian registry.
3. Military Aircraft: U.S. Military aircraft registration numbers usually appear on the vertical fin of the tail assembly. Verification of the correct number to be used as the registration number of any military aircraft being entered should be made with the military representative reporting the theft. (Squadron, group, or military type designators such as VF-142, F-111A, etc., should be entered in the MIS Field.)
4. All-Terrain Vehicles and Snowmobiles: The license plate or registration number

should be entered. A registration number should be entered only in instances where the required place of display provides identification of the snowmobile or all-terrain vehicle when viewed from the outside.

## 2. LICENSE PLATE STATE (LIS)

1. The appropriate code for the state, territorial possession, province, or country that issued the license plate must be used in the LIS Field. The codes listed in State and Country Codes, *NCIC 2000 Code Manual*, are the only codes approved for use in the LIS Field.
2. Military Vehicles and Other U.S. Government Vehicles: The code US for the license plate of U.S. Military vehicles and vehicles with plates displaying the inscription "U.S. Government" should be entered.
3. Aircraft: For United States aircraft, the code US should be entered in the LIS Field. For foreign aircraft, the appropriate code from the country code listing in State and Country Codes, *NCIC 2000 Code Manual*, should be entered.

## 3. LICENSE PLATE YEAR OF EXPIRATION (LIY)

1. The highest year in which the license plate is valid as indicated on the license plate via sticker or embossed numbers or as indicated on a windshield sticker should be entered in the LIY Field. Grace periods or extensions are not to be considered when determining the LIY. Nonexpiring license plates should be entered by using LIY/NX. License plates that are expired may be entered in a vehicle record.
2. In the absence of a license plate sticker, windshield sticker, or embossed numbers on the plate, the highest year in which the license plate is valid as indicated on the registration document should be entered. NX should be entered to indicate a nonexpiring license plate when all of the following conditions exist:
  1. No year sticker is attached to the plate or windshield.
  2. No year is embossed on the plate.
  3. The plate number is never reissued.
  4. The registration supporting the plate indicates no expiration; for example, U.S. Government, U.S. Military, and some state, county, and municipal vehicle plates are nonexpiring.
3. In those instances where there is no license plate and the registration number is permanently affixed to the vehicle and does not indicate a year of expiration (e.g., registration number painted on an airplane or affixed by a decal), the highest year for which the registration number is valid as indicated on the registration document for that vehicle should be entered.

Civilian aircraft registered in the United States by the Federal Aviation Administration are issued registration certificates that are permanent and must be entered in NCIC 2000 with LIY/NX.

#### 4. LICENSE PLATE TYPE (LIT)

For NCIC 2000 purposes, motor vehicle license plate types are coded as 1) regular passenger car plates or 2) special plates. Only codes as listed in Vehicular Data Codes, *NCIC 2000 Code Manual*, are acceptable for entry in the LIT Field.

#### 5. VEHICLE IDENTIFICATION NUMBER (VIN)

1. The complete identification number of the vehicle should be placed in the VIN Field.

1. The NCIC 2000 VIN search method uses the rightmost eight characters of the VIN. Thereby, records that are entered with eight or more characters will be included in the response to an inquiry. This search method may return a record response even if the first characters of that record response do not match the first characters in the inquiry. In this instance, users should compare all available information and determine if a mistake may have been made in either the entry or inquiry. When VINs have less than eight characters, the System will search only those characters.

2. Entries of model year 1981 or later vehicle records with 17-character VINs will be edited by NCIC 2000 as follows: the ninth position (check digit) must conform to the check-digit formula and the tenth position (vehicle year) must represent the Vehicle Year Field of the record.

3. Records for 1981 or later vehicles manufactured with nonconforming 17-character VINs (as supported by the manufacturers' certificates of origin), may be entered using the OAN Field for the nonconforming VINs. Agencies in those states that do not have an OAN Field should enter the nonconforming VIN in the VIN Field and place the word SVIN as the first item in the MIS Field.

4. For stolen automobiles that have been assigned a unique serial number by a state agency, the state-assigned VIN should be entered in the OAN Field.

Agencies in those states that do not have an OAN Field should enter the state-assigned VIN in the VIN Field and place the word SVIN as the first item in the MIS Field.

2. 1970 through 1980 Ford, Lincoln, and Mercury VINs

As illustrated in the *National Automobile Theft Bureau (NATB) Manual*, 1970 through 1980, the VIN plate which is affixed to Ford, Lincoln, and Mercury automobiles has one script letter F preceding and following the 11-character alphanumeric VIN. The VIN of some 1977 Ford Mustang, Ford Pinto, and Mercury Bobcat models is preceded and followed by two script letter Fs. These script letter Fs are not part of the VIN and should not be used in any transaction.

3. Motorcycle VINs

1. With few exceptions, motorcycles display a frame VIN on the headstock. Prior to 1981, most manufacturers configured this number to include a model designator followed by a sequential production number. Records should be

entered into NCIC 2000 using the **complete** frame number as the VIN.

2. Additionally, most manufacturers place a serial number on the engine case. If this engine serial number is not the same as the frame VIN, the information should be entered in the OAN Field.

3. Other available descriptive data, such as the manufacturer's model number and/or name, cubic centimeters, accessories, etc., should be entered in the MIS Field since this additional information assists in making a positive identification. These data should be entered in ordinary and easily readable, abbreviated language.

#### 4. 1972-1980 VIN Field Edits

1. VIN edits for vehicle years 1972 through 1980 apply to the following makes:

American Motors	Dodge	Oldsmobile
Buick	Ford	Plymouth
Cadillac	Imperial	Pontiac
Chevrolet	Lincoln	Volkswagen
Chrysler	Mercury	

2. Users should be aware that any records entered for the above-listed 1972-1980 makes are considered automobiles unless the VMO Field contains the code CE (construction equipment), FE (farm equipment), TK (truck), or TL (trailer). For this reason, users should enter MVO/TK into records for 1972-1980 light-duty trucks containing the VMA code for any of the manufacturers listed on the preceding page. Entering other NCIC 2000 VMO Codes assigned for trucks will subject those records to automobile edits.

3. The *National Insurance Crime Bureau Passenger Vehicle Identification Manual* contains VIN construction information which may be of assistance to users.

#### 5. 1981 Through Current Year VIN Field Edits

1. Beginning with the 1981 model year, the Federal Motor Vehicle Safety Standards of the National Highway Traffic Safety Administration (NHTSA) has required manufacturers to place 17-character VINs on all on-the-road vehicles. On-the-road vehicles are those vehicles which are licensed and registered for highway use and include passenger vehicles, trucks, buses, trailers, motorcycles, and incomplete vehicles. An incomplete vehicle means a minimum assemblage of frame and chassis structure, power train, steering system, suspension system, and braking system which requires further manufacturing and is intended to be part of a complete licensed and registered vehicle.

2. There are some instances when certain motorcycles and trailer manufacturers have not complied with the NHTSA standards for the 17-character VIN requirement. NCIC 2000 does not edit VINs for vehicles manufactured after 1981 with less than 17 characters.

3. An automatic calculation of the check digit is performed in accordance with the formula

set forth below for 1981 through current year VIN entries and modifications consisting of 17 characters, excluding those with VMA Field codes AERO, ATV, COEQ, FARM, SNOW, and SPECK, and those with VMO Field codes CE and FE regardless of VMA. The check digit for motorcycles is edited only if the VMO Field code is CYL and the VST Field code is MC and 17 characters of the VIN are entered. The following VST codes are excluded from the check-digit edit: MB, MD, MK, MS, and MY.

### **Check Digit Formula**

The check digit will always be the ninth character in the VIN. Each numeric in the VIN is assigned its actual mathematical value and each alphabetic is assigned the value specified for it in Table 1 which appears on the following page:

**Table 1**

A = 1	J = 1	T = 3
B = 2	K = 2	U = 4
C = 3	L = 3	V = 5
D = 4	M = 4	W = 6
E = 5	N = 5	X = 7
F = 6	P = 7	Y = 8
G = 7	R = 9	Z = 9
H = 8	S = 2	

The assigned value for each character in the VIN should be multiplied by the weight factor specified for it in Table 2.

**Table 2**

1st = 8	7th = 2	13th = 6
2nd = 7	8th = 10	14th = 5
3rd = 6	9th = 0 (check digit)	15th = 4
4th = 5	10th = 9	16th = 3
5th = 4	11th = 8	17th = 2
6th = 3	12th = 7	

The resulting products should then be added and the total divided by 11.

The remainder is the check digit. If the remainder is 10, the check digit is X.

**Example:**

VIN characters:	1 G 4 A H 5 9 H 9 H G 1 1 8 3 4 1
Assigned values:	1 7 4 1 8 5 9 8 9 8 7 1 1 8 3 4 1
Multipled by:	8 7 6 5 4 3 2 1 0 0 9 8 7 6 5 4 3 2
Added:	$8+49+24+5+32+15+18+80+0+72+56+7+6+40+12+12+2 = 438$
Divided:	$438/11 = 39 \text{ } 9/11$
Check digit:	9 (compare to character in 9th position)

## 6. VIN Field Edits for 1981 and Later Automobiles

1. The NCIC 2000 search method uses the rightmost eight characters of VINs that exceed eight characters in length. These characters include the assembly plant code, the model year code, and the six-character sequential product number. Thereby, records that are entered with eight or more characters will be included in the response to an inquiry. This search method may return a record response even if the first characters of that record response do not match the first characters in the inquiry. In this instance, users should compare all available information and determine if a mistake has been made in either the entry or inquiry. VINs of less than eight characters will be searched only by those characters.
2. NCIC 2000 edits the VIN of vehicles beginning with the model year 1981 in all entry and modification transactions. This is done by examination of the VIN's ninth (check digit) and tenth (vehicle year) positions. The check digit must conform to the formula found in this chapter. The tenth position designates the vehicle year and is represented by either a letter or a number. Vehicle years and their corresponding letter or number are shown in the table below. It should be noted that the letters I, O, Q, U, and Z are not used.

Position	Symbol	Year	Edit Requires	Position	Symbol	Year	Edit Requires
Ninth	Check Digit	81-00	Use either numeric or the letter X.	Tenth	Model Year	95	The letter S.
						96	The letter T.
						97	The letter V.
Tenth	Model Year	81*	The letter B.			98	The letter W.
		82	The letter C.			99	The letter X.
		83	The letter D.			2000	The letter Y.
		84	The letter E.			2001	The

				numeric 1.
85	The letter F.	2002	The numeric 2	
86	The letter G.	2003	The numeric 3.	
87	The letter H.	2004	The numeric 4.	
88	The letter J.	2005	The numeric 5.	
89	The letter K.	2006	The numeric 6.	
90	The letter L.	2007	The numeric 7.	
91	The letter M.	2008	The numeric 8.	
92	The letter N.	2009	The numeric 9.	
93	The letter P	2010	The letter A.	
94	The letter R.	2011	The letter B.	
		2012	The letter C.	

\*Position 10 denotes the model year. Each year is represented by a character as shown in the edit column.

3. For inquiry transactions that contain a 17-character VIN, the check- digit edit will be performed. Matching record(s) are provided. However, if the VIN does not conform with the edit, a caveat is also returned advising that the VIN may contain erroneous data. For example, an inquiry on VIN/12345678901234567 may return a positive or negative response as well as the following:

\*\*\*VERIFY VIN/ 12345678901234567; IT DOES NOT CONFORM TO VIN STANDARDS FOR 1981 AND LATER VEHICLES.

4. Some 1980 model year VINs will also be included in this edit procedure as the vehicle year is not included in the inquiry and some manufacturers produced vehicles with 17-character VINs prior to the 1981 standards.

## 6. VEHICLE YEAR (VYR)

The VYR must represent the production (model) year during which the vehicle was manufactured. If the year of manufacture is unknown, the entering agency may get this

information through a motor vehicle registry check. In instances where a vehicle is not registered and the year of manufacture is unknown, e.g., for a minibike, snowmobile, or assembled or homemade vehicle, the vehicle year should be estimated and the wording VYR/ESTIMATED should be placed in the MIS Field.

## 7. VEHICLE MAKE (VMA)

1. Automobile VMA codes are listed in Vehicular Data Codes, NCIC 2000 Code Manual. If an automobile make is not listed, the FBI CJIS staff can be contacted at 304-625-3000 for valid code assignment.
2. Every assembled automobile that does not have a manufacturer-assigned VIN must be coded VMA/ASVE. An assembled automobile is one which is homemade or is rebuilt using components from different vehicles or from kits provided by a manufacturer for specialty cars and replicas.
3. Manufacturer-assembled replica cars and kits having a manufacturer-assigned VIN must be assigned a unique VMA code, providing the name of the manufacturer is displayed on the assembled vehicle or kit. Users should enter these vehicles as follows: VYR/(year assembled), VMA/ (NCIC 2000-assigned VMA code), VMO/REP, MIS/REPLICA OF (year, make, and model replicated), and OAN/(number under which titled). If an entry must be made prior to NCIC 2000 assigning a VMA code, the code ASVE must be entered in the VMA Field, and the complete manufacturer's name must be included in the MIS Field. If the manufacturer's name is not displayed on the vehicle or kit, no VMA will be assigned and entry must be as follows: VYR/(year assembled), VMA/ASVE, VMO/REP, MIS/REPLICA OF (year, make, and model replicated), and OAN/(number under which titled). Those state systems which do not allow for an OAN Field should enter the number under which the vehicle is titled in the VIN Field and place SVIN as the first item in the MIS Field.
4. Every aircraft make must be coded AERO, and the known manufacturer's name should be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC).
5. An all-terrain vehicle (ATV) is a vehicle that is designed to be driven over rough, difficult terrain including mud, sand, snow, rocks, etc., and does not fit into any other NCIC 2000 vehicle category. An ATV may be used for both recreational and work-related purposes; however, items such as bull-dozers which are clearly construction equipment should be coded as such. ATVs should be entered with the motorcycle VMA code listed in the *NCIC 2000 Code Manual*, the VMO code CYL, and VST code MV. If a motorcycle make is not listed for the ATV manufacturer, the VMA code ATV must be entered in the VMA Field, and the manufacturer's name must be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC).
6. Construction equipment VMA codes are listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If a construction equipment make is not listed, the code COEQ must be entered in the VMA Field. The make of the construction equipment should be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC).
7. The make code for every dune buggy, go-cart, golf cart, motorized wheelchair, and motorized ride-on toy must be SPEC. The make of the dune buggy, go-cart, golf cart,

motorized wheelchair, or motorized ride-on toy must be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC).

8. Farm and garden equipment VMA codes are listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If a farm or garden equipment make is not listed, the code FARM must be entered in the VMA Field. The make of the farm or garden equipment should be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC).

9. Motorcycle VMA codes are listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If a motorcycle make is not listed, the code CYL must be entered in the VMA Field, and the manufacturer's name must be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC).

10. If a motorcycle is homemade, (built from commercial, homemade, or altered parts that are personalized or customized), the code HOMD must be entered in the VMA Field.

11. If a motorcycle is reconstructed, (assembled from parts or various similar vehicles and the parts are not altered or customized), the code RECO must be entered in the VMA Field.

12. Snowmobile VMA codes are listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If a snowmobile make is not listed, the code SNOW must be entered in the VMA Field. The make of the snowmobile must be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC).

13. Trailer VMA codes are listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If a trailer make is not listed, the code TRLR must be entered in the VMA Field. The make of the trailer must be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC). If a trailer is homemade, the code HMDE must be entered in the VMA Field. A homemade trailer is a trailer built from commercial, homemade, or altered parts that are personalized or customized. If a trailer is reconstructed, the code RCON must be entered in the VMA Field. A reconstructed trailer is one that is assembled from parts of various similar vehicles and the parts are not altered or customized.

14. Truck VMA codes are listed in Vehicular Data Codes, *NCIC 2000 Code Manual*. If a truck (including bus, motorized home, etc.) make is not listed, the code TRUK must be entered in the VMA Field. The make of the truck must be entered in positions 5 through 24 of the VMA Field (NCIC 2000) or in the MIS Field (NCIC). A reconstructed motor home must be entered with the code REMH in the VMA Field. A reconstructed motor home is one that is assembled from parts of various similar vehicles and the parts are not altered or customized.

## 8. VEHICLE MODEL (VMO)

The appropriate code for automobile, assembled automobile, aircraft, all-terrain vehicle, construction equipment, farm and garden equipment, dune buggy, go-cart, golf cart, motorcycle, snowmobile, trailer, or truck must be used in the VMO Field of a stolen vehicle entry. The codes listed in Vehicular Data Codes, *NCIC 2000 Code Manual*, are the only codes approved for use in the VMO Field.

## 9. VEHICLE STYLE (VST)

The appropriate code for the automobile, aircraft, all-terrain vehicle, construction equipment, dune buggy, farm and garden equipment, go-cart, golf cart, motorcycle, snowmobile, trailer, or truck must be used in the VST Field of the stolen vehicle entry. The codes listed in Vehicular Data Codes, *NCIC 2000 Code Manual*, are the only codes approved for use in the VST Field.

## 10. VEHICLE COLOR (VCO)

1. The vehicle color code entered in the VCO Field of a stolen vehicle entry must be a valid code as listed in Vehicular Data Codes, *NCIC 2000 Code Manual*.
1. The vehicle color code entered in the VCO Field of a stolen vehicle entry must be a valid code as listed in Vehicular Data Codes, *NCIC 2000 Code Manual*.
2. When a vehicle of two colors is described, the colors should be coded in the order of top to bottom or front to rear; for example, VCO/RED/WHI.
3. When a vehicle of more than two colors is described, the code for multi-colored should be entered in the VCO Field and the actual colors listed in the MIS Field; for example, VCO/MUL/COL and MIS/VCO/RED/ WHI/BLU, MIS/VCO/RAINBOW COLORS, or MIS/VCO/SEASHORE SCENE.

## 11. MISCELLANEOUS (MIS) DATA

1. License plate numbers exceeding eight characters (NCIC) or ten characters (NCIC 2000) must be shown completely in the MIS Field. The first eight characters (NCIC) or ten characters (NCIC 2000) of the plate number must be entered in the LIC Field.

In those states where the deletion of a hyphen or symbol in a license plate number may cause an invalid match, the hyphenated plate number must be shown in the MIS Field; for example, plate number 1-1568 would be matched with plate number 11-568. License plate numbers containing a symbol may be entered according to the following guidelines:

1. When a symbol is used as a separator, the number should be entered in the MIS Field with a hyphen indicating the position of the symbol. Or
2. When a symbol is used as a decoration, the number should be entered only in the LIC Field disregarding the symbol.
2. VINs exceeding 20 characters must be shown completely in the MIS Field. The last 20 characters must be entered in the VIN Field.
3. For records containing the generic VMA codes AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, and TRUCK, the manufacturer's complete name must be entered into the MIS Field. Also, the model number and/or model name (usually contained on the bill of sale) should be entered when available. If the vehicle is homemade, VMA/HOMEMADE should be included in the MIS Field, and any additional descriptive information which might aid in identification should be entered in easily readable, abbreviated language.

4. With regard to a felony vehicle record, a brief description of the felony should appear in the MIS Field.
5. In instances where a vehicle is not registered and the VYR is unknown, such as for a minibike, snowmobile, or assembled or homemade vehicle, the VYR should be estimated and VYR-ESTIMATED should be placed in the MIS Field.
6. For NCIC-formatted transactions, when the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the property is known, the entering agency should include NOAH in the MIS Field.
7. States that do not have an OAN Field and have entered a nonconforming 17-character VIN or state-assigned serial number in the VIN Field must place the word SVIN as the first item in the MIS Field.

## 12. OWNER-APPLIED NUMBER (OAN)

1. The OAN Field is a 20-character searchable field. If the record entry also contains a VIN, it cannot be the same as the OAN.
2. In a stolen vehicle record, the OAN Field should be used to enter a state-assigned or nonconforming 17-character VIN leaving the VIN Field blank.
3. The OAN Field can also be used when the stolen vehicle has a unique identification number which has been assigned in connection with a theft prevention program. In such a case, the OAN may be entered as the only numeric identifier or in addition to a VIN. An OAN is not permitted in a felony vehicle entry.

## 13. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

## **2.6 VEHICLE ENTRY AND THE \$.8. PROGRAM**

An agency entering a vehicle registered in another state must advise the NCIC 2000 control terminal in the state of registry about such an entry if the state of registry is not a \$.8. Program participant. Additional information concerning the \$.8. Program can be found in the Introduction chapter of this manual.

## **2.7 NCIC 2000 MESSAGE FIELD EDITS FOR ENTRY**

### 1. IMAGE DATA (IMN AND IMT)

A Vehicle File record can be entered with an IMN and IMT corresponding to a generic image on file. The user can query the Image File to determine if a generic image with the same VMA, VMO, VST, and VYR is stored in the system. The IMN and IMT returned in the response can be included in the entry transaction.

The IMN must begin with an I and the IMT must be V. If the Image Type is not V, the message will be rejected as a field error. NCIC 2000 will verify that the generic image is an active record in the System.

## 2. LINKAGE DATA (LKA AND LKI)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The NCIC System will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry. In the entry message, the LKI and LKA Fields immediately follow the OCA Field entry. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.

## 3. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the vehicle is known, Y should be entered into the NOA Field. Previously, this was indicated by placing NOAH in the MIS Field. Currently, if the NOA is blank, the field will default to N.

The NOA Field will be returned in record responses when the inquiring agency ORI matches the entering agency ORI and in unsolicited notifications (\$. messages) to the ORI of record.

## 4. OPT TYPE (OPT)

The OPT Field is used to indicate whether a record should be made available for public dissemination. Entering an IN will indicate that the record should be made available for public dissemination. Entering an OUT will indicate that the record should not be made available for public dissemination. If an agency enters a date in the OPT Field, the record will not be made available for public dissemination until that date. All vehicle record entries that do not contain an OPT value will automatically be defaulted to OUT.

# SECTION 3--MODIFICATION

## 3.1 WHEN TO USE A MODIFICATION MESSAGE

1. Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active vehicle record. A vehicle record cannot be modified if the record is in a located status (MKE/LOCATED VEHICLE).

2. The MKE MV should be used to modify a stolen vehicle record and the MKE MF should be used to modify a felony vehicle record.
3. Add-on vehicle and add-on part records cannot be modified; therefore, they must be canceled and reentered.

### **3.2 EXAMPLES OF MODIFICATION MESSAGES**

1N01HEADER.MV.MD1012600.NIC/V000032699.OCA/A222.VMO/BON.VCO/BRO

**Acknowledgment:**

1L01HEADER  
MD1012600  
MODIFY NIC/V000032699

The above modification example contains: header (1N01HEADER), message key (MV), Originating Agency Identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/A222), the fields being modified, and the data being changed (VMO/BON, VCO/BRO).

1N01HEADER.MV.MD1012600.NIC/V126431001.OCA/2501.LIC/.LIS/.LIY/.LIT/.

**Acknowledgment:**

1L01HEADER  
MD1012600  
MODIFY NIC/V126431001

The above modification example contains: header (1N01HEADER), message key (MV), Originating Agency Identifier (MD1012600), two record identifiers (NIC/V126431001 and OCA/2501), and indicates data (only license plate information) to delete .

### **3.3 MESSAGE FIELD CODES FOR MODIFICATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN*	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

\*NCIC 2000 format only

### 3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The modify transaction must contain two record identifiers. For a stolen vehicle or felony vehicle record, the first identifier must be one of the following: NIC, LIC, or VIN. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

### 3.5 VALIDATION GUIDELINES FOR NCIC MODIFICATION

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a vehicle record to indicate that the record has been validated. When data are entered into the VLN Field, NCIC stores the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

```
1N01HEADER.MV.MD1012600.NIC/V126431001.OCA/2501.MIS/CAR WAS BUILT AS A
KIT.VLN/JONES, DAVID E
```

#### Acknowledgment:

1L01HEADER  
MD1012600  
VALIDATE NIC/V126431001

## **SECTION 4--CANCELLATION**

### **4.1 WHEN TO USE A CANCELLATION MESSAGE**

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid, for example, a record that resulted from a fictitious or false theft report. Any add-on vehicle or add-on part appended to a base vehicle record will be canceled when the base record is canceled. If the add-on vehicle or part has not been recovered with the vehicle, the stolen vehicle or part should be reentered as a base record.

The MKE XV must be used to cancel a stolen vehicle record; the MKE XF must be used to cancel a felony vehicle record.

### **4.2 EXAMPLE OF A CANCELLATION MESSAGE**

1N01HEADER.XV.MD1012600.NIC/V000032699.OCA/A222.19991205.NOT STOLEN

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
CANCEL NIC/V000032699

The above cancellation example contains: header (1N01HEADER), message key (XV), Originating Agency Identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/A222), date of cancellation (19991205), and reason for property record removal (NOT STOLEN).

When a vehicle record is canceled, the entire record including all data appended to the record by means of an add-on record entry is automatically canceled.

### **4.3 MESSAGE FIELD CODES FOR CANCELLATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC

ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	10-21	ALPHABETIC, NUMERIC

\*NCIC 2000 format only

#### **4.4 IDENTIFICATION OF A RECORD TO BE CANCELED**

The cancel transaction must contain two record identifiers. For a stolen vehicle or felony vehicle record, the first identifier must be one of the following: NIC, LIC, or VIN. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. The Date of Cancellation (DOC) must follow the two record identifiers. DOC must be the current date or the current date minus one.

#### **4.5 ADDITIONAL GUIDELINE FOR NCIC 2000 CANCELLATION**

When canceling a record in an NCIC 2000 format, the user is expected to enter the Reason for Property Record Removal (RPP). The RPP Field is entered directly after the DOC Field. For a cancel transaction, the RPP value will be either CASE DROPPED or NOT STOLEN.

#### **4.6 AUTOMATIC NOTIFICATION OF RECORD CANCELLATION**

NCIC 2000 will automatically search the appropriate NCIC 2000 databases for duplicate vehicle records. If the VIN and VMA Fields of the record being canceled match another record or the LIC and either LIS, LIY, or LIT Fields match another record, a \$.D. administrative message will be sent to the ORI of the duplicate record. Additional information on administrative messages can be found in the Introduction chapter of this manual.

## **SECTION 5--INQUIRY**

### **5.1 EXAMPLES OF INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES**

Vehicle data contained in QV, ZV, QW, QWA, QWE, QWF, QWS, QWI, or ZW inquiries will automatically search all NCIC files that may include LIC and VIN data.

1N01HEADER.QV.WA1230000.LIC/ABC123.LIS/MD.VIN/2P4555P026483.VMA/PONT

#### **Negative Response:**

1L01HEADER  
WA1230000

NO RECORD LIC/ABC123 LIS/MD  
NO RECORD VIN/2P4555P026483

#### **Positive Response:**

1L01HEADER  
WA1230000

MKE/STOLEN VEHICLE  
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC  
VIN/2P4555P026483 VYR/1995  
VMA/PONT VMO/BON VST/SW VCO/BRO DOT/19990921  
OCA/2325  
MIS/DENT IN REAR LEFT FENDER  
OAN/1234567891234  
OPT/IN AS OF 20120806  
NIC/V000032699 DTE/19990930 1432 EDT DLU/20120806 1600 EST  
ORI IS ANY CITY PD MD 301 555-1234  
IMMED CONFIRM RECORD WITH ORI

It is essential that all identifying data in positive responses be compared with the suspect vehicle before further action is taken.

For any inquiry transaction containing a 17-character VIN, the check-digit edit will be performed and matching record(s) will be provided. However, if the VIN does not conform with the edit, a caveat will be returned advising that the VIN may contain erroneous data. For example, in addition to a positive or negative response, the following caveat may also be received:

\*\*\*VERIFY VIN/1K742GOD5432123; IT DOES NOT CONFORM TO VIN STANDARDS FOR 1981 AND LATER VEHICLES.

An inquiry can contain up to a maximum of three VINs separated by commas with no spaces. When an inquiry contains multiple VINs, the System will compute the check digit in each VIN.

**Example:**

1N01HEADER.QV.WA1230000.VIN/WG723KIK6E7654321,1K742B2GOD5432123,  
1GB8272KOF1234567

**Negative Response:**

1L01HEADER  
WA1230000

NO RECORD VIN-SER-OAN/WG723KIK6E7654321 OR 1K742B2GOD5432123 OR  
1GB8272KOFL234567  
\*\*\*VERIFY VIN/1K742B2GOD5432123; IT DOES NOT CONFORM TO  
VIN STANDARDS FOR 1981 AND LATER VEHICLES.  
\*\*\*VERIFY VIN/1GB8272KOF1234567; IT DOES NOT CONFORM TO  
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

**Positive Response:**

L01HEADER  
WA1230000

MKE/STOLEN VEHICLE  
ORI/MD1012600 LIC/ABC123 LIS/WY LIY/1997 LIT/PC  
VIN/WG723KIK6E7654321 VYR/1996  
VMA/FORD VMO/MUS VST/2D VCO/BLU DOT/19991010  
OCA/18273645  
MIS/DENT IN REAR LEFT FENDER  
OAN/0192837465VA  
OPT/IN AS OF 20120806  
NIC/V723005317 DTE/19991012 EST DLU/20120806 1400 EST  
ORI IS ANY CITY PD MD 301 555-1234  
IMMED CONFIRM RECORD WITH ORI

NO RECORD VIN-SER-OAN/1K742B2GOD5432123 OR 1GB8272KOF1234567  
\*\*\*VERIFY VIN/1K742B2GOD5432123; IT DOES NOT CONFORM TO  
VIN STANDARDS FOR 1981 AND LATER VEHICLES.  
\*\*\*VERIFY VIN/1GB8272KOF1234567; IT DOES NOT CONFORM TO  
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

**5.2 MESSAGE FIELD CODES FOR INQUIRY**

FIELD NAME	REQUIREMENTS	MESSAGE	FIELD	DATA TYPE
------------	--------------	---------	-------	-----------

		<b>FIELD CODE</b>	<b>LENGTH</b>	
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN NCIC 2000 <i>CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1 -20	ALPHABETIC, NUMERIC
VEHICLE MAKE	SET	VMA	2-4 2-24*	CODE AS DEFINED IN NCIC 2000 <i>CODE MANUAL</i>
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR	OPTIONAL	IND*	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH*	1-1	ALPHABETIC

\*NCIC 2000 format only

### **5.3 REQUIREMENTS FOR INQUIRY**

Inquiries can be made using the NIC only, or LIC, VIN, and OAN either separately or in combinations, such as VIN and OAN or LIC and VIN, etc. Each identifier must be preceded by its MFC. However, when making an inquiry using the OAN, the VIN must be used. Up to three numbers may be included after VIN/ (e.g., VIN, OAN, and SER). Each number must be separated by a comma with no space. An inquiry of this type will search the VIN, SER, and OAN Fields of all Vehicle, Boat, and Vehicle/Boat Part File records, as well as the VIN Field of all person records. The LIS and VMA are not required for a vehicle inquiry but **should** be included. Using the LIS will limit the search to records on file containing matching LIS information and prevent unnecessary \$.H. administrative messages from being generated. NCIC searches felony vehicle records using LIC only.

## **5.4 ADDITIONAL GUIDELINES FOR INQUIRY**

1. If a VIN is more than eight characters, the NCIC 2000 VIN search method uses the rightmost eight characters of the VIN. Complete VINs should be used for inquiry whenever available. A caveat will appear to warn agencies which receive a positive vehicle response that any match(s) is not exact as to all VIN characters. The following will appear at the beginning of the record immediately before the message key translation:

**RECORD NIC/V123456789 IS BASED ON PARTIAL VIN SEARCH - VERIFY ALL DATA BEFORE TAKING FURTHER ACTION BASED ON THIS RECORD**

2. If a LIC is more than eight characters, the NCIC 2000 LIC search method uses the leftmost eight characters of the LIC. Complete LICs should be used for inquiry whenever available. A caveat will appear to warn agencies which receive a positive vehicle response that any match(s) is not exact as to all LIC characters. The following will appear at the beginning of the message immediately before the message key translation:

**RECORD NIC-/V123456789 IS BASED ON A PARTIAL LIC SEARCH - VERIFY ALL DATA BEFORE TAKING ACTION BASED ON THIS RESPONSE**

3. A QV, QVB, ZV, QW, QWA, QWE, QWF, QWS, QWB, or ZW inquiry that contains LIC or VIN will retrieve a Boat File record with a matching LIC or VIN in the boat supplemental trailer record. Inquiries with VIN will also retrieve any part (EP, EBP, EPS) record regardless of category, with a matching SER or OAN.

4. An inquiry containing only license plate data can provide a secondary hit response from other NCIC 2000 files when the primary hit contains VIN. When this happens, another computer search is automatically generated on the VIN contained in the record response. The automatic second search may retrieve up to 15 records from the Vehicle, Boat, Vehicle/Boat Part Files and/or person files if they contain a matching VIN, SER, or OAN, regardless of the LIC data used in the original inquiry.

5. If the initial inquiry on license plate data retrieves 1) a person record with identical license data, a second search will be performed on the base VIN (or the oldest supplemental VIN if there is no base VIN), the base SOC, or the FBI number; 2) a Vehicle or Boat File record with add-on entries, a second search will be performed on a VIN contained in the add-on entry that has matching license data.

6. An inquiry containing VIN or LIC can provide a secondary hit response from the NCIC 2000 person files when the primary hit contains a SOC or FBI number. When this happens, another search is automatically generated on the SOC and/or FBI number contained in the record response. The automatic second search may retrieve up to 15 matches of each from the person files for SOC or FBI number regardless of the VIN or LIC data used in the original inquiry.

7. An inquiry that results in a positive hit response on a vehicle record with expired license plate data will generate a warning caveat as part of the response to agencies. The following will appear at the beginning of the record before the message key translation:

**WARNING - THE FOLLOWING STOLEN VEHICLE RECORD CONTAINSEXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.**

8. If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be included after the first 20 hit responses to indicate a file is being created with up to an additional 100 hit responses.

#### **ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW**

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

9. If a hit response contains expired license plate information, the following caveat will be included:

**WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.**

10. The following caveat will be included in a felony vehicle response when the inquiry is made on LIC or LIC/LIS:

**RECORD NIC/V123456789 IS BASED ON LIC SEARCH ONLY (LIS NOT SEARCHED) VERIFY ALL DATA BEFORE TAKING FURTHER ACTION BASED ON THIS RESPONSE.**

### **5.5 ADDITIONAL GUIDELINES FOR NCIC 2000 INQUIRY**

#### **1. IMAGE INDICATOR (IND)**

Inquiries submitted in an NCIC 2000 format may contain an Image Indicator (IND) to specify whether an image should be returned if available. If the IND is Y, an image related to each primary hit response, if available, will be returned (i.e., one identifying image for a vehicle record, one mugshot for a person record). If IND is not entered, the field will default to an N.

1N01HEADER.QV.WA1230000.LIC/ABC123.LIS/MD.VIN/2P4555P026483.  
VMA/PONT.IND/Y.

The following would be returned after the immediate confirm caveat for a generic vehicle image:

IMR/VVMO:BON VST:SW  
VYR:1995 VMA:PONT

IMN:I000001222 GENERIC VEHICLE  
MIS: PHOTO PROVIDED BY MANUFACTURER

00256  
<image>.

The Image Response (IMR) is composed of the following data: IMT (V for generic image) and standard vehicle MFCs (VST , VYR , and VMA). The IMN is next, followed by the image description (GENERIC VEHICLE). Following is the Image MIS Field, then image size in bytes (00256), and, last, the <image> would be replaced with the actual image.

The following would be returned after the immediate confirm caveat for an identifying vehicle image:

IMR/IVIN:2P4555P026483 LIC:ABC123 LIS:MD  
VYR:1995 VMA:PONT  
NIC:V000032699 IMN:I000031222  
MIS: PHOTO SHOWING UNIQUE PAINT SCHEME

00512  
<image>.

The Image Response (IMR) is composed of the following data: IMT (I for identifying image) and standard vehicle MFCs (LIC, LIS, VYR, and VMA). The NIC of the base record is next, followed by the IMN. Following the IMN is the Image, MIS Field, then image size in bytes (00512), and, last, the <image> would be replaced with the actual image.

## 2. RELATED SEARCH HIT (RSH)

Inquiries may also contain a RSH Field. If the RSH is Y, secondary hit responses will be returned for all linked records. The NCIC System links records when: 1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other and 2) the LKI/LKA are the same as ORI/OCA contained in the primary hit response.

If the hit response contains more than ten secondary hit responses, the following will be included in the response to indicate a file is being created with up to an additional 100 hit responses.

## ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

## 5.6 BATCH INQUIRY (QVB)

1. The NCIC 2000 batch inquiry allows users to create a file of individual QV/ZV inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific inquiry from which they were generated. Prior to each response SEQUENCE NUMBER: <SEQ> will be returned to identify those responses that follow as coming from the inquiry with that sequence number. For example:

1N01HEADER.QVB.DC1014300.001.VIN/WG723K1K6E7654321&002.LIC/ABC123.  
LIS/MD.VIN/2P4555PO2683&005.VIN/1K742B2GOD5432123&010.NIC/V123456789

**Acknowledgment:**

1L01HEADER  
DC1014300  
BATCH INQUIRY RECEIVED

2. The sequence numbers, as shown in the example, do not have to be sequential (001, 002, 005, 010), but they have to be unique. The HDR, ORI, MKE, and sequence number are entered without the MFC. The identifiers available in the QV/ZV inquiry are available for use in the QVB message, including the IND and the RSH indicators, and are preceded by the proper MFC.

3. There is a limit of 1800 characters for a batch inquiry, including the header and all control characters.

4. The results of the batch inquiry are transmitted via a file to be retrieved by the user. The maximum number of inquiry batched records is 2,000. If the maximum number is exceeded, the Introduction chapter of this manual provides the necessary message translation. The user is notified of the file by the \$.B. administrative message. The following is an example of the contents of a file:

1L01HEADER  
DC1014300

SEQUENCE NUMBER: 001  
NO RECORD VIN/WG723K1K6E7654321

SEQUENCE NUMBER: 002

MKE/STOLEN VEHICLE  
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC  
VIN/2P4555PO2683 VYR/1996  
VMA/FORD VMO/MUS VST/2D VCO/BLU DOT/20000110  
OCA/ABC123  
MIS/DENT IN LEFT REAR FENDER  
OAN/0192837465VA  
NIC/V723005317 DTE/20000112 1400 EST DLU/20000115 1400 EST

ORI IS ANY CITY PD MD 301 555-1212  
IMMED CONFIRM RECORD WITH ORI

SEQUENCE NUMBER: 005

NO RECORD VIN/1K742B2GOD5432123

\*\*\*VERIFY VIN/1K742B2GOD5432123; IT DOES NOT CONFORM TO  
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

SEQUENCE NUMBER: 010

NO RECORD NIC/V123456789

## **5.7 PROCEDURES FOR HANDLING A HIT**

1. An NCIC 2000 hit may not be probable cause to arrest. However, a hit confirmed with the ORI may be adequate grounds to take possession of a vehicle.
2. When an agency receives a record(s) in response to an NCIC 2000 inquiry, and the whereabouts of the stolen vehicle inquired upon is known, and the vehicle inquired upon appears to be identical with one or more of the records, the agency that can seize the stolen vehicle must contact the ORI of each record(s) to confirm the hit(s) prior to seizing the vehicle.
3. "To confirm the hit" means to verify that the theft report is still outstanding, to verify that the vehicle inquired upon is identical to the vehicle in the record, and to obtain information concerning the return of the vehicle to the rightful owner.
4. Standard hit confirmation procedures should be followed when a hit is received on a record for a vehicle subject to seizure. When the vehicle is located within the United States, the law enforcement officer should take possession of the vehicle. The officer must also contact either the entering agency or the office of the United States Marshals Service to execute the seizure order. When the vehicle is located outside of the United States, the law enforcement officer should contact the entering agency to determine if that agency will retrieve the vehicle.
5. This system is based on two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.
6. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

## **5.8 CANADIAN VEHICLE INDEX INFORMATION**

1. NCIC 2000 maintains an interface with the Canadian Police Information Centre (CPIC) that allows searchable identifiers in CPIC records to be transmitted to NCIC 2000 for storage and access, creating the Canadian Vehicle Index (CVI). The CVI contains stolen boat, part, vehicle, and license plate records, including U.S. registered vehicles and boats stolen in Canada. Based on the CVI response, the inquiring agency should perform an NLETS transaction to obtain current record information in CPIC, then perform any required hit confirmation. Canadian agency names, addresses, and telephone numbers may be obtained through a QO inquiry.

2. When a U.S. user queries NCIC and the query hits on a CPIC record, the user will receive the following message as a hit response:

### **Positive Response:**

YOUR TRANSACTION IS A POSSIBLE MATCH WITH AN INDEX RECORD FOR A FELONY VEHICLE IN CANADA

WITH THE FOLLOWING IDENTIFIERS: ORI/BC1234567 VIN/CAN1234567890  
LIC/ABC123 LIS/AB.

ADDITIONAL INFORMATION MAY BE OBTAINED VIA NLETS USING A VQ OR XQ TRANSACTION.

INTERNATIONAL USERS CONTACT INTERPOL OTTAWA.

## **SECTION 6--LOCATE**

### **6.1 WHEN TO USE A LOCATE MESSAGE**

1. Any agency, except the agency that entered the record, that recovers a vehicle which is indexed in NCIC 2000 must place a locate message on the active vehicle record(s). When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen vehicle must contact the ORI of each record possibly identical with the vehicle in question to confirm the hit. Following confirmation with the originating agency, a locate message must be transmitted for each record on file for the vehicle.

2. The MKE LV should be used for locating a stolen vehicle record; the MKE LF for locating a felony vehicle record.

3. Once a Vehicle File record has had a locate placed on it, it cannot be modified.

### **6.2 EXAMPLE OF A LOCATE MESSAGE**

1N01HEADER.LV.WA1230000.NIC/V000032699.OCA/2325.19991205.5865.  
HIT NCIC 19991204...10000.4000.9000

### **Acknowledgment:**

1L01HEADER  
 WA1230000  
 LOCATE NIC/V000032699

The above locate example contains: header (1N01HEADER), message key (LV), recovering agency identifier (WA1230000), two record identifiers (NIC/V000032699 and OCA/2325), date of recovery (19991205), recovering agency case number (5865), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991204), value of property recovered (10000), value of other recovered property (4000), and value of recovered contraband (9000).

When a locate message is transmitted for a Vehicle File record, the message key translation changes from STOLEN VEHICLE to LOCATED STOLEN VEHICLE, or from FELONY VEHICLE to LOCATED FELONY VEHICLE, and the date of recovery, recovering agency ORI, and recovering agency OCA are added to the record.

### 6.3 MESSAGE FIELD CODES FOR LOCATE

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE	OPTIONAL	RCA	1-9	ALPHABETIC, NUMERIC,

NUMBER			1-20*	SPECIAL CHARACTERS
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA*	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF*	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP*	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR*	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC*	1-8	NUMERIC

\*NCIC 2000 format only

#### **6.4 IDENTIFICATION OF A RECORD TO RECEIVE LOCATE**

The locate transaction must contain two record identifiers. For a stolen vehicle or felony vehicle record, the first identifier must be one of the following: NIC, LIC, or VIN. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. The OCA used to identify the record must be the OCA of the agency that entered the record. This OCA is contained in the NCIC 2000 response to the apprehending/locating agency inquiry. The date of recovery and recovering agency case number must be entered, in that order, and are not preceded by the MFC.

#### **6.5 ADDITIONAL GUIDELINES FOR LOCATE**

1. Ten days after a record is located, it is retired.
2. The FBI CJIS staff permits the NICB to locate an NCIC 2000 Vehicle File record (MKE/LOCATED VEHICLE) when NICB receives information concerning the recovery of a stolen vehicle and an inquiry reveals that the NCIC 2000 record is in active status (MKE/STOLEN VEHICLE).

3. Any agency that receives a notification message based upon an NICB locate should contact the recovering agency to obtain details concerning the recovery. The NICB should be considered a secondary contact.

4. There are no locate procedures for CVI records.

## **6.6 ADDITIONAL GUIDELINE FOR NCIC 2000 LOCATE**

Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

## **6.7 AUTOMATIC NOTIFICATION OF LOCATE**

1. When an agency places a locate against another agency's record, NCIC 2000 will automatically notify the entering agency through a \$.L. administrative message. The \$.L. will include any associated add-on vehicle and/or add-on parts.
2. NCIC 2000 will automatically search the appropriate NCIC 2000 databases for duplicate vehicle records. If the VIN and VMA Fields of the record being located match another record or the LIC and either LIS, LIY, or LIT Fields match another record, a \$.D. administrative message will be sent to the ORI of the duplicate record.

## **SECTION 7--CLEAR**

### **7.1 WHEN TO USE A CLEAR MESSAGE**

1. Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:
  1. When the agency recovering the vehicle is the agency that entered the record.
  2. When the agency that entered the record is officially advised that the vehicle has been recovered by another agency.
2. Any add-on vehicle or add-on part appended to a base vehicle record will be cleared when the base record is cleared. If the add-on vehicle or part has not been recovered, a record must be reentered for the unrecovered vehicle or part.
3. The appropriate MKE must be used to clear a vehicle record. MKE CV must be used to clear a stolen vehicle record; MKE CF must be used to clear a felony vehicle record.

### **7.2 EXAMPLE OF A CLEAR MESSAGE**

1N01HEADER.CV.MD1012600.NIC/V000032699.OCA/A222.19991005.WA1230000.  
5865.HIT NCIC 19991003.4..1500..1000

**Acknowledgment:**

1L01HEADER  
MD1012600  
CLEAR NIC/V000032699

The above clear example contains: header (1N01HEADER), message key (CV) Originating Agency Identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/ A222), date of recovery (19991005), the recovering agency identifier (WA1230000), the recovering agency case number (5865), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991003), number of persons apprehended (4), value of recovered property (1500), and value of recovered contraband (1000).

### 7.3 MESSAGE FIELD CODES FOR CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING	OPTIONAL	RRI	9-9	ALPHABETIC,

AGENCY IDENTIFIER				NUMERIC, SPECIAL CHARACTERS
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 1-20*	ALPHABETIC, NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP*	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA*	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF*	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP*	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR*	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC*	1-8	NUMERIC

\*NCIC 2000 format only

#### **7.4 IDENTIFICATION OF A RECORD TO BE CLEARED**

The clear transaction must contain two record identifiers. For a stolen vehicle or felony vehicle record, the first identifier must be one of the following: NIC, LIC, or VIN. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

#### **7.5 ADDITIONAL GUIDELINES FOR CLEAR**

There are two circumstances that require unique record formats to clear a vehicle file record.

1. If the agency that entered the record recovers the vehicle, only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Additionally, benefits and effectiveness data should be included.
2. If the vehicle file record is located by an agency other than the entering agency and:

1. The record being cleared is in a located status (MKE/LOCATED VEHICLE or MKE/LOCATED FELONY VEHICLE), only the date of clear would be entered following the two record identifiers.
2. The record being cleared is in an active status (MKE/STOLEN VEHICLE or MKE/FELONY VEHICLE), the date of clear followed by the recovering agency's identifier and the recovering agency's case number, in that order, without field codes would be entered after the two record identifiers. Additionally, benefits and effectiveness data should be included.

## **7.6 ADDITIONAL GUIDELINE FOR NCIC 2000 CLEAR**

Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period.

## **7.7 AUTOMATIC NOTIFICATION OF CLEAR**

NCIC 2000 will automatically search the appropriate NCIC 2000 databases for duplicate vehicle records. If the VIN and VMA Fields of the record being cleared match another record or the LIC and either the LIS, LIY, or LIT match another record, a \$.D. administrative message will be sent to the ORI of the duplicate record.

## **SECTION 8--ADD-ON FEATURE (NCIC FORMAT ONLY)**

### **8.1 MESSAGE FIELD CODES FOR ADD-ON VEHICLE RECORD ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC, NUMERIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER (BASE RECORD)	CONDITIONAL	LIC	1-8	ALPHABETIC, NUMERIC
VEHICLE	CONDITIONAL	VIN	1-20	ALPHABETIC,

IDENTIFICATION NUMBER (BASE RECORD)				NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8	ALPHABETIC, NUMERIC
LICENSE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
LICENSE YEAR	SET	LIY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
LICENSE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	OPTIONAL SET	VYR	4-4	NUMERIC
VEHICLE MAKE	OPTIONAL SET	VMA	2-4	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE MODEL	OPTIONAL SET	VMO	2-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE STYLE	OPTIONAL SET	VST	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL SET	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
MISCELLANEOUS	OPTIONAL	MIS	1-42	ALPHABETIC, NUMERIC,

				SPECIAL CHARACTERS
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC

## 8.2 MESSAGE FIELD CODES FOR ADD-ON PART RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC, NUMERIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER (BASE RECORD)	CONDITIONAL	LIC	1-8	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER (BASE RECORD)	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
BRAND NAME	MANDATORY	BRA	2-4	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CATEGORY	MANDATORY	CAT	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OWNER- APPLIED	CONDITIONAL	OAN	1-20	ALPHABETIC,

NUMBER				NUMERIC
MISCELLANEOUS	MANDATORY	MIS	1-42	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ENGINE POWER OR DISPLACEMENT	OPTIONAL	EPD	2-5	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

### **8.3 DEFINITION OF AN ADD-ON**

1. An add-on vehicle is any trailer stolen in conjunction with an automobile, tractor, truck, etc., or any additional license data for a base vehicle which was registered in more than one state at the time of theft.
2. An add-on part is any integral or component vehicle part, e.g., engine, transmission, harrow, backhoe, etc., which was stolen in conjunction with a vehicle for which a base vehicle record has already been established.
3. An add-on vehicle record and add-on part record may be appended to a stolen vehicle record (MKE EV) only. Add-on records cannot be appended to felony vehicle records (MKE EF). Add-on records cannot be appended using NCIC 2000-formatted messages.

### **8.4 ADD-ON MESSAGES**

1. The add-on feature was implemented to allow users to link together a stolen vehicle and its component parts in a series-type record within the same file.

For example, if a farm tractor was stolen and at the time of theft it was on a trailer and a harrow was attached to the tractor, the tractor would be entered as the base record. The trailer would be an add-on vehicle and the harrow an add-on part. An inquiry on any one of the pieces of property would pull the entire record, i.e., base, add-on vehicle, and add-on part.

2. Additionally, the add-on feature allows users to establish one base vehicle record with add-on records for a multiple theft.

For example, if an automobile was stolen and at the time of theft a trailer was attached which was carrying an engine and transmission, the automobile would be entered as the base record. The trailer would be an add-on vehicle record, and the engine and transmission would be add-on part records.

3. Only the agency that entered the base vehicle record can enter add-on records to the established base record.

4. A maximum of two stolen vehicle (trailers) and seven stolen parts may be added to a base vehicle record.
5. Each add-on vehicle or add-on part is identified by a message key. The message keys for entry are EVS1, EVS2, and EPS1 thru EPS7. All four characters must be used to identify the add-on record for entry and updates.
6. The acknowledgment returns the NIC assigned to the add-on vehicle or part record followed by the NIC which identifies the base vehicle record. Although a NIC is assigned to the add-on vehicle or part record, the add-on record cannot be retrieved independently of the base record.

## **8.5 EXAMPLE OF AN ADD-ON VEHICLE RECORD ENTRY**

1L01HEADER.EVS1.MD1012600.NIC/V000032699.OCA/2325.CBA321.MD.1997.  
TL.1J2345K6789L87654.1991.FISC.TL.CT.WHI.16FT CAMPER

### **Acknowledgment:**

1L01HEADER  
MD1012600  
EVS1 NIC/V004331236  
LINKED TO NIC/V000032699

The preceding is an example of a stolen camper trailer that has been added to the base vehicle record. The example contains: header (1L01HEADER), message key (EVS1), Originating Agency Identifier (MD1012600), identifiers of the base record (NIC/ V000032699 and OCA/2325), license data (LIC/CBA321, LIS/MD, LIY/1997, LIT/TL), vehicle data (VIN/1J2345K6789L87654, VYR/1991, VMA/FISC, VMO/TL, VST/CT, and VCO/WHI), and miscellaneous information. If the OAN Field was included in the entry, it would be entered immediately following the MIS Field.

## **8.6 EXAMPLE OF AN ADD-ON PART RECORD ENTRY**

1L01HEADER.EPS1.MD1012600.NIC/V000032687.OCA/4456.500786.DEER.HA.026452.  
HARROW ATTACHED TO JOHN DEERE TRACTOR

### **Acknowledgment:**

1L01HEADER  
MD1012600  
EPS1 NIC/V045635647  
LINKED TO NIC/V000032687

The above is an example of a stolen harrow that has been added to the base vehicle record entered for a stolen farm tractor. The above entry example contains: header (1L01HEADER), message key (EPS1), Originating Agency Identifier (MD1012600), identifiers of the base record

(NIC/V000032687 and OCA/4456), serial number (500786), brand (DEER), category (HA), owner-applied number (026452), and miscellaneous information.

## **8.7 IDENTIFICATION OF THE STOLEN VEHICLE RECORD FOR ENTRY OF AN ADD-ON RECORD**

The base stolen vehicle record to which the add-on record is to be appended must be identified by the NIC and OCA, in that order; LIC and OCA, in that order; or VIN and OCA, in that order, preceded by the proper MFC.

## **8.8 ADDITIONAL GUIDELINES FOR AN ADD-ON RECORD ENTRY**

1. At least one numeric identifier must be present in an add-on vehicle record entry. Searchable numeric identifiers are LIC, VIN, and OAN. If LIC is present, all other license data, i.e., LIS, LIY, LIT, must be included. If VIN or OAN is present, VMA, VST, and VYR must be included. In an add-on part record entry at least one numeric identifier, SER or OAN, must be present. In an add-on part record, BRA, CAT, and MIS are mandatory.
2. The edits for base records listed in this chapter also apply to add-on records. The VYR is mandatory for an add-on vehicle entry if the VMO is TL.
3. If the MKE is EVS1 or EVS2 and the entry includes vehicle data VIN or OAN, the VMO must be TL.

## **8.9 CRITERIA FOR REJECTING DUPLICATE ADD-ON RECORD ENTRY**

The three identifiers in an add-on vehicle entry will be searched to determine if a duplicate record exists. The fields used to determine the reject-on-file status are the following:

1. LIC, LIS, LIY, LIT, and ORI
2. VIN, VMA, and ORI
3. OAN, VMA, OCA, and ORI

The SER and OAN in an add-on part record will be searched to determine if a record exists. The fields used to determine the reject-on-file status are the following:

1. SER, BRA, CAT, and ORI
2. OAN, BRA, CAT, OCA, and ORI

## **8.10 MODIFICATION OF AN ADD-ON RECORD**

An add-on vehicle or add-on part record cannot be modified. These records must be canceled and reentered to reflect the new or changed data.

## **8.11 CANCELLATION OF AN ADD-ON RECORD**

1. Cancellation of the add-on vehicle record is restricted to the agency that entered the record. A cancellation message is used when:

1. The record should be removed due to invalid information contained in the record. Or
  2. The add-on stolen vehicle has been recovered.
2. The MKE/XVS\_ or XPS\_ is used to cancel an add-on record (vehicle or part). The fourth position of the MKE must contain the proper numeric character corresponding to the record that is to be canceled. The cancellation message will only remove that specific add-on record.
3. Add-on record(s) will also be removed from file if the base vehicle record has been removed by use of message keys CV or XV or is retired. If the add-on record has not been recovered, the record(s) must then be entered as a base vehicle record (MKE/EV). For example:

1L01HEADER.XVS1.MD1012600.NIC/V000032699.OCA/2325.19961205  
1L01HEADER.XPS1.MD1012600.NIC/V000032687.OCA/4456.19961205

## **8.12 GUIDELINE FOR ADD-ON RECORD INQUIRY**

The capability to inquire only add-on records does not exist. Additional information concerning vehicle inquiry can be found in Section 5 of this chapter.

## **8.13 LOCATE OF AN ADD-ON RECORD**

1. A locate message with MKE LV will locate a base vehicle record and any associated add-on vehicle and/or part record(s). The LV message must be used when the base vehicle and its associated add-on record(s) have been recovered or when the base vehicle has been recovered.

2. Any add-on stolen vehicle and/or part record(s) associated with the located base vehicle may be reentered by the originating agency as follows:

1. An add-on stolen vehicle record may be reentered: 1) as a base vehicle (EV) record for a stolen trailer or 2) as a License Plate File record for a stolen license plate.
2. Any stolen add-on part records should be reentered as a base part (EP) record(s) unless the part record can be appended to an associated base vehicle (EV) record.
3. A vehicle add-on record (EVS\_) may be located with the MKE LVS\_. The fourth position of the MKE identifies the specific add-on vehicle record to be located. The add-on vehicle record to be located must be identified by NIC and OCA, in that order; LIC and OCA, in that order; or VIN and OCA of the base record, in that order, preceded by the appropriate MFC.
4. A part add-on record (EPS\_) may be located by the MKE LPS\_. The fourth position of the MKE identifies the specific add-on part record to be located. The add-on part record to be located must be identified by the NIC and OCA, in that order; LIC and OCA, in that order; or VIN and OCA of the base record, in that order.

## **8.14 CLEAR OF AN ADD-ON RECORD**

Add-on records will be cleared when the base vehicle record is cleared. Individual add-on vehicle or part records may be cleared by using the cancel message (XVS\_ or XPS\_ ).

*NCIC 2000*  
*VIOLENT PERSON FILE*

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*NCIC 2000*  
*VIOLENT PERSON FILE*

**SECTION 1--INTRODUCTION**

**1.1 BACKGROUND**

The Violent Person File (VPF) was designed to alert law enforcement officers that an individual they are encountering may have the propensity for violence against law enforcement.

**1.2 CRITERIA FOR ENTRY**

An entry into the VPF should be made when at least one of the following criteria has been met:

1. Offender has been convicted for assault or murder/homicide of a law enforcement officer, fleeing, resisting arrest, or any such statute which involves violence against law enforcement.
2. Offender has been convicted of a violent offense against a person to include homicide and attempted homicide.
3. Offender has been convicted of a violent offense against a person where a firearm or weapon was used.
4. A law enforcement agency, based on its official investigatory duties, reasonably believes that the individual has seriously expressed his or her intent to commit an act of unlawful violence against a member of the law enforcement or criminal justice community.

**1.3 MESSAGE KEY (MKE) CODES**

<b>Message</b>	<b>MKE</b>	<b>Translation</b>
Entry	EVP	ENTER VIOLENT PERSON
	EVPC	ENTER VIOLENT PERSON - CAUTION
Modify	MVP	
Cancel	XVP	
Entry of supplemental record	ENVP	

<b>Message</b>	<b>MKE</b>	<b>Translation</b>
Cancellation of supplemental record	XNVP	
*There is no specific MKE to query the Violent Person File; however, a wanted person inquiry will return a hit response on this file if a match occurs.		
A caution indicator should be added to the MKE EVP when it is known that a VPF subject is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances. The reason for the caution must be entered in the Caution and Medical Conditions (CMC) Field.		

#### **1.4 RECORD RETENTION PERIOD**

VPF records have an unlimited retention period. A VPF record will remain on file indefinitely or until action is taken by the entering agency to cancel the record.

Other exceptions to the record retention periods will occur in the event a serious error is detected in the record on file.

#### **1.5 AUTOMATIC RETIREMENT**

Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a VPF record or supplemental record for the year of entry plus 4 years, provided the license information has expired. Entering agencies are **not** notified of records from which expired license data are retired. If the expired license plate is the only searchable identifier in the VPF record, the entire record will be retired, and the originating agency will **not** be notified.

A nonexpiring license plate (LIY/NX) contained in a VPF record will remain on file until action is taken by the originating agency to remove the license data or cancel the entire record.

#### **1.6 VALIDATION**

For validation policy and procedures, refer to the Validation Section in the Introduction of this manual. For NCIC validation, violent person records that are not validated by the entering agency should not be removed from NCIC. NCIC will not retire violent person records even if the Name of Validator (VLN) is not filled in.

The VLN Field will be returned only when the requester is the entering agency. For all other inquiries, the VLN field is suppressed.

## **1.7 MESSAGE FIELD CODES AND EDITS**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
AKA	Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Personal Descriptors, <i>NCIC 2000 Code Manual</i> , provides coding instructions.
CMC	Caution and Medical Conditions	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> .
DLO	DNA Location	Free text. If the DNA field is N or defaulted to N, then the DLO must be blank.
DNA	DNA Profile	Must be either a Y or N. N is the default value. If Y Indicator is entered, then the DLO Field must contain data.
DOB	Date of Birth	Must be a valid Gregorian date, (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date. If the DOB is not the only numeric identifier, 00 may be entered for the month and/or day when the actual date is unknown. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
EYE	Eye Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

<b>Code</b>	<b>Field</b>	<b>Edits</b>
FBI	FBI Number	May be up to seven numerics; or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabetics followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, C, D, or E; and the check digit must be 0 to 9. The alphabetic characters I and O are always invalid. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
FPC	Fingerprint Classification	Must be listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used.
HAI	Hair Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
HGT	Height	The first character represents feet and the second and third characters represent inches. May be a minimum of 400 but not more than a maximum of 711. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
IMN	Image NCIC Number	A self-checking number automatically assigned by NCIC to each accepted image record and consists of the alphabetic character I followed by nine numeric characters. Must have valid check digit.
IMT	Image Type	Must be a valid NCIC-assigned code as listed in the Image File chapter of this manual.

<b>Code</b>	<b>Field</b>	<b>Edits</b>
LIC	License Plate Number	The characters UNK, UNKN, UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI CJIS Division staff. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds ten characters, only the last ten characters should be entered in the LIC Field. The full plate number must be shown in the MIS Field.
LIS	License Plate State	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, <i>NCIC 2000 Code Manual</i> .
LIT	License Plate Type	Must be a valid NCIC-assigned code as listed in the Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
LIY	License Plate Year of Expiration	Must be a valid four-character year (YYYY) or the alphabetics NX to represent a nonexpiring registration.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros a single alphabetic only, or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System.)
LKI	Linkage Agency Identifier	Must be a valid ORI.
MIS	Miscellaneous	May include alphabetics, numerics, and special characters.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . The third character must be a hyphen.

<b>Code</b>	<b>Field</b>	<b>Edits</b>
		Entry of one zero only, or a run of zeros only is prohibited in positions 4 through 15. An originating police agency or identification number in MNU Field cannot be the only numeric identifier in the record. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
NAM	Name	The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. <i>The NCIC 2000 Code Manual</i> , Personal Descriptors provides coding instructions.
NIC	NCIC Number	A self-checking number automatically assigned by NCIC 2000 to each accepted record and consists of an alphabetic character (L in the Violent Person File) followed by nine numeric characters. Must have valid check digits when used to identify record in a subsequent transaction.
OCA	Originating Agency Case Number	Must not contain a single zero only, run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
OLN	Operator's License Number	One zero only or run of zeros only may not be used. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
OLS	Operator's License State	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, <i>NCIC 2000 Code Manual</i> .
OLY	Operator's License Year of Expiration	Must represent the year the license expires (YYYY) or the alphabetics NX to represent a nonexpiring or the code UNKN for unknown. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

<b>Code</b>	<b>Field</b>	<b>Edits</b>
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.
POB	Place of Birth	Must be a valid NCIC-assigned code as listed in the State and Country Codes, <i>NCIC 2000 Code Manual</i> . More information also in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
RAC	Race	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SEX	Sex	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SKN	Skin Tone	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SOC	Social Security Number	Must not be less than 001010001. The SOC cannot have a value of 9 in the first position or have a value of 00 in the fourth and fifth positions. Invalid and/or unissued numbers are accepted but cause a SOC attention message. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
VCO	Vehicle Color	Must be valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If two color codes are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used. The Vehicle File chapter has additional edits on the VIN Field. If state-assigned or nonconforming 17-character VIN, SVIN, must be entered in the first four characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be

<b>Code</b>	<b>Field</b>	<b>Edits</b>
		entered in the VIN Field. The full VIN must then be shown in the MIS Field.
VLN	Name of Validator	Any valid characters representing validator.
VMA	Vehicle Make	For NCIC 2000 messages, the VMA Field can be up to 24 characters. The first four characters must be alphabetic and a valid code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blanks. The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK.  If the VMO is other than TL, the VMA code must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
		If the VMO is TL, the VMA code must not be the characters: ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ.
		For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE.
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.
	(all-terrain vehicle, dune buggy, go-cart approved golf cart, and snowmobiles)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYL, or one of the VMA codes for snowmobiles or motorcycles as listed in the <i>NCIC 2000 Code Manual</i> , Vehicular Data Codes. If VST is MV, the VMA code must be SPEC, ATV, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles listed in the <i>NCIC 2000 Code Manual</i> , Vehicular Data Codes. If VMA code is ATV or SPEC, the VST must be EB, EN, MV, or

<b>Code</b>	<b>Field</b>	<b>Edits</b>
		OP, and the name of the manufacturer must be entered in the MIS Field.
VMO	Vehicle Model	Spaces cannot be skipped. Hyphens or symbols should be used. More information in Vehicular DataCodes, <i>NCIC 2000 Code Manual</i> . The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW or WHE.
	(assembled automobile)	If the vehicle year is less than 1988 and the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid manufacturer's codes as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> , the VMO must be SKT, SKW, TRA, TRW, or WHE.
	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VPC	Violent Person Criteria	Must be a numeric 1, 2, 3, or 4.
VST	Vehicle Style	Must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> . If the VMA is ATV or SPEC, then the VST must be

<b>Code</b>	<b>Field</b>	<b>Edits</b>
		OP, EB, EN, or MV, and the MIS Field must contain a nonblank character.
VYR	Vehicle Year	Must represent the product (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than 2 years beyond the current model year. For entries 1981 or later, and when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.
WGT	Weight	Minimum of 050 and maximum of 499. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

## **1.8 CRITERIA FOR REJECTING DUPLICATE RECORD ENTRIES**

1. If the following fields of a VPF entry message are the same as the corresponding fields of an active VPF record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; or DOB, NAM, and ORI.
2. Whenever the message REJECT ON FILE is received, the record on file will also be transmitted.
3. A duplicate record will be accepted if the ORI in the second entry is different or the person type is different, e.g., Wanted Person, etc. In this case, the first entry will be furnished as a response to the second entry.

## **1.9 IMAGE CAPABILITY**

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC .

## **1.10 INVESTIGATIVE INTEREST**

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC.

## SECTION 2--ENTRY

### 2.1 EXAMPLE OF AN ENTRY

1N01HEADER.EVPC.MDUSM0123.SMITH, JOHN J.M.W.TX.US.19511012.510.175.  
BRO.BRO..DRK.SC R HND.121011C0141159TTC113..20411111.  
C313456.MD.NX.123456789.VAUSM0100.  
987654321.N..00.ABC123.MD.2014.PC.  
2Y27H5L000009.1975.PONT.SUN.2D.BLU.KNOWN TO BE VERY AGGRESSIVE WITH LAW  
ENFORCEMENT OFFICERS.N.1

#### Acknowledgment:

1L01HEADER  
MDUSM0123  
NAM/SMITH, JOHN J NIC/L123456789  
OCA/123456789

Note: When vehicular data have been entered, all entries and modifications will cross-search all persons file (except the NICS Denied Transaction and Unidentified Person File), and Vehicle, Boat, Vehicle/Boat, Vehicle/Boat Part, and License Plate Files.

### 2.2 MESSAGE FIELD CODES FOR ENTRY

The following is a list of the VPF data fields and the order of the fields for an entry transaction.

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

*ENTRY*

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PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CITIZENSHIP	OPTIONAL	CTZ	2-2	MUST BE VALID NCIC ASSIGNED COUNTRY CODE AS LISTED IN STATE AND COUNTRY CODES, <i>NCIC 2000 CODE MANUAL</i>
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
FINGERPRINT CLASSIFICATION	OPTIONAL	FPC	20-20	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

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*ENTRY*

OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2	ALPHABETIC (2) OR NUMERIC (4)
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKAGE AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	OPTIONAL	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL	VCO	3-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ETHNICITY	OPTIONAL	ETN	1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VIOLENT PERSON CODE	MANDATORY	VPC	1	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>

### 2.3 MANDATORY FIELDS FOR ENTRY

1. The following fields are mandatory to cause acceptance of a VPF entry into NCIC: HDR, MKE, ORI, NAM, SEX, RAC, HGT, WGT, EYE, HAI, OCA, VPC, and at least one of the following numeric identifiers: DOB (including year, month, and day); FBI; MNU (other than originating agency police or identification number); SOC; OLN with OLS and OLY; LIC with LIS, LIY, and LIT; VIN with VYR, VMA, and VST.

### 2.4 ADDITIONAL GUIDELINES FOR ENTRY

1. The entering agency must account for all fields in the VPF record format. All available data called for in the record format must be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MVP). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a VPF record are located in Section 8 of this chapter.
2. For training and administrative purposes, agencies may enter test records into NCIC by using the header TN01. The test records will not generate any notifications nor will batch processing be performed in the test system.
3. If a DOB is the only known numerical identifier, it must be a valid Gregorian date (YYYYMMDD) or the entry will be rejected.
4. All numerical identifiers except the OCA and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen is used to separate the first two alphabetics from the number itself in the

MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.

5. A record in the VPF may contain a minimum number of personal descriptors, license, and vehicular data because little was known of the individual at the time of entry. This lack of information limits the chance of a hit on the record.

One possible source of additional identification data may be the Interstate Identification Index (III). Thus, an inquiry (MKE/QH) should be made prior to or soon after making the violent person entry to determine if the criminal history record of the subject is in III. A positive response to this inquiry may reveal not only physical descriptors, identifying numbers, and aliases not known to the inquirer, but also arrest, court, and/or custody-supervision data which might provide investigative leads.

When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, operators license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.

6. An ORI attempting to enter a record on a person it already has entered will receive a reject message. An entry on the same individual will be accepted providing the originating agencies are different. The agency making the second entry will receive the record already on file at the time the second entry is acknowledged. This notification should lead to some form of communication between the two agencies, as valuable lead information might be available.
7. The entry of invalid and/or unissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error. For example:

ATTENTION: THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.

## **2.5 MESSAGE FIELD CODES FOR ENTRY**

1. The ORI represents the agency responsible for maintaining the VPF record.

### **2. PERSONAL DESCRIPTORS**

Entry instructions and valid codes for name; sex; race; date of birth; height; weight; eye color; hair color; FBI number; skin tone; scars, marks, and tattoos; fingerprint classification; miscellaneous number; Social Security number; and operator's license number; and caution and medical conditions can be found in the Personal Descriptors, *NCIC 2000 Code Manual*. Codes for entering the place of birth and citizenship can be found in State and Country Codes, *NCIC 2000 Code Manual*.

### **3. ORIGINATING AGENCY CASE NUMBER (OCA)**

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g. state system-assigned number, filing system number, state identification number).

### **4. LINKAGE DATA (LKI and LKA)**

To link a VPF record to another NCIC record, the LKI and LKA Fields should contain the ORI and OCA Fields from the related record. The message will be rejected if the first seven characters of the LKA Field are the same as the first seven characters of the LKI Field.

### **5. DNA DATA (DNA and DLO)**

The DNA Field has a default value of N, meaning no DNA data are available. When the user sets the DNA Field to Y, indicating DNA data are available, then specific information regarding the location of the DNA sample must be included in the DLO Field. The DLO Field can include contact information, type of DNA sample, and other information deemed appropriate by the agency. If the DNA Field is set to Y and the DLO is blank, then the record will be rejected.

### **6. VEHICLE OR LICENSE PLATE DATA**

Entry instructions for vehicle and license plate information can be found in the Vehicle File chapter of this manual, Vehicular Data Codes, *NCIC 2000 Code Manual*, and State and Country Codes, *NCIC 2000 Code Manual*.

## 7. VIOLENT PERSON CRITERIA (VPC) CODE

The Violent Person Criteria Field must be a numeric 1, 2, 3, or 4 to indicate which criteria listed in Section 1.2 justifies entry into the file. The VPC codes are the following.

<b>VPC Code</b>	<b>Translation</b>
1	1 - ASSAULT ON LAW ENFORCEMENT
2	2 - VIOLENT CRIME HOMICIDE/ATTEMPTED HOMICIDE
3	3 - VIOLENT CRIME WITH WEAPON
4	4 - THREAT TO LAW ENFORCEMENT

## 8. MISCELLANEOUS (MIS) DATA

1. Aliases, nicknames (monikers), vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered in a supplemental record (MKE/ENVP), as illustrated and explained in Section 8 of this chapter, as this procedure increases the chance of a hit on this record. Information in the MIS Field is not searchable.
  
2. When specific information required for a mandatory field is not available, similar information should be substituted in that field with appropriate comments in the MIS Field.

## SECTION 3--MODIFICATION

### 3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in a VPF record. For online validation, a modification message is also used to validate a record.

### 3.2 EXAMPLE OF A MODIFICATION MESSAGE

1N01HEADER.MVP.MDUSM0123.NAM/SMITH, JOHN J.NIC/L146203706.  
SOC/375145249.OLY/2014

#### Acknowledgment:

1L01HEADER  
MDUSM0123  
MODIFY NAM/SMITH, JOHN J NIC/L146203706

The above modification example contains: header (1N01HEADER), message key (MVP), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH JOHN J and NIC/L146203706), and the fields being modified and the data being changed (SOC/375145249 and OLY/2014).

### 3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC

ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

### 3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The record to be modified must be identified by NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, followed by the fields to be modified. All fields, other than the HDR, MKE, and ORI, must be preceded by the appropriate MFC and a slash. The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

### 3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

Section 8 of this chapter contains information on modifying an alias and/or additional identifiers previously appended to a VPF record by means of a supplemental record.

### 3.6 MODIFICATION TO REMOVE VEHICULAR DATA

#### 1. TO REMOVE ALL VEHICULAR DATA

If there is a need to delete all vehicular data from a VPF base record, a special message field code may be used to remove all vehicular data without identifying each individual field. When the characters LIC-VCO/. are included in the modification transaction, the NCIC System will delete the following fields: LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO.

1N01HEADER.MVP.MDUSM0123.NAM/SMITH, JOHN J.NIC/L146203706.  
LIC-VCO/.

#### Acknowledgment:

1L01HEADER  
MDUSM0123  
MODIFY NAM/SMITH, JOHN J NIC/L146203706

The above modification example to remove all vehicular data from the record contains: header (1N01HEADER), message key (MVP), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH, JOHN J and NIC/L146203706), and the fields being removed (LIC-VCO) immediately followed by slash period (/).

## 2. TO REMOVE PART OF VEHICULAR DATA

The special modification message explained above cannot be used to remove less than all of the vehicular data from a VPF base record. For example, if only the four fields of license plate data (LIC, LIS, LIY, LIT) are to be deleted from the record, the usual modification procedure must be followed with each field to be deleted explicitly set forth in the modify message. For example:

```
1N01HEADER.MVP.MDUSM0123.NAM/SMITH, JOHN J.NIC/L146203706.  
LIC/.LIS/.LIY/.LIT/.
```

## 3.7 VALIDATION GUIDELINES FOR NCIC MODIFICATION

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a VPF record to indicate that the record has been validated. When data are included in the VLN Field, NCIC places the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

```
1N01HEADER.MVP.MDUSM0123.NAM/SMITH, JOHN J.NIC/L0000069216.  
VLN/JONES, DAVID E
```

### Acknowledgment:

```
1L01HEADER  
MDUSM0123  
VALIDATE NAM/SMITH JOHN J NIC/L000069216
```

## **SECTION 4--CANCELLATION**

### **4.1 WHEN TO USE A CANCELLATION MESSAGE**

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined that the record is invalid or the entering agency determines the subject no longer poses a threat to law enforcement officers.

### **4.2 EXAMPLE OF A CANCELLATION MESSAGE**

1N01HEADER.XVP.MDUSM0123.NAM/SMITH, JOHN J.NIC/L146203706.20120923

#### **Acknowledgment:**

1L01HEADER  
MDUSM0123  
CANCEL NAM/SMITH, JOHN J NIC/L146203706

The above cancellation example contains: header (1N01HEADER), message key (XVP), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH JOHN J and NIC/L146203706), and date of cancellation (20120923).

When a VPF record is canceled, the entire record, including all data appended to the record by means of a supplemental record entry, is automatically canceled.

### **4.3 MESSAGE FIELD CODES FOR CANCELLATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC

#### **4.4 IDENTIFICATION OF A RECORD TO BE CANCELED**

The record to be canceled must be identified by NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC. The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. The cancellation date (without MFC) must follow the two record identifiers and be equal to the current date or the current date minus one.

#### **4.5 ADDITIONAL GUIDELINES FOR CANCELLATION**

Benefits and effectiveness data are not applicable to the VPF records.

## **SECTION 5--INQUIRY**

### **5.1 NCIC INQUIRY PROCESSING**

When an agency transmits an NCIC wanted person inquiry (QW, QWA, QWE, QWF, QWS, or ZW), the data in the Violent Person File will be searched in addition to all other NCIC person files (except the NICS Denied Transaction and Unidentified Person Files). If vehicle identifiers are included in the inquiry, the Article, Boat, License Plate, Vehicle, and Vehicle/Boat Part Files will be searched as well. Additional information can be found in the Wanted Person File chapter.

### **5.2 EXAMPLE OF INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES**

#### **1. Wanted Person File Inquiry (QW/ZW)**

1N01HEADER.QW.WA1230000.NAM/SMITH JOHN J.SEX/M.RAC/W.DOB/19511012.  
VIN/ABC123DEF45678901

#### **Negative QW/ZW Response**

1L01HEADER  
WA1230000

NO NCIC WANT NAM/SMITH, JOHN J DOB/19511012 SEX/M RAC/W  
NO RECORD VIN/ABC123DEF45678901  
\*\*\*VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO  
VIN STANDARDS FOR 1981 AND LATER VEHICLES.  
\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS  
OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE  
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS  
FILES ARE SEARCHED WITHOUT LIMITATIONS.

#### **Positive QW Response**

1L01HEADER  
WA1230000

WARNING-A SUBJECT IN THIS RESPONSE HAS BEEN IDENTIFIED AS A VIOLENT  
OFFENDER OR A SERIOUS THREAT TO LAW ENFORCEMENT OFFICERS. REVIEW THIS  
RESPONSE IN ITS ENTIRETY TO OBTAIN ADDITIONAL INFORMATION ON THIS SUBJECT.  
USE EXTREME CAUTION IN APPROACHING THIS INDIVIDUAL.

\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF  
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE

EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

WARNING-THE SUBJECT IN THIS RECORD HAS BEEN IDENTIFIED AS A VIOLENT OFFENDER. THE SUBJECT HAS A CRIMINAL HISTORY OF ASSAULTING LAW ENFORCEMENT OFFICERS. USE CAUTION IN APPROACHING THIS INDIVIDUAL. DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION.

MKE/VIOLENT PERSON  
CMC/05 - VIOLENT TENDENCIES  
ORI/VASP01000 NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19511012  
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456789 CTZ/US SKN/DRK  
SMT/SC R HND  
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
OLN/11111111 OLS/MD OLY/1999  
VPC/1-ASSAULT ON LAW ENFORCEMENT  
OCA/123456273  
MIS/KNOWN TO THREATEN POLICE OFFICERS  
LIC/ABC123 LIS/MD LIY/2000 LIT/PC  
VIN/2Y27H5LI00009 VYR/1975  
VMA/PONT VMO/VEN VST/2D VCO/BLU  
ORI IS VA STATE POLICE ROANOKE OFFICE 703-555-1212  
NIC/L146203706 DTE/20121204 DLU/20121204

### **5.3 REQUIREMENTS FOR INQUIRY**

1. The capability to query only the Violent Person File does not exist; however, the same procedures used to search the Wanted Person File will also search the Violent Person File. Complete details can be found in the Wanted Person File chapter.
2. In a positive response, Wanted Person and Foreign Fugitive File records will appear first, followed by Missing Person, Gang, Known or Appropriately Suspected Terrorist, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, License Plate, Vehicle, Boat, Vehicle/Boat Part and Article Files and records.
3. As part of a positive Violent Person File response, the receiving agency is advised that the person in question cannot be arrested solely upon the basis of the information provided. A caveat at the end of a record response emphasizes to record recipients that the record may be disseminated only to criminal justice agencies for criminal justice purposes.

4. A Violent Person File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, operator's license data, license plate data, vehicle identification data, address data, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the fields will be sorted as follows: operator's license data by OLS, license plate data by LIS, vehicle data by VIN, address data set by STA, and image data by IMN.

#### **5.4 ADDITIONAL GUIDELINES FOR INQUIRY**

When only one numeric identifier is used in an inquiry, the response(s) will include the record(s) on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response will include the record(s) on file with that Social Security number, even though there may be other records on file for the same individual which do not contain that particular number.

Following a positive response to an inquiry with limited personal descriptors, an agency should make a second inquiry using all identifiers contained in the response record(s). The second inquiry should ensure the receipt of all records which could possibly pertain to the person in question.

If a hit response contains expired license plate information, the following caveat will be included:

WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE  
DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

#### **5.5 INQUIRY USING VEHICULAR DATA**

A QV, ZV, QW, QWA, QWE, QWF, QWS, or ZW inquiry by license plate number or vehicle identification number will retrieve all person files as well as the Violent Person File in which the vehicle and/or license has been entered. Additionally, such an inquiry will retrieve data from the Boat, Vehicle, Vehicle/Boat Part, and License Plate Files. It is not necessary to include a name in this type of inquiry.

#### **5.6 PROCEDURES FOR HANDLING A HIT**

There are no hit confirmation procedures for the Violent Person File.

## **SECTION 6--LOCATE**

There are no locate procedures for the Violent Person File.

## **SECTION 7--CLEAR**

There are no clear procedures for the Violent Person File.

## SECTION 8--SUPPLEMENTAL RECORD

### 8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL*	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL*	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL*	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN <sup>1</sup>		

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC <sup>2</sup>		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN <sup>3</sup>		
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
IMAGE NCIC NUMBER SET	OPTIONAL SET	IMN <sup>4</sup>		

<sup>1</sup>OLN/<OLN>.<OLS>.<OLY>

<sup>2</sup>LIC/<LIC>.<LIS>.<LIY>.<LIT>

<sup>3</sup>VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO>

<sup>4</sup>IMN/<IMN>.<IMT>

\*Base record identifier

## **8.2 WHEN TO ENTER A SUPPLEMENTAL RECORD**

An enter supplemental record is used when additional identifiers, such as an alias or scars, marks, tattoos, and other characteristics etc., need to be added to a violent person record. The enter supplemental record message may be made only by the agency that entered the violent person record.

## **8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY**

```

1N01HEADER.ENVP.MDUSM0123.NAM/SMITH, JOHN J.OCA/1234523.
AKA/DEER, JIM.BUCK, ROBERT J.DOB/19521012.19520912.
LIC/ABC123.MD.2015.PC.LIC/123ABC.MD.
2015.PC.VIN/3J57K5D112345.1975.OLDS.CUT.2T.BLU.
SMT/CAUL L EAR.TAT R ARM

```

### **Acknowledgment:**

```

1L01HEADER
MDUSM0123
SUPP NAM/SMITH, JOHN J OCA/1234523

```

The above supplemental record entry example contains: header (1N01HEADER), message key (ENVP), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH, JOHN J and OCA/1234523), and the supplemental data added to the record: two aliases (AKA/DEER, JIM and BUCK, ROBERT J), two dates of birth (DOB/19521012 and 19520912), two sets of license plate data (LIC/ABC123.MD.2015.PC and LIC/123ABC.MD.2015.PC), one set of vehicle information (VIN/3J57K5D112345.1975.OLDS. CUT.2T.BLU), and two scars, marks, and tattoos (SMT/CAUL L EAR and TAT R ARM).

#### **8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY**

The violent person record to which a supplemental record of alias(es) and/or other additional identifiers is to be added must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

#### **8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD**

The AKA Field and all other identifying data fields which may be included in a supplemental record with their field codes and the maximum number of aliases and/or other identifiers that may be added to a violent person record are the following:

<b>Field</b>	<b>Field Code</b>	<b>Maximum Number Permitted</b>
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Identifying Number	MNU	9
Social Security Number	SOC	9
Operator's License Number State, and Year of Expiration (entered as a set)	OLN	9

<b>Field</b>	<b>Field Code</b>	<b>Maximum Number Permitted</b>
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known)	VIN	9
Caution and Medical Conditions	CMC	10
Image NCIC Number and Image Type (entered as a set)	IMN	1
Citizenship	CTZ	9

## **8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY**

1. A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias; date of birth; scar, mark, tattoo, etc.; miscellaneous number; Social Security number; citizenship; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, license plate, vehicle, address, or image is likewise counted as one identifier.
2. For example, a record relating to JOHN HARRY DOE might have appended supplemental data consisting of three other names (AKAs), nine dates of birth, five scars, two miscellaneous numbers (e.g. army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession. Entry of these additional data would require several supplemental record entry messages, as all of these additional identifiers could not be included in one supplemental record entry message.

## **8.7 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY**

1. After the violent person record has been identified, each field included in a supplemental record entry, except those entered as sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data, e.g., AKA/<AKA>.SOC/<SOC>.DOB/<DOB>. The data elements must be separated by a period, and each field must end with a period. Fields that are not part of sets of data may be entered in any order in a supplemental record entry.
2. The OLN, LIC, VIN, and IMN Fields in the supplemental record format are multiple element data fields; i.e., these fields have more than one data element following the field code and slash and are entered as sets, e.g., OLN/<OLN>.<OLS>.<OLY>.
3. Each set of data must be preceded by the appropriate field code followed by a slash. The data elements within a set of data must be entered in sequence after the slash, and each data element must be accounted for.
4. The field in the base record must be filled before any supplemental entry for that same field will be accepted except AKA, Image, Vehicle and License Set. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the base record does not contain a Social Security number in the SOC Field.
5. All numeric identifiers excluding the OCA and MNU Fields are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA, and a hyphen must be used to separate the two alphabets from the number itself in the MNU Field.
6. The criteria for rejecting duplicate records, as defined in the Introduction section of this chapter, apply to the entry of supplemental information.
7. Personal Descriptors, State and Country Codes, and Vehicular Data Codes, *NCIC 2000 Code Manual*, contain appropriate coding of personal identifiers and vehicular data.

## **8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY**

1. ALIAS (AKA)
  1. Field code AKA followed by a slash is used to identify an alias. An alias includes any name in which any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, i.e., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.

2. An alias is to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial, if any, space, and suffix indicating seniority, if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the MFC AKA.

3. Nicknames (monikers) are to be entered in the AKA Field of the Violent Person File record. The term nickname in NCIC is defined as a name added to or substituted for the proper name of a person, such as a street name (i.e., Shorty). It is not a familiar form of a proper name, such as Jim for James.

The nickname is to be entered in the AKA Field, followed by a comma (space after comma is optional), then an X (i.e., Peanut, X).

4. Further guidelines for the coding of aliases are provided in Personal Descriptors, *NCIC 2000 Code Manual*.

2. OPERATOR'S LICENSE SET (OLN)

Field code OLN followed by a slash is used to identify additional operator's license data in an entry. The three data elements making up this field are OLN, OLS, and OLY. All three elements must be included in the order listed in the format and must be separated by a period. For example:

OLN/L234526677238.VA.2014

In the event more than one operator's license is to be entered at the same time, each set of operator's license data must be preceded by MFC OLN/.

3. LICENSE PLATE SET (LIC)

Field code LIC followed by a slash is used to identify additional license plate data in an entry. This set contains four data elements: LIC, LIS, LIY, and LIT. Elements must be entered in the order listed in the format and must be separated by a period. For example:

LIC/CBA321.MD.2014.TK

In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data must be preceded by MFC LIC/.

4. VEHICULAR DATA SET (VIN)

1. Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This field contains six data elements: VIN, VYR, VMA, VMO, VST, and VCO.
2. The VIN, VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods and each element must be accounted for. For example:

VIN/1L69X6J023456.1976.CHEV.IMP.4D.BLK.

or

VIN/1D37Q6R001225.1976.CHEV..2D..

5. ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

The MFCs followed by a slash are used to identify additional data to be included in a supplemental record, i.e., DOB/, SMT/, MNU/, and SOC/. Multiples can be entered without repeating the MFC and separated only by periods. For example, an entry might include:

DOB/19570102.19550823.SMT/SC L CHK.POCKMARKS.MNU/AF-2252333.  
SOC/303055378

When identifying data are entered in a supplemental record, the corresponding fields in the corresponding base record must be filled.

**8.9 MODIFICATION OF ALIAS(ES) AND/OR OTHER IDENTIFIERS IN A SUPPLEMENTAL RECORD**

1. No one-step procedure is available to modify an alias or other identifier in a supplemental record to a violent person record.
2. To modify (change) an alias or other identifier in a supplemental record, the incorrect alias or other identifier must be canceled and reentered.

**8.10 EXAMPLE OF A SUPPLEMENTAL RECORD ALIAS AND OTHER IDENTIFIERS CANCELLATION**

1N01HEADER.XNVP.MDUSM0123.NAM/SMITH, JOHN J.NIC/L146203706.  
AKA/BUCK, ROBERT J.DOB/19520912.LIC/ABC654.MD.2013.PC

**Acknowledgment:**

1L01HEADER  
MDUSM0123  
CANCEL SUPP NAM/SMITH, JOHN J NIC/L146203706  
AKA/BUCK, ROBERT J  
DOB/19520912  
LIC/ABC654.MD.2013.PC

This example of a cancellation of an alias and other additional identifiers in a supplemental record contains: header (1N01HEADER), message key (XNVP), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH, JOHN J and NIC/K146203706), and data to be canceled (AKA/BUCK, ROBERT J), (DOB/19520912), and (LIC/ABC654.MD.2013.PC).

**8.11 IDENTIFICATION OF A RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS**

When canceling an alias(es) and/or other additional identifiers contained in a supplemental record, the violent person record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The supplemental data to be canceled, with each field preceded by the proper MFC, are then entered.

**8.12 NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE**

A maximum of nine identifiers of various kinds may be canceled in one message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA, DOB, SMT, MNU, CTZ, or SOC is counted as one identifier. Each set of OLN, LIC, VIN, or IMN (multiple data element fields) is counted as one identifier.

**8.13 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION**

1. Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; citizenships; and caution and medical conditions to be canceled should be set out in the cancellation message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC.

---

*SUPPLEMENTAL RECORD*

However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

2. Each set of operator's license or license plate data (multiple data element fields) must be preceded by OLN/ or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicular data, only the VIN and VMA are required following VIN/, with a period to account for the intervening VYR. For example:

VIN/1L69X6J023456..CHEV

This transaction would result in deletion of the entire VIN set.

3. When a Violent Person File record is canceled, its entire supplemental record is automatically canceled.

***NCIC 2000 Operating Manual***  
***WANTED PERSON FILE***

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**SECTION 1--INTRODUCTION**

**1.1 CRITERIA FOR ENTRY**

**1. GENERAL CRITERIA**

An entry in the Wanted Person File should be made immediately after: 1) the decision to arrest or authorize arrest has been made, and 2) the decision has been made regarding extradition. The criteria for entry follow.

Agencies must have a warrant (electronic or hard copy) on file to support a wanted person entry. Only the agency that holds the warrant may make an NCIC wanted person entry. The only

exception is that any criminal justice agency or regional dispatch center may act as holder of the record for another agency that has no telecommunications equipment. When such an entry is made, the agency holding the record may place its own Originating Agency Identifier (ORI) in the ORI Field but only when there is a written agreement between the two agencies that delineates the legal responsibility of each for the record. Additional information concerning these responsibilities can be found in the Introduction of this manual.

## 2. ADULT

1. An individual (including a juvenile who will be tried as an adult) for whom a federal warrant is **outstanding**. Federal fugitives are persons who:

1. Are being sought because they have been charged with one or more federal crimes,
2. Have failed to appear for a required court action or for deportation, or
3. Have escaped from federal custody.

2. An individual (including a juvenile who will be tried as an adult) for whom a felony or misdemeanor warrant is outstanding. Records for nonserious misdemeanor warrants must include the Extradition Limitation (EXL) Field.

3. Probation and parole violators meeting the criteria above.

## 3. JUVENILE

Juvenile status is determined by the laws of the state of residence of the parent, guardian, person, or agency entitled to legal custody of such juvenile. The criteria for entry are the following:

1. A juvenile who has been **adjudged delinquent** and is **subject to the jurisdiction** of the court making such adjudication or to the jurisdiction or supervision of an agency or institution pursuant to an order of such court (Category 1), and

1. Who has **escaped** from an institution or agency vested with the legal custody or supervision of such juvenile, or
2. Who has **absconded** while on probation or parole.

Entry of a record in this category must be supported by a copy of the judgment, formal adjudication, or order of commitment which subjects such a delinquent to probation or parole or to the legal custody of the institution or agency concerned.

Entry of a record in this category must be supported by a copy of the judgment, formal adjudication, or order of commitment which subjects such a delinquent to probation or parole or to the legal custody of the institution or agency concerned.

Specifically excluded from this category are "status offenders," i.e., children who commit noncriminal but legally proscribed acts, such as truancy, disobedience to parents, running

away, and violating curfew.

2. A juvenile who has been charged with the commission of a delinquent act that would be a crime if committed by an adult and who has fled from the state where the act was committed. (Category 2)

Entry of a record in this category is permitted only when a petition has been filed in a court of competent jurisdiction in the requesting state where the violation of criminal law is alleged to have been committed.

Only agencies in states where the Rendition Amendment to the Interstate Compact on Juveniles (ICS) has been signed will be permitted to enter Category 2 records. (The ICS and the Rendition Amendment can be found in Section 10 of this chapter.) The following states are permitted entry:

Alabama	Indiana	Nebraska	Rhode Island
Alaska	Iowa	Nevada	South Carolina
Arizona	Kansas	New Hampshire	Tennessee
Arkansas	Kentucky	New Jersey	Texas
California	Louisiana	New Mexico	Utah
Colorado	Maine	New York	Vermont
Delaware	Maryland	North Carolina	Virginia
Florida	Massachusetts	North Dakota	Washington
Georgia	Minnesota	Ohio	West Virginia
Hawaii	Mississippi	Oklahoma	Wisconsin
Idaho	Missouri	Oregon	Wyoming
Illinois	Montana	Pennsylvania	District of Columbia

Agencies in states **not listed** that attempt to enter an EWJ record with an offense code other than 8100, 8101, or 8102 will receive the reject message: REJECT - NOT AUTHORIZED.

A positive record response is also restricted to those states listed above for EWJ entries with an offense code other than 8100, 8101, or 8102. Agencies in states not listed above will receive a NO RECORD response.

#### 4. TEMPORARY FELON

A temporary felony want record, message key (MKE) ET, may be entered to establish a "want" entry when a law enforcement agency needs to take **prompt action** to apprehend a person (including a juvenile) who has committed, or the officer has reasonable grounds to believe has committed, a **felony**. This individual may seek refuge by fleeing across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant.

A temporary felony want record must be specifically identified as such. A warrant for the arrest of the individual must be obtained as soon as possible, and thereafter, the temporary felony want

record must be either canceled and a permanent wanted person record (MKE/EW) must be entered or the MKE must be modified to the permanent wanted person record MKE/EW. A temporary felony want record will be automatically retired after 48 hours.

## 5. EXTRADITION

1. Before entering a record of a wanted person in NCIC, the entering agency must attempt to determine, to the maximum extent possible, if extradition will be authorized when the individual is located in another state. For NCIC purposes, extradition is the surrender **by one state to another** of an individual charged with or convicted of an offense outside its own territory and within the territorial jurisdiction of the other. Agencies entering warrants that do not meet the NCIC definition of extradition (e.g., intrastate only) must code the EXL Field as

4 (NO EXTRADITION) for felony warrants or D (MISDEMEANOR - NO EXTRADITION) for misdemeanor warrants. Additional details regarding intrastate limitations may be placed in the MIS Field.

2. In situations where an agency is absolutely certain that the wanted person will not be extradited, the individual's record **may be entered** in NCIC 2000 using the appropriate code in the Extradition Limitation Field. For NCIC Legacy-formatted messages, NOEX may be entered as the first four characters of the Miscellaneous (MIS) Field along with the additional details regarding the intrastate limitations. Please refer to the Personal Descriptors chapter of the *NCIC 2000 Code Manual* (December 2000).

3. At the time of entry, if there is a limitation concerning extradition of the wanted person, such information should be entered using the appropriate code in the Extradition Limitation Field with any specific limitations placed in the MIS Field of the record (NCIC 2000). For NCIC Legacy-formatted messages, the entering agency may place extradition limitation information in the MIS Field. More information can be found in the Personal Descriptors chapter of the *NCIC 2000 Code Manual* (December 2000).

EXTR ADJACENT STATES ONLY

EXTR WEST OF MISS ONLY

EXTR WITHIN 1000 MILES ONLY

NOEX

4. In many instances, however, no forecast of extradition can be made at the time the wanted person is entered on file because extradition is not a law enforcement decision. In such cases, use the codes 6 or F in the Extradition Limitation (EXL) Field to indicate PENDING EXTRADITION DETERMINATION. If at some future time, the entering agency learns that the individual definitely will not be extradited, the NCIC 2000 record **must be modified using the appropriate code in the EXL Field. For NCIC Legacy formatted messages the entering agency must enter NOEX as the first four characters of the MIS Field.**

5. When SVIN is used with vehicular data included in the record, NOEX is placed second in the MIS Field. Additional information on SVIN can be found in the Vehicle File chapter.

## **1.2 MESSAGE KEY (MKE) CODES**

<b>Message</b>	<b>MKE</b>	<b>Translation</b>
Entry	EW	WANTED PERSON
	EWJ	WANTED-JUVENILE DELINQUENT-ADJUDGED or WANTED-EMANCIPATED JUVENILE DELINQUENT- ADJUDGED or WANTED-JUVENILE DELINQUENT-CHARGED or WANTED-EMANCIPATED JUVENILE DELINQUENT- CHARGED
	ET	WANTED PERSON-TEMPORARY FELONY
Modify	MDW	
	MT	
Cancel	XW	
	XT	
Inquiry	QW	
	ZW	
	QWA	
	QWE	
	QWF	
	QWS	
	QWB	
	QWI	
	QV	

ZV

Locate	LW*	LOCATED WANTED PERSON or LOCATED WANTED JUVENILE DELINQUENT-ADJUDGED or LOCATED WANTED JUVENILE DELINQUENT-CHARGED or LOCATED WANTED EMANCIPATED JUVENILE DELINQUENT-ADJUDGED or LOCATED WANTED EMANCIPATED JUVENILE DELINQUENT-CHARGED
	LT	LOCATED WANTED PERSON- TEMPORARY FELONY
Entry of a detainer	DW	DETAINED WANTED PERSON or DETAINED WANTED JUVENILE DELINQUENT-ADJUDGED or DETAINED WANTED JUVENILE DELINQUENT-CHARGED or DETAINED WANTED EMANCIPATED JUVENILE DELINQUENT- ADJUDGED or DETAINED WANTED EMANCIPATED JUVENILE DELINQUENT- CHARGED
Cancellation of a detainer	XDW	

Clear	CW
	CT
Entry of supplemental record of aliases and/or additional identifiers	EN
Entry of supplemental stolen/fraudulent identifiers	ENS
Cancellation of supplemental record	XN
Cancellation of stolen/fraudulent identifiers	XNS
Entry of dental information	ED
Modification of dental information	MD
Cancellation of dental information	XD
*The LW MKE will only translate as indicated when the locate appended to the record shows that the subject will be extradited (EXTR) or detained (DETN).	
1. A caution indicator should be added to the MKEs EW, ET, or EWJ when it is known that an individual is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances of the individual.	
2. The reason for the caution must be entered in the MIS Field (NCIC format) or in the Caution and Medical Conditions (CMC) Field (NCIC 2000 format). For example, a record with MKE/EW-C might include one of the following in the MIS Field or a corresponding code in CMC:	
<b>ARMED AND DANGEROUS</b> <b>SUICIDAL TENDENCIES</b> <b>HEMOPHILIAC</b> <b>PREVIOUSLY ESCAPED CUSTODY</b>	

HEROIN ADDICT  
DIABETIC

3. For the MKEs EW and ET, the caution indicator C is preceded by a dash, e.g., EW-C; however, the message key EWJ does not allow space for the dash, e.g., EWJC.
4. The MKE EW-C translates WANTED PERSON - CAUTION. The MKE ET-C translates WANTED PERSON - TEMPORARY FELONY/CAUTION.
5. The MKE EWJC translates as one of the following:

WANTED - JUVENILE DELINQUENT - ADJUDGED/CAUTION  
WANTED - EMANCIPATED JUVENILE DELINQUENT - ADJUDGED/CAUTION  
WANTED - JUVENILE DELINQUENT - CHARGED/CAUTION  
WANTED - EMANCIPATED JUVENILE DELINQUENT - CHARGED/CAUTION

### **1.3 RECORD RETENTION PERIOD**

Wanted person records have an unlimited retention period. A wanted person (EW) record that has not been located or has one locate message appended with no extradition (NOEX) will remain on file indefinitely or until action is taken to clear or cancel the record or a second NOEX locate is placed upon the record. The same rules apply to a located juvenile record (whether emancipated or not).

Other exceptions to the record retention period will occur in the event a serious error is detected in the record on file. Additional information on serious error detection can be found in the Introduction chapter of this manual.

### **1.4 RETENTION PERIOD FOR A TEMPORARY FELONY WANT RECORD**

Temporary felony want records have a 48-hour retention period. A temporary felony want record will be retired at the end of 48 hours, and a \$.P. administrative message will be sent to the originating agency. Additional information concerning the \$.P. administrative message can be found in the Introduction chapter of this manual.

### **1.5 AUTOMATIC RETIREMENT**

1. A record with MKE/EW or MKE/EWJ to which one locate message has been appended indicating that the subject will not be extradited (NOEX) will be retired immediately upon receipt of a second locate message with NOEX. The ORI of the record will be notified that the record has been retired.
2. A record with the MKE/EW or MKE/EWJ to which one locate is appended indicating that the subject will be extradited (EXTR) or detained (DETN) will be retired 5 days from the date of the locate transaction. The originating agency will be notified by a \$.P. message. If a second locate

is received within those 5 days, the retirement date will be reset to 5 days from the date of the second locate transaction.

3. Records for juveniles will **not** be retired when the juvenile reaches the age of emancipation. Once the individual has been emancipated, NCIC 2000 will notify the entering agency with a \$.J. message, change the MKE translation, and add a caveat to the record indicating that the juvenile has reached the age of emancipation. Additional information concerning the \$.J. administrative message can be found in the Introduction chapter of this manual.

4. Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a wanted person base record or supplemental record for the year of entry plus 4 years, provided the license information has expired. Entering agencies are **not** notified of records from which expired license data are retired. If the expired license plate is the only searchable identifier in the Wanted Person File record, the entire record will be retired, and the originating agency will **not** be notified.

5. A nonexpiring license plate (LIY/NX) contained in a Wanted Person File record will remain on file until action is taken by the originating agency to remove the license data or clear or cancel the entire record.

## **1.6 VALIDATION**

For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

The Name of Validator (VLN) Field will be returned only when the requester of the record is the entering agency. For all other inquiries, the VLN Field will be suppressed.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency and in the \$.C. Request for Validation Notification. For all other inquiries, the VLN Field will be suppressed.

## **1.7 POSTING OF WANTED PERSON NOTICES**

1. Users are reminded that when possible the FBI number should be included in a wanted person entry. When a Wanted Person File entry contains an FBI number, the same wanted information is posted in the subject's criminal history record maintained by the FBI Criminal Justice Information Services (CJIS) Division. The FBI CJIS staff will then notify a wanting agency of subsequent fingerprints received that are identified with the wanted person.

2. A user may request a copy of a subject's criminal history record by placing the acronym SIR (Send Identification Record) as the last item of the MIS Field of a Wanted Person File entry that contains an FBI number. A wanted notice will not be posted in the CJIS Division nor will an identification record be forwarded when the NCIC 2000 entry contains an incorrect FBI number.

When an entry contains an incorrect FBI number, the ORI will be notified and requested to correct the NCIC 2000 record using a modification message.

3. The modification of an NCIC 2000 Wanted Person File record to add or correct an FBI number will cause a wanted notice to be posted in the subject's criminal history record. When a clear, cancel, or locate transaction is processed, a notification will be transmitted to remove the wanted notice from the criminal history record.
4. When a located NCIC 2000 Wanted Person File record containing an FBI number has detainer information appended, a Wanted Person Notice will be posted in the subject's criminal history record.

## **1.8 MESSAGE FIELD CODES AND EDITS**

<b>Code</b>	<b>Field</b>	<b>Edits</b>
AKA	Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
CTZ	Citizenship	Must be a valid NCIC assigned country code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i>
DCH	Dental Characteristics	May contain a maximum of 319 codes consisting of two numerics followed by one to seven alphabetic characters or one special character. The only exceptions are that the codes ALL or UNK will be permitted in the DCH Field. If the code ALL or UNK is entered, no additional information may be entered in the DCH Field. More details can be found in Section 11 of this chapter.
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date or DOW. If the DOB is not the only numeric identifier, 00 may be

		entered for the month and/or day when the actual date is unknown. If MKE is EWJ or EWJC, the DOB must be a valid Gregorian date. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOE	Date of Emancipation	Must be a valid Gregorian date (YYYYMMDD). The DOE must be later than the DOV. The DOE is mandatory when the MKE is EWJ or EWJC. If the MKE is not EWJ or EWJC, the DOE must be left blank.
DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOV	Date of Violation	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date. (Juvenile)
DOW	Date of Warrant	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date. (Adult)
DRE	Dentist's Remarks	Maximum of 50 alphanumeric and/or special characters (free text).
DXR	Dental X-rays Available	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
EBS	Expanded Date of Birth Search	Must be 1, 2, 3, or blank. The default value is blank. If 2 or 3 is entered, the day of birth in the DOB Field must be 12 or less.
EXL	Extradition Limitation	Must be a valid NCIC-assigned code as listed in the Personal Descriptors Chapter of the <i>NCIC 2000 Code Manual</i> (December 2000). If this field is left blank, it will default to 1 (FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD).
EXT	Extradition	Must be EXTR, NOEX, or DETN
EYE	Eye Color	Must be a valid NCIC 2000-assigned code as

		listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
FBI	FBI Number	May be up to seven numerics or one to six numerics followed by an alphabetic character A through H; or one to six numerics followed by an alphabetic character J through Z, followed by one or two check digits; or one to six numerics followed by two alphabets followed by one check digit. If the number contains one alphabetic character (J-Z), the check digit(s) will be 1 to 11. If the number contains two alphabetic characters, the first cannot be B, G, I, O, Q, S, U, Y, or Z; the second must be A, B, C, D, or E; and the check digit will be 0 to 9. The alphabetic characters I and O are always invalid. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
FPC	Fingerprint Classification	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . If the first character of any finger is numeric, the second character must also be numeric. Codes 00 and 50 may not be used.
HAI	Hair Color	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
HGT	Height	The first character represents feet and the second and third represent inches. May be a minimum of 400 but not more than 711. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
LIC	License Plate Number	The characters UNK, UNKN, or UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI CJIS Division staff. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds eight characters (NCIC format) or ten characters (NCIC 2000 format), only the first eight characters (NCIC) or ten characters (NCIC 2000) should be entered in the LIC Field. The full plate number must be shown in the MIS Field.

LIS	License Plate State	Must be a valid NCIC 2000-assigned code as listed in State and Country Data Codes, <i>NCIC 2000 Code Manual</i> .
LIT	License Plate Type	Must be a valid NCIC 2000-assigned code as listed in Vehicular Codes, <i>NCIC 2000 Code Manual</i> .
LIY	License Plate Year of Expiration	Must be a valid four-character year (YYYY) or the alphabetics NX to represent a nonexpiring registration..
MIS	Miscellaneous	If VMA is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, TRUK, and the message is in NCIC format, the MIS Field must include the name of the manufacturer. If OFF is 0199, 0299, 0399, 4901, 5005, 5011, 5012, 5015, 5099, 7099, 7199, 7299, or 7399, and the message is in NCIC format, the MIS Field must contain an explanation of the offense. If the MKE contains a caution indicator (C) and the message is in NCIC format, the MIS Field must identify the caution or medical condition. SVIN must be the first four characters in the MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN. If the message is in NCIC format and the ORI wants to be notified each time there is a hit on the record, the MIS Field must contain NOAH. For NCIC 2000, if EXL code is 2 or B or is 5 or E, the MIS Field <u>must</u> contain additional information. For NCIC Legacy-formatted messages, NOEX must be entered in the MIS Field if the wanted person will not be extradited. It is entered as the first four characters of the MIS Field unless SVIN is used.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> . The third character must be a hyphen. Entry of one zero only or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number in MNU cannot be the only numeric identifier in the record. If the MNU exceeds 15 characters, the first 15 characters

		should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
MPA	Dental Models and/or Photographs of Teeth Available	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
NAM	Name	The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The <i>NCIC 2000 Code Manual</i> , Personal Descriptors, provides coding instructions.
NIC	NCIC Number	A self-checking number automatically assigned by NCIC 2000 to each accepted record and consists of an alphabetic character (W in the Wanted Person File) followed by nine numeric characters. Must have valid check digits when used to identify the record in a subsequent transaction.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
OFF	Offense	Must be a valid code from the <i>NCIC 2000 Code Manual</i> , Uniform Offense Codes. If code 0201 or 0299 is used, ORI must be military or FBI. If codes 8100, 8101, or 8102 are used, MKE must be EWJ or EWJC.
OLN	Operator's License Number	One zero only or a run of zeros only may not be used. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
OLS	Operator's License State	Must be a valid NCIC 2000-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> . More information also in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
OLY	Operator's License Year Of Expiration	Must represent the year the license expires (XXXX), the alphabetics NX to represent nonexpiring, or the code UNKN for unknown.

		More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
ORI	Originating Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
POB	Place of Birth	Must be a valid NCIC 2000-assigned code as listed in State and Country Codes, <i>NCIC 2000 Code Manual</i> . More information also in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
RAC	Race	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
RCA	Recovering Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen.
RRI	Recovering Agency Identifier	Must be a valid NCIC 2000-assigned ORI.
SEX	Sex	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SKN	Skin Tone	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
SOC	Social Security Number	Must not be less than 001010001. The SOC cannot have a value of 8 or 9 in the first position or have a value of 00 in the fourth and fifth positions. Invalid and/or unissued numbers are accepted but cause a SOC attention message. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
VCO	Vehicle Color	Must be valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code</i>

		<i>Manual.</i> If two color codes are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabetics only, or spaces cannot be used. The Vehicle File chapter has additional edits on the VIN Field. If state-assigned or nonconforming 17- character VIN, SVIN must be entered in the first four characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field.
VMA	Vehicle Make	For NCIC 2000 messages, the VMA Field can be up to 24 characters. The first four characters must be alphabetic and a valid code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blanks. The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, or TRUK.
		If the VMO is other than TL, the VMA code must be a valid NCIC 2000-assigned code as listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
		If the VMO is TL, the VMA code must not be the characters ASM, ASMB, ASSE, ASSM, MB, MC MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ.
		For every assembled vehicle that does not have a manufacturer-assigned VIN, the VMA code must be ASVE.
	(Jeep)	If the VMA code is JEP, the VYR must be 1969 or earlier. If the VMA code is AMER, the VYR must be 1988 or earlier. If the VMA code is JEEP, the VYR must be 1989 or later.
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.

	(all-terrain vehicle, dune buggy, go-cart, golf carts, and snowmobile)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYL, or one of the approved VMA codes for snowmobiles or motorcycles listed in the <i>NCIC 2000 Code Manual</i> , Vehicular Data Codes. If VST is MV, the VMA code must be SPEC, ATV, CYL, or one of the approved VMA codes for snowmobiles or motorcycles listed in the <i>NCIC 2000 Code Manual</i> , Vehicular Data Codes. If VMA code is ATV or SPEC, the VST must be EB, EN, MV, or OP, and the name of the manufacturer must be entered in the MIS Field (NCIC format).
VMO	Vehicle Model	Spaces cannot be skipped. Hyphens or symbols should be used. More information in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
		The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP are (blank), ATV, CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE.
	(assembled automobile)	If the first four characters of the VMA are ASVE, the VMO must be AV or REP.
	(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> , the VMO must be SKT, SKW, TRA, TRW, or WHE.
	(trailer)	If the first four characters of the VMA are TRLR, or HMDE, the VMO must be TL.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.

VST	Vehicle Style	Must be a valid code listed in Vehicular Data Codes, <i>NCIC 2000 Code Manual</i> .
VYR	Vehicle Year	Must represent the production (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than one year beyond the current year. For entries of model year 1981 or later, when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.
WGT	Weight	Minimum of 050 and maximum of 499. More information in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .

**NCIC 2000-formatted Messages May Also Contain the Following Fields:**

ADD	Address Type	Must be a valid NCIC 2000-assigned code as listed in the Personal Descriptors Codes, <i>NCIC 2000 Code Manual</i> .
ADO	Additional Offense	Must be Y, N, or blank. The default value is blank.
ATN	Attention	Free text.
CMC	Caution and Medical Conditions	Must be a valid NCIC 2000-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
COU	County	Free text (alphabetical).
CTI	Court Identifier	Must be a valid NCIC-2000 assigned ORI.
CTY	City	Free text (alphabetical).
DDA	Date of Documented Address	Must be a valid Gregorian date, (YYYYMMDD) and cannot be later than the current date.
DIS	Date Incarceration Starts	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOD	Date of Detainer	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.

DNO	Detainer Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the DNO cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
DSE	Date of Sentence Expiration	Must be a valid Gregorian date (YYYYMMDD) greater than current date plus 5 days.
DLO	DNA Location	Free text. If the DNA field is N or defaulted to N, then the DLO must be blank.
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Y is entered, then the DLO Field must contain data.
ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 2000 Code Manual</i> .
ENS	Expanded Name Search	Must be Y or N.
HIT	Wanted/Missing Person Hit Results	Must be a valid code as listed in the Introduction chapter of this manual. Can be entered only if RPS is entered.
IMN	Image NCIC Number	A self-checking number consisting of alphabetic character I followed by nine numeric characters automatically assigned by NCIC 2000 to each accepted image record. Must have valid check digit.
INC	Place of Incarceration	Free text (alphanumeric and special characters).
IMT	Image Type	Must be a valid NCIC 2000-assigned code as listed in the Image File chapter.
IND	Image Indicator	Must be Y or N.
IRI	Incarcerating Agency	Must be a valid NCIC-assigned ORI.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA

		must be valid for the LKI. (There must be an ORI and matching OCA in the System.)
LKI	Linkage Agency Identifier	Must be a valid ORI.
NOA	Notify Originating Agency	Must be Y or N. NCIC 2000 will default to N if left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating wanted person. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY LOCATED.
NPF	Number of Missing Persons Found	First three characters must be numeric. The fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in NCIC 2000. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY LOCATED.
OOC	Original Offense Code	Must be a valid code from Uniform Offense Codes, <i>NCIC 2000 Code Manual</i> . Entry of OOC is required (and permitted only) when OFF is 4901, 4999, 5001, 5002, 5011, 5012, 5013, 5014, 5015, 8100, 8101, or 8102. The OOC Field cannot equal 4901, 4999, 5001, 5002, 5011, 5012, 5013, 5014, 5015, 8100, 8101, or 8102. If OOC is 8100, 8101, or 8102, MKE should be EWJ or EWJC. If OOC is 8002, then the FBI Field should contain data
PAR	Person Armed	Must be a valid NCIC 2000-assigned code as listed in the Introduction chapter of this manual. Can be entered only if RPS is entered.
PUR	Purpose-III	Must be a valid NCIC 2000-assigned code as listed in the Interstate Identification Index chapter.
RPS	Reason for Person Record Removal	Must be a valid NCIC 2000-assigned code as listed in the Introduction chapter of this manual.
RSH	Related Search Hit	Must be Y or N.
SID	State Identification-III	The first two characters must be a valid state code.

	Number	Foreign country codes are not permitted. Embedded blanks are not permitted.
SNA	Street Name	Free text (alphanumeric and special characters).
SNU	Street Number	Free text (alphanumeric and special characters).
STA	State	Must be a valid NCIC 2000-assigned code as listed in the State and Country Codes, <i>NCIC 2000 Code Manual</i> .
VLN	Name of Validator	Any valid characters representing validator.
VNP	Value of Recovered Property	Must be blank or 0.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating wanted person who is subject of the record. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY RECOVERED.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating a wanted person who is subject of the record. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY RECOVERED.
WNO	Warrant Number	May be up to 15 alphabetic and/or numeric characters.
ZIP	ZIP Code	Must be either five numerics or ten characters with five numerics followed by a hyphen and another four numerics.

## **1.9 CRITERIA FOR ENTERING NAMES AND DATES OF BIRTH FOR STOLEN/FRAUDULENT IDENTIFIERS**

The general rule for the use of stolen/fraudulent (S/F) identifier fields is that they must be used whenever a wanted person is known to be using identification documents that are stolen/fraudulent. If the wanted person is using a made-up name or numerical identifier for which it is not known whether identification documents (Social Security card, operator's license, etc.) exist, these identifiers should be entered in the appropriate base record or supplemental identifier fields, such as the DOB Field. If the identity of the thief is known and there is an arrest warrant, the victim information should be entered in the S/F fields.

The base record NAM must be entered for each record. This field should contain the wanted person's true name regardless of whether it is the name contained on the arrest warrant. Listed

below are guidelines for coding the "true" and S/F NAM Fields and the "true" and S/F DOB Fields.

1. If the name on the arrest warrant is believed to be the wanted person's real name, the name should be entered in only the base record NAM. If the wanted person's date of birth is available, it should be entered in the base record DOB. Any known S/F identifiers should be entered in the S/F identifier fields.
2. If the name on the arrest warrant is known to be S/F and the wanted person's true name is known, the S/F name should be entered in the S/F NAM Field. The wanted person's real name must be entered in the base record NAM. The date of birth from the S/F identification, if known, must be entered in the S/F DOB. If the wanted person's real date of birth is known, it should be entered in the base record DOB.
3. If an arrest warrant is issued in the name of "John Doe" or "Jane Doe" because the wanted person's true identity is unknown and the wanted person is known to be using stolen or fraudulent identification documents, entry of a Wanted Person File record is permitted provided the identifiers from the stolen or fraudulent documents are included in the wanted person record and identified as such. FBI numbers should not be entered in these types of records.

Refer to SECTION 2.6 CRITERIA FOR ENTRY OF "JOHN DOE" OR "JANE DOE" WARRANTS for further information.

4. This enhancement only serves to **highlight** information when the record subject is known to use S/F identification documents. It does not alter current policy concerning entry of "John Doe" or "Jane Doe" records without a warrant which is currently allowed only when the record subject is using a homicide victim's identification.
5. When a record is entered into the Identity Theft File, if the identity of the thief is known and a warrant is obtained, the thief's personal information should be entered in the base Wanted Person File record. Additionally, the victim information should be entered in the supplemental stolen/fraudulent data fields.

## **1.10 CRITERIA FOR REJECTING DUPLICATE RECORDS**

If the following fields of an NCIC 2000 wanted person or temporary felony want message are the same as those field codes of a wanted person record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; and DOB, NAM, and ORI.

Whenever the message REJECT ON FILE is sent by NCIC 2000, the record on file will also be transmitted. A duplicate record will be accepted if the ORI in the second message is different or the person type is other than wanted, for example, Protection Order File, Gang File, etc. A duplicate record will also be accepted if there are vehicle data in the wanted person message

which match data in the Vehicle File. In those cases, the duplicate record(s) will be furnished with the acknowledgment.

## **1.11 IMAGE CAPABILITY**

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC 2000.

## **SECTION 1.12 -- INVESTIGATIVE INTEREST**

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC 2000.

## **SECTION 2--ENTRY**

### **2.1 EXAMPLE OF AN ENTRY**

1N01HEADER.EW-C.MD101783J.SMITH, JOHN J.M.W.TX.19311012..510.175.BRO.  
BRO..DRK.SC R HND.121011CO141159TTCI13.AS-123456789.123456789.98765432.  
MD.2002.0907..19981201.123456789...98-0003457.MD101783J.KNOWN TO BE  
VERY AGGRESSIVE WITH LAW ENFORCEMENT OFFICERS.Y.ABC123.MD.2000.PC.  
2Y27H5L000009.1975.PONT.SUN.2D.BLU.00.....1.Y.FBI LAB, QUANTICO, VA 703-632-  
4000, VA1234567, MTDNA, CODIS NUMBER - ABC-UHR-123456789.US

### **Acknowledgment:**

1L01HEADER  
MD101783J  
NAM/SMITH, JOHN J NIC/W146203706  
OCA/123456789

Note: When vehicular data have been entered, all entries and modifications will cross-search all person files (except the NICS Denied Transaction and Unidentified Person Files), and Vehicle, Boat, Vehicle/Boat Part, and License Plate Files.

### **2.2 MESSAGE FIELD CODES FOR ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL

CHARACTERS					
ALPHABETIC, NUMERIC	9-9	ORI	MANDATORY	ORIGINATING AGENCY IDENTIFIER	
ALPHABETIC, NUMERIC, SPECIAL CHARACTERS	3-30	NAM	MANDATORY	NAME	
CODE AS <i>DEFINED IN NCIC 2000 CODE MANUAL</i>	1-1	SEX	MANDATORY	SEX	
CODE AS <i>DEFINED IN NCIC 2000 CODE MANUAL</i>	1-1	RAC	MANDATORY	RACE	
CODE AS <i>DEFINED IN NCIC 2000 CODE MANUAL</i>	2-2	POB	OPTIONAL	PLACE OF BIRTH	
NUMERIC	8-8	DOB	CONDITIONAL	DATE OF BIRTH	
NUMERIC	8-8	DOE	MANDATORY**	DATE OF EMANCIPATION	
NUMERIC	3-3	HGT	MANDATORY <sup>1</sup>	HEIGHT	
NUMERIC	3-3	WGT	MANDATORY <sup>1</sup>	WEIGHT	
CODE AS <i>DEFINED IN NCIC 2000 CODE MANUAL</i>	3-3	EYE	OPTIONAL	EYE COLOR	
CODE AS <i>DEFINED IN NCIC 2000 CODE MANUAL</i>	3-3	HAI	MANDATORY <sup>1</sup>	HAIR COLOR	
ALPHABETIC, NUMERIC	1-9	FBI	CONDITIONAL	FBI NUMBER	
CODE AS <i>DEFINED IN NCIC 2000 CODE MANUAL</i>	3-3	SKN	OPTIONAL	SKIN TONE	
CODE AS <i>DEFINED IN NCIC 2000 CODE MANUAL</i>	3-10	SMT		SCARS, MARKS, TATTOOS, AND OTHER OPTIONAL CHARACTERISTICS	
ALPHABETIC,	20-20	FPC	OPTIONAL	FINGERPRINT	

CLASSIFICATION					
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15		NUMERIC ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9		NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN	1-20		ALPHABETIC, NUMERIC CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
OPERATOR'S LICENSE STATE	SET	OLS	2-2		
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4		ALPHABETIC (2) OR NUMERIC (4)
OFFENSE CODE	MANDATORY	OFF	4-4 4-24*		CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
ORIGINAL OFFENSE CODE	CONDITIONAL	OOC*	4-4		CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
DATE OF WARRANT OR DATE OF VIOLATION <sup>2</sup>	MANDATORY	DOW DOV	8-8		NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*		ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI*	9-9		ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA*	1-20		ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
WARRANT NUMBER	OPTIONAL	WNO*	1-15		ALPHABETIC, NUMERIC
COURT IDENTIFIER	OPTIONAL	CTI*	9-9		ALPHABETIC, NUMERIC
MISCELLANEOUS	OPTIONAL	MIS	1-121		ALPHABETIC, NUMERIC,

				SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA*	1-500*	
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
LICENSE PLATE STATE SET		LIS	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
LICENSE PLATE YEAR OF EXPIRATION	SET	LIY	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
LICENSE PLATE TYPE	SET	LIT	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	SET	VYR	4-4	NUMERIC
VEHICLE MAKE	SET	VMA	2-4 2-24*	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC*	2-2*	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
NAME	OPTIONAL	NAM***	3-30	ALPHABETIC,

				NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB***	8-8	NUMERIC
SOCIAL SECURITY NUMBER	OPTIONAL	SOC***	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU***	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN***	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS***	2-2	ALPHABETIC
OPERATOR'S LICENSE OF YEAR EXPIRATION	SET	OLY***	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
EXTRADITION LIMITATION	OPTIONAL	EXL*	1-2	ALPHABETIC, NUMERIC (DEFAULT =1)
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ*	2-2	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
STREET NUMBER	OPTIONAL WITHIN SET	SNU*	1-7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STREET NAME	OPTIONAL WITHIN SET	SNA*	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITY NAME	OPTIONAL WITHIN SET	CTY*	1-20	ALPHABETIC
COUNTY	OPTIONAL WITHIN SET	COU*	1-20	ALPHABETIC
STATE	OPTIONAL	STA*	2-2	CODE AS

	WITHIN SET			DEFINED IN NCIC 2000 CODE MANUAL
ZIP CODE	OPTIONAL WITHIN SET	ZIP*	5-5 10-10	NUMERIC, SPECIAL CHARACTERS CODE AS DEFINED IN NCIC 2000 CODE MANUAL
ADDRESS TYPE	OPTIONAL WITHIN SET	ADD*	2-2	DEFINED IN NCIC 2000 CODE MANUAL
DATE OF DOCUMENTED ADDRESS	OPTIONAL WITHIN SET	DDA*	8-8	NUMERIC
ETHNICITY	OPTIONAL	ETN*	1-1	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
ADDITIONAL OFFENSE	OPTIONAL WITH DEFAULT	ADO*	1-1	ALPHABETIC

<sup>1</sup>Optional for foreign fugitive

<sup>2</sup> Date of Violation (DOV) Field is used when the MKE is EWJ.

\*NCIC 2000 format only

\*\*Mandatory blank for MKE EW/EW-C/ET/ET-C

\*\*\*Fraudulent data

## 2.3 MANDATORY FIELDS FOR ENTRY

1. The following fields are mandatory to cause acceptance of a wanted person entry into NCIC 2000: HDR, MKE, ORI, NAM (base record NAM must be included in all entry messages, and it must be the individual's true name if known), SEX, RAC, HGT, WGT, HAI, OFF, DOW, OCA, and at least one of the following numeric identifiers: DOB (including year, month, and day); FBI; MNU (other than originating agency police or identification number); SOC; OLN with OLS and OLY; LIC with LIS, LIY, and LIT; VIN with VYR, VMA, and VST; or S/F NAM and S/F DOB, (a S/F NAM is required if a S/F DOB is entered as the only searchable numeric identifier); S/F MNU (other than originating agency police or identification number); S/F SOC; or S/F OLN with S/F OLS and S/F OLY.

### 2. STOLEN/FRAUDULENT (S/F) IDENTIFIERS

1. The mandatory fields for entry of a record permit entry when the only known numerical identifier for an individual is a S/F identifier. Since S/F identifiers are processed as a

supplemental record, and since at least one unique numerical identifier is required to enter a base record, the Wanted Person File record entry format allows an entering agency to transmit both the base record and one of each type of S/F identifier (NAM, DOB, MNU, SOC, and OLN with OLS and OLY) in one transaction. This provides for the inclusion of a numerical identifier for record entry purposes. If the S/F DOB is the only numerical identifier, the S/F NAM must be included as well, or the record will be rejected.

2. Any agency transmitting a base record entry message for an individual who is known to be using an S/F identification and whose real identifiers are unknown must include a minimum of one S/F numerical identifier, SOC, MNU, OLN with OLS and OLY, or NAM and DOB with the base record entry message. For example:

```
1N01HEADER.EW-C.MD1012600.DOE,JOHN.M.W....510.150.BRO.BRO..
FAR.....0903..19990228.99-15243...98-0001234.MD101783J.
BELIEVED TO BE USING HOMICIDE VICTIM PETER SMITH DRIVERS LICENSE AND
SSN.Y.....00.SMITH, PETER.19451212.899001234..DC123456.DC.2002
```

3. The base record entry format includes one of each of the S/F identifier fields. These fields immediately follow the VCO Field and are entered in the following order: S/F NAM; S/F DOB; S/F SOC; S/F MNU; and S/F OLN, OLS, and OLY. Any agency transmitting a base record entry message may optionally include one of each type of the S/F identifiers. The following is an example of a entry with base numerical identifiers as well as S/F data:

```
1N01HEADER.EW.MD1012600.JONES,RANDY.M.W.US.19450123..510.
150.BRO.BRO..FAR.SC UL ARM.11121314151514131211.AF-123456789.
123456789.MD18273645.MD.2002.2202.19990228.99-15243...99-00347.
MD101783J.PETER SMITH DRIVERS LICENSE AND SSN TAKEN DURING BURGLARY..
18273645.MD.2003.PC.19283746572728.1996.CHEV.IMP.4T.BLU.05.
SMITH,PETER.19451212.899001234..A444444.WV. 200
```

4. Although the S/F fields are appended to the base record entry message, NCIC 2000 will process the data therein as a supplemental S/F identifier record entry message. Thus, S/F identifiers included in a base record entry message cannot be changed or deleted with a modify message, i.e., MKEs MW and MT. Stolen/fraudulent identifiers can be changed or deleted only by using the supplemental S/F identifier record entry and cancel transactions, i.e., MKEs ENS and XNS, respectively.

5. To preclude the illogical association of a S/F name with a true date of birth, NCIC 2000 does not cross-index S/F names and dates of birth with base record names and dates of birth or supplemental aliases and dates of birth.

## **2.4 MANDATORY FIELDS FOR JUVENILE OFFENDER (MKE/EWJ) ENTRY**

The following fields are mandatory to cause acceptance of a juvenile offender record entry into NCIC 2000: MKE, ORI, NAM, SEX, RAC, DOB, DOE, HGT, WGT, HAI, OFF, DOV, and OCA.

## **2.5 ADDITIONAL GUIDELINES FOR ENTRY**

1. The entering agency (ORI) must account for all fields in the Wanted Person File record format. In the original entry, all available data called for in the record must be entered. In addition, all available critical data should be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MW or MKE/MT). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a wanted person record are located in Section 8 of this chapter.
  2. For training and administrative purposes, agencies may enter test records into NCIC 2000 by using the header TL01 (NCIC) or TN01 (NCIC 2000). The test records will not generate any notifications, nor will batch processing be performed in the test system.
  3. If a DOB is the only known numerical identifier, it must be a valid Gregorian date (YYYYMMDD) or the entry will be rejected.
  4. All numerical identifiers except the OCA and the MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen is used to separate the first two alphabetics from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
  5. When a warrant issued for a subject contains multiple charges, the entering agency should enter the code for the more serious charge in the Offense Code (OFF) Field with the additional charge(s) shown in the MIS Field. Two separate entries by an ORI for the same person should not be made. It is only necessary for an ORI to enter one record on a person, no matter how many separate charges are lodged against him/her.
  6. The ADO Field should be used to indicate that multiple warrants exist for the same individual by the same ORI. Additional offenses should be listed in the MIS Field.
  7. A record in the Wanted Person File may contain a minimum number of personal descriptors, license, and vehicle data because little was known of the individual at the time of entry. This lack of information limits the chance of a hit on the record.
- One possible source of additional identification data may be the Interstate Identification Index (III). Thus, an inquiry (MKE/QH) should be made prior to or soon after making the wanted person entry to determine if the criminal history record of the subject is in III. A positive response to this inquiry may reveal not only physical descriptors, identifying numbers, and aliases not known to the inquirer, but also arrest, court, and/or custody-supervision data which might provide investigative leads.
8. An ORI attempting to enter a record on a person it already has entered will receive a reject message. An entry on the same individual will be accepted providing the originating agencies are different. The agency making the second entry will receive the record already on file at the time the second entry is acknowledged. This notification should lead to some form of communication between the two agencies, as valuable lead information might be available.

9. The entry of invalid and/or unissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error. For example:

ATTENTION -- THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.

10. If the NCIC 2000-formatted entry does not contain data in the EXL Field, the field will default to code 1 (1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD).

11. The following caveat will be generated with the entry acknowledgment when a Wanted Person File record contains EXL 5, 6, E, or F.

RECORD INCLUDES EXTRADITION ARRANGEMENTS PENDING OR PENDING EXTRADITION DETERMINATION. WHEN EXTRADITION HAS BEEN DETERMINED, THE EXTRADITION LIMITATION FIELD SHOULD BE MODIFIED IMMEDIATELY. YOU WILL RECEIVE A REMINDER NOTIFICATION EVERY 15 DAYS UNTIL THE EXTRADITION LIMITATION FIELD HAS BEEN MODIFIED TO INCLUDE SPECIFIC EXTRADITION INFORMATION OR THE RECORD IS CLEARED.

12. When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, operators license number, passport, military identification, last known address, and aliases. Particular attention should be paid to discrepancies in height, age, etc. When uncertain, do not include the additional information in the NCIC record and maintain documentation in the case file.

## **2.6 CRITERIA FOR ENTRY OF "JOHN DOE" OR "JANE DOE" WARRANTS**

1. In jurisdictions authorized to use "John Doe" or "Jane Doe" warrants, an agency may enter a Wanted Person File record in the name of "John Doe" or "Jane Doe" using the identifiers from the stolen or fraudulent documents, provided this type of warrant has been obtained.

2. If an arrest warrant is issued in the name of "John Doe" or "Jane Doe," the name from the S/F documents should be listed as S/F. Any identifiers should be placed in the appropriate S/F identifier field(s), and a statement should be placed in the MIS Field indicating that the documents may be in the possession of "John Doe" or "Jane Doe." FBI numbers should not be included in these types of entries.

3. If an agency is located in a jurisdiction that does not issue this type of warrant, only those cases involving a homicide where the wanted person is believed to be using the victim's

identification can be entered as "John Doe" or "Jane Doe." The criteria below list the instructions to enter "John Doe" or "Jane Doe" records without a warrant:

---

1. To allow specific identification of "John Doe" or "Jane Doe" entries in cases involving a homicide where a warrant could not be secured, OFF 0913 has been added for use in the OFF Field.
2. A variation in the DOW Field will be required when the OFF/0913 is used. Because a warrant could not be issued, the date the investigation was opened should be entered in the DOW. Use of OFF/0913 will generate the following caveat at the end of the records:

NO WARRANT. SUBJECT POSSIBLY IN POSSESSION OF HOMICIDE VICTIM'S PERSONAL IDENTIFICATION. CONTACT ORI IMMEDIATELY.

3. OFF 0913 is **restricted** to open homicide investigations where the victim's identification was missing at the time the body was located and to agencies unable to obtain a "John Doe" or "Jane Doe" warrant. The report must indicate that the victim's identification was missing and must be available for audit purposes by FBI CJIS staff.

## **2.7 MESSAGE FIELD CODE EDITS FOR ENTRY**

### **1. PERSONAL DESCRIPTORS**

Entry instructions and valid codes for name; sex; race; ethnicity; date of birth; height; weight; eye color; hair color; FBI number; skin tone; scars, marks, and tattoos; fingerprint classification; miscellaneous number; Social Security number; operator's license number; and extradition limitation can be found in Personal Descriptors, *NCIC 2000 Code Manual*. Codes for entering the place of birth and citizenship can be found in State and Country Codes, *NCIC 2000 Code Manual*. Codes for entering license and vehicle data can be found in the Vehicular Data Codes, *NCIC 2000 Code Manual*.

### **2. DATE OF EMANCIPATION (DOE)**

1. The DOE Field is mandatory when the message key is EWJ or EWJC. It is mandatory blank for all other wanted person MKEs. The DOE indicates the exact day that an unemancipated juvenile will reach the age of emancipation (majority) as defined by the laws of his/her state of residence. The DOE must be later than the DOV. The DOE is entered in the same manner as a DOB (year, month, and day). For example, a wanted person who was born on July 5, 1988, and is emancipated at the age of 18 years would be entered in file with DOB/19880705 and DOE/20060705.

The entry of February 29 (----0229) in the DOE Field for a year that is not a leap year is prohibited. If the DOB is February 29 and the year of emancipation is not a leap year, the DOE should be entered as March 1. The DOE must be complete (year, month, and day) or the entry will be rejected.

2. Most states have a fixed age of emancipation which is commonly referred to as the age of majority. However, many states have exceptions which cause a person to become emancipated at an earlier age. For example, a person who is not married and is unemancipated until he/she reaches the age of 18 may be emancipated at an earlier age if his/her marital status changes or if he/she enters the military.
3. The exceptions concerning age of emancipation may be changed at any time by the passage of state law. Before entering a record for a missing person who is a resident of another state, an agency should contact the CTO of that state to obtain information concerning the age of emancipation.

### 3. UNIFORM OFFENSE CLASSIFICATIONS

The appropriate code for the particular offense should be entered in the OFF. The codes listed in the *NCIC 2000 Code Manual*, Uniform Offense Codes, are the only codes approved for use in the OFF. If the OFF Field contains 0199, 0299, 0399, 5099, 7099, 7199, 7299, 7399, 5005, or 5015, and the message is in NCIC 2000 format, positions 5 through 24 must contain an explanation of the offense code.

### 4. MISCELLANEOUS (MIS) DATA

1. If a caution indicator is used in the MKE, the reason for the caution must be entered as the first item in the MIS Field (NCIC format only).
2. Aliases, nicknames (monikers), vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered as a supplemental record (MKE/ EN), illustrated and explained in Section 8 of this chapter, to increase the chances of a hit on the record.
3. If the entry contains an FBI number, the entering agency may obtain a copy of the subject's manual identification record by entering the alphabetic code for Send Identification Record (SIR) as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field.
4. When an agency makes wanted person entries on two or more fugitives who are known to be associating with each other, each existing fugitive record entry should be cross-referenced to the other. This cross-referencing can be done by placing the name and NIC of each fugitive's record in the MIS Field of the other fugitive's record with an appropriate explanatory notation. An agency receiving the record of one of the fugitives then will have the information needed to obtain other records. In NCIC 2000 format, the LKA and the LKI Fields should be used.
5. In a case in which the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the person is being detained, the entering agency should place the code NOAH (Notify ORI of All Hits) in the MIS Field (NCIC format only). When using an NCIC 2000 format, this is done by setting the NOA Field to Y.
6. For NCIC 2000-formatted records with a code of 2 or B (LIMITED EXTRADITION SEE MIS FIELD) in the EXL Field, the MIS Field must contain details regarding the

extradition authorized; with the code of 5 or E (EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD) in the EXL Field, the MIS Field must contain the location from where the extradition is pending.

7. When an agency enters a record for a wanted person who will not be extradited, NOEX must be entered as the first four characters of the MIS Field. An exception to this policy occurs when the letters SVIN are entered first in the MIS Field to disable VIN edits in the case of an OAN entered in vehicle data of the record. Additional information on vehicle data follows.

## 5. VEHICLE OR LICENSE PLATE DATA

1. A vehicle and/or license plate may be entered as part of a wanted person record (EW, EWJ, or ET) provided the location of the vehicle and/or license plate is unknown, and the entering agency has reasonable grounds to believe that the wanted person may be operating the vehicle or a vehicle bearing the license plate.
2. Mere knowledge or verification with the appropriate Department of Motor Vehicles that a vehicle and/or license plate is registered to the wanted person does not meet the criteria for entry of either or both as part of his/her wanted record.
3. In instances where the vehicle or license plate in a wanted person entry has been stolen, a notation that the vehicle or license plate is stolen should be placed in the MIS Field. Also, a separate entry of the stolen vehicle, felony vehicle, or license plate should be made in the Vehicle or License Plate Files by the agency possessing the theft report or handling the felony investigation. In NCIC 2000 format, the LKI and the LKA Fields should be used.
4. The wanted person and stolen vehicle or license plate records should be cross-referenced in the MIS Field. For example, the MIS Field of the wanted person record might read SUBJ STOLE VEH BELOW-SEE NIC/V123456789, and the MIS Field of the vehicle record might contain SEE NIC/W000069216. Additionally, records entered with the same OCA and ORI are automatically linked in NCIC 2000, and both will be returned with an inquiry on either record if the RSH Field contains Y. Otherwise, a record cross-referencing another record via the LKI and LKA Fields will also receive both records if the RSH Field contains Y.
5. Should the wanted person entry contain data about a vehicle or license plate which has already been entered in the Vehicle or License Plate Files, the agency making the entry will be furnished the vehicle or license plate record already on file at the time the wanted person entry is acknowledged.
6. When the vehicle in the record has been recovered, the vehicle data must be removed from the wanted person record.

## 6. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

## **7. DNA PROFILE INDICATOR (DNA) and DNA LOCATION (DLO)**

The DNA Field has a default value of N, meaning no DNA data is available. When the user sets the DNA Field to Y, indicating DNA data are available, then specific information regarding location of the DNA sample must be entered in the DLO Field. The DLO Field can include contact information, type of DNA sample, and other information deemed appropriate by the agency. If the DNA Field is set to Y and the DLO is blank, then the record will be rejected.

## **8. ADDRESS DATA**

1. All fields will be optional within the set.
2. The DDA Field should include the date on which the subject, his/her employer, relative, or associate was last known to be at that address.
3. If foreign address information is available, only the NCIC assigned country code, as listed in the *NCIC 2000 Code Manual*, should be entered into the STA Field.
4. Punctuation should be omitted from the CTY and COU Fields. For example: St. Louis would be entered as ST LOUIS or SAINT LOUIS.
5. The use of standard address abbreviations are recommended (e.g., Street: ST).
6. Additional address components such as Apartment Number should be included in the SNA Field.
7. Post Office box address information should be included in the SNA Field as PO BOX and the number.
8. The type of address is entered into the ADD Field. The ADD Field is a valid NCIC assigned code as listed in the *NCIC 2000 Code Manual*. If code “05 – Other” is chosen, agencies should enter additional information in the MIS Field.

## **2.8 VEHICLE OR LICENSE PLATE DATA AND THE \$.8. PROGRAM**

An agency making a wanted person entry containing data on a vehicle or license plate registered in another state must advise the NCIC 2000 CTA in the state of registry about such an entry if the state of registry is not a \$.8. Program participant. Additional information concerning the \$.8. administrative message can be found in the Introduction chapter of this manual.

Only those states listed as Rendition States (Section 1 of this chapter) will receive notification if license data from their state are included in a Juvenile Offender (Category 2) record transaction.

## **2.9 NCIC 2000 MESSAGE FIELD CODE EDITS FOR ENTRY**

### **1. CAUTION AND MEDICAL CONDITIONS (CMC)**

When a wanted person record is entered with a caution indicator (the MKE ends with -C), the CMC Field must contain a valid caution and medical code. Section 8 of this chapter describes procedures for entry of additional CMC codes as a supplemental record to a wanted person record. The allowable CMC codes and their translations are the following:

00 = Armed and Dangerous	60 = Allergies
05 = Violent Tendencies	65 = Epilepsy
10 = Martial Arts Expert	70 = Suicidal
15 = Explosive Expertise	80 = Medication Required
20 = Known to abuse drugs	85 = Hemophiliac
25 = Escape Risk	90 = Diabetic
30 = Sexually Violent Predator - Contact ORI for Detailed Information	
40 = International Flight Risk	
50 = Heart Condition	01 = Other (Explain in MIS Field)
55 = Alcoholic	

### **2. COURT IDENTIFIER (CTI)**

The CTI Field must be a valid criminal justice ORI for a court. Court ORIs are designated by the character J in position nine of the ORI Field.

### **3. LINKAGE DATA (LKI and LKA)**

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The NCIC System will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry. In the entry message the LKI and LKA Fields immediately follow the OCA Field entry. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.

### **4. NOTIFY ORIGINATING AGENCY (NOA)**

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the wanted person is known, Y should be entered into

the NOA Field. Previously, this was indicated by placing NOAH in the MIS Field. If NOA is left blank, the field will default to N.

The NOA Field will be returned in record responses when the inquiring agency ORI matches the entering agency ORI and in unsolicited notifications (\$. messages) to the ORI of record.

## 5. ORIGINAL OFFENSE CODE (OOC)

This field is entered immediately after the offense code. It has to be a valid code from the Uniform Offense Classifications, *NCIC 2000 Code Manual*. Entry of the OOC is mandatory (and permitted only) when the OFF is one of the following:

4901, 4999, 5001, 5002, 5011, 5012, 5013, 5014, 5015, 8100, 8101, or 8102.

In a wanted person hit response, the OOC Field will be translated just as the OFF Field is translated currently.

## 6. WARRANT NUMBER (WNO)

The WNO is entered immediately after the LKA Field. This optional field may contain up to 15 alphabetic/numeric characters. Along with the CTI Field, the WNO is intended to improve the hit confirmation and validation process.

# SECTION 3--MODIFICATION

## 3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active wanted person base record. If a wanted person record has been retired, it cannot be modified and, therefore, must be reentered. A wanted person record cannot be modified if the record is in a located status (MKE/LOCATED WANTED PERSON). An MW message to delete information in a field of the base record will cause the same data, except for vehicle and license data, in the supplemental record to move up to the base record.

## 3.2 EXAMPLE OF A MODIFICATION MESSAGE

1N01HEADER.MW.MD1012600.NAM/SMITH, JOHN J.NIC/W146203706.  
SOC/375145249.OLY/1999

### Acknowledgment:

1L01HEADER  
MD1012600  
MODIFY NAM/SMITH, JOHN J NIC/W146203706

The above modification example contains: header (1N01HEADER), message key (MW), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/W146203706), the fields being modified, and the data being changed (SOC/ 375145249 and OLY/1999).

### **3.3 MESSAGE FIELD CODES FOR MODIFICATION**

<b>FIELD NAME</b>	<b>REQUIREMENTS</b>	<b>MESSAGE FIELD CODE</b>	<b>FIELD LENGTH</b>	<b>DATA TYPE</b>
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN*	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION (except fraudulent data)				

\* NCIC 2000 format only

### **3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED**

The record to be modified must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC. The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

### **3.5 ADDITIONAL GUIDELINES FOR MODIFICATION**

1. Section 8 of this chapter provides further instructions for modifying an alias and/or an additional identifier previously appended to a wanted person record by means of a supplemental record.
2. If an agency has entered a temporary felony want record, it can be modified to an EW by modifying the MKE using MT.
3. An agency modifying a wanted person record to insert the FBI number may also request a copy of the subject's identification record by modifying the MIS Field to place SIR as the last item in the field. If any other information is already entered in the MIS Field, it must all be reentered in the modify transaction and a blank character must precede SIR. Only the agency that entered the record may request a copy of the identification record through this means.
4. For NCIC 2000-formatted records, in instances where an ORI will not honor the extradition of an individual, the ORI must initiate a modify message to include the extradition limitations by using the appropriate code in the EXL Field and any additional information in the MIS Field of the record, such as, WILL NOT EXTR FROM OHIO.
5. If an entering agency subsequently learns that the person is using one of the S/F identifiers with one of his "true" identifiers, the record must be modified to add the S/F identifier to the appropriate "true" identifier field.
6. For NCIC 2000-formatted records, when the subject of the record has been located and extradition is pending, the entering agency may modify the record to include code 5 or E (EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD) in the EXL Field and indicate the location from which extradition is pending in the MIS Field.
7. The following caveat will be generated with the modify acknowledgment when a Wanted Person File record is modified to contain EXL 5, 6, E, or F.

RECORD INDICATES EXTRADITION ARRANGEMENTS PENDING OR PENDING EXTRADITION DETERMINATION. WHEN AN EXTRADITION DECISION OR ARRANGEMENTS ARE COMPLETE, THE EXTRADITION LIMITATION FIELD SHOULD BE MODIFIED IMMEDIATELY. YOU WILL RECEIVE A REMINDER NOTIFICATION EVERY 15 DAYS UNTIL THE EXTRADITION LIMITATION FIELD HAS BEEN MODIFIED TO INCLUDE SPECIFIC EXTRADITION INFORMATION OR THE RECORD IS CLEARED.

### **3.6 MODIFICATION TO REMOVE VEHICULAR DATA**

#### **1. TO REMOVE ALL VEHICULAR DATA**

When a vehicle which was included in a wanted person record is recovered prior to apprehension/location of the wanted person, a special modification message may be used to remove all vehicular data without identifying each individual field.

The record to be modified must be identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC. The characters LIC-VCO/. follow the two record identifiers. Entry of LIC-VCO/. causes NCIC 2000 to delete the following fields: LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO. For example:

1N01HEADER.MW.MD1012600.NAM/SMITH, JOHN J.NIC/W146203706.LIC-VCO/.

**Acknowledgment:**

1L01HEADER  
MD1012600  
MODIFY NAM/SMITH, JOHN J NIC/W146203706

The above modification example to remove all vehicular data contains: header (1N01HEADER), message key (MW), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/W146203706), and the fields being removed (LIC-VCO) immediately followed by slash period (/).

**2. TO REMOVE PART OF VEHICULAR DATA**

The special modification message explained above cannot be used to remove less than all of the vehicular data from a wanted person record. If only the four fields of license plate data (LIC, LIS, LIY, LIT) are to be deleted from the record, the usual modification procedure must be followed, with each field to be deleted explicitly set forth as shown in the following modify message:

1N01HEADER.M W.MD1012600.NAM/DOE, JOHN J.NIC/W146203706.  
LIC/.LIS/.LIY/.LIT/.

**3.7 ADDITIONAL GUIDELINES FOR NCIC MODIFICATION**

**1. LINKAGE DATA (LKI and LKA)**

1. The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. A record which shares the same incident of a record entered with a different ORI and/or OCA can be modified to link the records by entering the associated ORI and OCA into the linkage fields (LKI and LKA) of both records. If a modify transaction is used to add a linkage to another record, then both LKI and LKA must be entered.
2. LKI and LKA Fields already existing in the wanted person record can be modified individually.
3. The LKI and LKA Fields must be deleted as a pair; otherwise, the message will be rejected.

## **2. NAME OF VALIDATOR (VLN) FIELD DATA**

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a wanted person record to indicate that the record has been validated. When data are entered into the VLN Field, NCIC enters the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

```
1N01HEADER.MW.MD1012600.NAM/SMITH, JOHN J.NIC/W000069216.  
VLN/JONES, DAVID E
```

### **Acknowledgment:**

```
1L01HEADER  
MD1012600  
VALIDATE NAM/SMITH, JOHN J NIC/W000069216
```

## **SECTION 4--CANCELLATION**

### **4.1 WHEN TO USE A CANCELLATION MESSAGE**

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid; for example, the warrant which was the basis for the record has been dismissed.

### **4.2 EXAMPLE OF A CANCELLATION MESSAGE**

```
1N01HEADER.XW.MD1012600.NAM/SMITH, JOHN J.NIC/W146203706.19991205
```

### **Acknowledgment:**

```
1L01HEADER  
MD1012600  
CANCEL NAM/SMITH, JOHN J NIC/W146203706
```

The above cancellation example contains: header (1N01HEADER), message key (XW), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/W146203706), and date of cancellation (19991205).

When a wanted person record is canceled, the entire record, including all data appended to the record by means of a S/F record entry, are automatically canceled.

### **4.3 MESSAGE FIELD CODES FOR CANCELLATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS*	10-21	ALPHABETIC, NUMERIC

\*NCIC 2000 format only

#### **4.4 IDENTIFICATION OF A RECORD TO BE CANCELED**

The record to be canceled must be identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC. The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. The Date of Cancellation (DOC) must follow the two record identifiers and must be the current date or the current date minus one.

#### **4.5 ADDITIONAL GUIDELINE FOR CANCELLATION**

Information regarding the cancellation of an alias and/or additional identifiers appended to a wanted person record by means of a supplemental record can be found in Section 8 of this chapter.

## **4.6 ADDITIONAL GUIDELINE FOR NCIC 2000 CANCELLATION**

When canceling a record in an NCIC 2000 format, the user is expected to enter benefits and effectiveness data. The RPS Field is entered directly after the DOC Field. For a cancellation message, the RPS value will be either CASE DROPPED, NOT WANTED, or WARRANT DISMISSED.

The following is an example of a cancellation transaction containing benefits and effectiveness data:

1N01HEADER.XW.MD1012600.NAM/SMITH, JOHN J.NIC/W000069216.19991205.  
CASE DROPPED

## **SECTION 5--INQUIRY**

### **5.1 EXAMPLES OF INQUIRIES WITH NEGATIVE AND POSITIVE RESPONSES**

The MKEs QW, QWA, QWE, QWF, QWS, and ZW are used for Wanted Person File inquiries. Record responses will be filtered based on each individual MKE used at the time of inquiry. The design of each MKE is as follows:

The Wanted Person File Inquiry (QW/ZW) is designed to limit responses to possible extraditable misdemeanor records and felony records regardless of extradition. The QW/ZW inquiry returns records with EXL Field codes 1-6, A, B, E, F, and code C if the entering agency is from an adjacent state.

The Wanted Person File Inquiry - All (QWA) is designed to return all felony and misdemeanor records regardless of extradition. Not all records included in a QWA response may be actionable by the inquiring agency; however, the information returned may provide investigative leads.

The Wanted Person File Inquiry - Extraditable (QWE) is designed to limit responses to felony and misdemeanor records that are possibly extraditable from the inquiring agency's location. The QWE returns records with EXL Field codes 1, 2, 5, 6, A, B, E, and F and codes 3 and C if the entering agency is from an adjacent state.

The Wanted Person File Inquiry - Felony (QWF) is designed to limit responses to only felony records regardless of extradition and will return records with EXL Field codes 1-6.

The Wanted Person File Inquiry - State (QWS) is designed to serve states that use NCIC in lieu of a state warrant database. The QWS returns all felony records with an EXL Field code of 1-6, and possible extraditable misdemeanors with an EXL Field code of A, B, E, F and C if the entering agency is from an adjacent state. The QWS also returns nonextraditable misdemeanors with an EXL Field code of D and the entering agency's ORI matches the first two characters of the inquiring agency's ORI.

In a positive response, Wanted Person File records will be returned first in the order of seriousness based on the EXL Field code at the time of entry (i.e., felonies 1-6 followed by misdemeanors A-F). Other records will be returned in the following order: Foreign Fugitive, Missing Person, Gang, Known or Appropriately Suspected Terrorist, Violent Person, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, License Plate, Vehicle, Boat, Vehicle/Boat Part, and Article Files and National Sexual Offender Registry.

If a Violent Person File record is returned, the following caveat will precede all file hits, including the Wanted Person File record:

WARNING-A SUBJECT IN THIS RESPONSE HAS BEEN IDENTIFIED AS A VIOLENT OFFENDER OR A SERIOUS THREAT TO LAW ENFORCEMENT OFFICERS. REVIEW THIS RESPONSE IN ITS ENTIRETY TO OBTAIN ADDITIONAL INFORMATION ON THIS SUBJECT. USE EXTREME CAUTION IN APPROACHING THIS INDIVIDUAL.

Wanted Person File inquiries will also cause an automatic cross-search of the Foreign Fugitive, Missing Person, Gang, Known or Appropriately Suspected Terrorist, Violent Person, Protection Order, Immigration Violator, Supervised Release, Identity Theft, and Protective Interest Files and the National Sex Offender Registry. If vehicle identifiers are included in the inquiry, the Vehicle, Boat, Vehicle/Boat Part, and License Plate Files will also be searched. If MNU, SOC, or OLN is included in the inquiry, the Article File personal identifier records will also be searched.

Note: Wanted Person File inquiries do not search the NICS Denied Transaction File.

**Examples:**

1.      Wanted Person File Inquiry (QW/ZW)

1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19511012.  
VIN/ABC123DEF45678901

**Negative QW/ZW Response:**

1L01HEADER  
WA1230000

NO NCIC WANT DOB/19511012 NAM/SMITH, JOHN J SEX/M RAC/W  
NO RECORD VIN/ABC123DEF45678901  
\*\*\*VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO  
VIN STANDARDS FOR 1981 AND LATER VEHICLES.  
\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF  
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE  
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS  
FILES ARE SEARCHED WITHOUT LIMITATIONS.

**Positive QW Response (with supplemental record):**

1L01HEADER  
WA1230000

\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

MKE/WANTED PERSON - CAUTION

CMC/00 - ARMED AND DANGEROUS

2 -LIMITED EXTRADITION SEE MIS FIELD

ORI/MD1012600 NAM/SMITH,JOHN J SEX/M RAC/W ETN/H POB/TX

DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/US

SKN/DRK SMT/SC R HND

FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789

OLN/11111111 OLS/MD OLY/1999

OFF/HOMICIDE - WILLFUL KILL POL OFF GUN

DOW/19981201 OCA/123456273

WNO/635F1129 CTI/MD101261J

MIS/EXTR EAST OF MISSISSIPPI ONLY KNOWN TO COLLECT, DRIVE AND STEAL  
MIS/CLASSIC CARS

LIC/ABC123 LIS/MD LIY/2000 LIT/PC

VIN/2Y27H5LI00009 VYR/1975

VMA/PONT VMO/VEN VST/2D VCO/BLU

ORI IS ANY CITY PD MD 301 555-1212

ADD/01 - RESIDENCE (LAST KNOWN) DDA/19991201

SNU/11 SNA/MAIN STREET

CTY/ANY STA/MD ZIP/00000

COU/ANY

DOB/19501012

DOB/19520912

AKA/BUCK,ROBERT J

AKA/DEER,JIM

SMT/CAUL L EAR

SMT/TAT R ARM

LIC/ABC654 MD 2003 PC

LIC/DFE987 MD 2003 PC

VIN/3J57K5D012345 1975 OLDS CUT 2T BLU

NIC/W146203706 DTE/19991205 1400 EST DLU/20000106 1215 EST

IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

NO RECORD VIN/ABC123DEF45678901

\*\*\*VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO  
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

In these examples, the check-digit edit was applied to the 17-character VIN in the inquiry message and resulted in the Verify VIN caveat.

When an inquiry contains one or more VINs, the System will compute the check digit for each 17-character VIN. Each VIN, up to a maximum of three in any inquiry, must be separated by a comma.

## 2. Wanted Person File Inquiry - All (QWA)

1N01HEADER.QWA.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19521012.

**Negative QWA Response:**

1L01HEADER  
WA1230000

NO NCIC WANT DOB/19521012 NAM/SMITH, JOHN J SEX/M RAC/W  
\*\*\*MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT  
LIMITATIONS.

**Positive QWA Response:**

1L01HEADER  
WA1230000

\*\*\*MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT  
LIMITATIONS.

MKE/WANTED PERSON  
EXL/B - LIMITED EXTRADITION SEE MIS FIELD  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19521012 HGT/510 WGT/175 EYE/BRO HAI/BRO  
SKN/DRK SMT/SC R HND  
MNU/AS-123456789 SOC/123456789  
OFF/RAPE - GUN  
DOW/19981218 OCA/465978124  
MIS/EXTR EAST OF MISSISSIPPI ONLY  
ORI IS ANY CITY PD MD 301 555-1212  
NIC/W146203714 DTE/19990114 1400 EST DLU/19990315 1600 EST  
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

3. Wanted Person File Inquiry - Extraditable (QWE)

1N01HEADER.QWE.WA1230000.NAM/SMITH, JOHN  
J.SEX/M.RAC/W.DOB/19531012.

**Negative QWE Response:**

1L01HEADER  
WA1230000

NO NCIC WANT DOB/19531012 NAM/SMITH, JOHN J SEX/M RAC/W  
\*\*\*MESSAGE KEY QWE SEARCHES WANTED PERSON FILE FELONY  
AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE  
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL  
OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

**Positive QWE Response:**

1L01HEADER  
WA1230000

\*\*\*MESSAGE KEY QWE SEARCHES WANTED PERSON FILE FELONY AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.  
MKE/WANTED PERSON

EXL/2 - LIMITED EXTRADITION SEE MIS FIELD

ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19531012 HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/US

SKN/DRK SMT/SC R HND

MNU/AS-123456789 SOC/123456789

OFF/MARIJUANA - SELL

DOW/19981201 OCA/123987654

MIS/EXTR EAST OF MISSISSIPPI ONLY

ORI IS ANY CITY PD MD 301-555-1212

NIC/W146482134 DTE/19990617 1600 EDT DLU/19990705 1300 EDT  
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

#### 4. Wanted Person File Inquiry - Felony (QWF)

1N01HEADER.QWF.WA1230000.NAM/SMITH, JOHN  
J.SEX/M.RAC/W.DOB/19501012.

#### **Negative QWF Response:**

1L01HEADER  
WA1230000

NO NCIC WANT DOB/19501012 NAM/SMITH, JOHN J SEX/M RAC/W

\*\*\*MESSAGE KEY QWF SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

#### **Positive QWF Response:**

1L01HEADER  
WA1230000

\*\*\*MESSAGE KEY QWF SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF EXTRADITION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.  
MKE/WANTED PERSON

EXL/2 - LIMITED EXTRADITION SEE MIS FIELD

ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19501012 HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/US

SKN/DRK SMT/SC R HND

MNU/AS-123456789 SOC/123456789

OFF/HIT AND RUN

DOW/19981201 OCA/127658132

MIS/EXTR EAST OF MISSISSIPPI ONLY

ORI IS ANY CITY PD MD 301 555-1212  
NIC/W148761321 DTE/19990705 1400 EDT DLU/19990715 1600 EDT  
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

5. Wanted Person File Inquiry - State (QWS)

1N01HEADER.QWS.MD1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19511210.

**Negative QWS Response:**

1L01HEADER  
MD1230000

NO NCIC WANT DOB/19511210 NAM/SMITH, JOHN J SEX/M RAC/W  
\*\*\*MESSAGE KEY QWS SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF  
EXTRADITION, ALL MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM  
THE INQUIRING AGENCY'S LOCATION, AND ALL INTRASTATE MISDEMEANOR RECORDS.  
ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

**Positive QWS Response:**

1L01HEADER  
MD1230000

\*\*\*MESSAGE KEY QWS SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF  
EXTRADITION, ALL MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM  
THE INQUIRING AGENCY'S LOCATION, AND ALL INTRASTATE MISDEMEANOR RECORDS.  
ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

MKE/WANTED PERSON  
EXL/4 - NO EXTRADITION  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
DOB/19511210 HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/US  
SKN/DRK SMT/SC R HND  
MNU/AS-123456789 SOC/123456789  
OFF/SIMPLE ASSLT  
DOW/19981201 OCA/234291315  
MIS/INTRASTATE EXTRADITION ONLY  
ORI IS ANY CITY PD MD 301 555-1212  
NIC/W194657812 DTE/19990917 1400 EDT DLU/19990925 1600 EDT  
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

6. An example of a positive response depicting multiple offenses is listed below:

1L01HEADER  
WA1230000

\*\*\*MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF  
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE  
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS  
FILES ARE SEARCHED WITHOUT LIMITATIONS.

MKE/WANTED PERSON - CAUTION  
CMC/00 - ARMED AND DANGEROUS

ADO/Y - THIS SUBJECT HAS MULTIPLE WARRANTS FROM THIS AGENCY  
 2-LIMITED EXTRADITION SEE MIS FIELD  
 ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX  
 DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/US  
 SKN/DRK SMT/SC R HND  
 FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789  
 OLN/11111111 OLS/MD OLY/2009  
 OFF/HOMICIDE-WILFUL KILL POL OFF GUN  
 DOW/20111001 OCA/123456273  
 WNO/635F1129 CTI/MD101261J  
 MIS/EXTR EAST OF MISSISSIPPI ONLY KNOWN TO COLLECT, DRIVE AND STEAL  
 MIS/BURGLARY, DOW 20111002, WNO 123456  
 LIC/ABC123 LIS/MD LIY/2010 LIT/PC  
 VIN/2Y27H5LI00009 VYR/1975  
 VMA/PONT VMO/VEN VST/2D VCO/BLU  
 ORI IS ANY CITY PD MD 301 555-1212  
 NIC/W146203706 DTE/20111003 1400 EST DLU/20111212 0800 EST  
 IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

## 5.2 MESSAGE FIELD CODES FOR INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL

				CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	CONDITIONAL	OLN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-8 1-10*	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1 -20	ALPHABETIC, NUMERIC
VEHICLE MAKE	SET	VMA	2-4 2-24*	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
ORIGINATING CASE AGENCY NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR*	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT*	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH*	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH*	OPTIONAL	EBS	1-1	NUMERIC

\*NCIC 2000 format only

### **5.3 REQUIREMENTS FOR INQUIRY**

1. An inquiry of the Wanted Person File may be made by name and one, more than one, or all of the following alphanumeric identifiers: DOB (including year, month, day), FBI, MNU, SOC, and OLN with each data element preceded by the proper MFC. Additionally, inquiries may be made using vehicle data (LIC, LIS, and/or VIN and VMA); NAM and OCA only, in that order; or NIC only, with each data element preceded by the proper MFC.

Note: Exact spelling of the name as contained in the record is required when inquiring with only NAM and OCA.

2. A juvenile offender (Category 2) record response will be restricted to those agencies in states that have signed the Rendition Amendment to the Interstate Compact on Juveniles. Only those federal agencies located in Rendition states will be allowed access to Category 2 records.

#### **5.4 ADDITIONAL GUIDELINES FOR INQUIRY**

1. When only one numeric identifier is used in a Wanted Person File inquiry, the response will include only the record on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response(s) will include records on file with that Social Security number even though there may be other records on file for the same individual which do not contain that particular number.
2. An agency making an inquiry with limited personal descriptors should make a second inquiry using all available identifiers contained in the response record to ensure the receipt of all records on file which could possibly pertain to the person in question.
3. An NCIC inquiry containing a DOB will search on the exact date of birth; therefore, additional inquiries may be made varying the year. Some state systems employ a search method to automatically extend the search parameter to a period before and after the DOB in the inquiry (e.g., plus or minus 5 years). If a record from the state system is received via this search method, the new DOB should be used in an NCIC inquiry.
4. If a positive response (hit) includes vehicle or license plate data in the wanted person record, the Vehicle File should be queried to ascertain if the vehicle and/or license plate is stolen.
5. Currently, all names and dates of birth are cross-indexed so as to produce a hit regardless of the name and date of birth combination used in an inquiry message. To preclude the illogical association of a S/F name with a true date of birth, the NCIC 2000 System will not cross-index S/F names and dates of birth with base record names and dates of birth or supplemental aliases and dates of birth.

If the only numerical identifier being entered into the record is a DOB, then both the NAM and DOB must be entered as the same type of identifier, i.e., either both must be entered as a base record NAM and DOB or both must be entered as a S/F NAM and DOB.

6. When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the exact date of birth in a record before a record will be retrieved.

When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC will search for all matching records that contain the exact DOB and a surname that is a phonetic match to the surname in the inquiry.

Sex and race should be included to minimize multiple hits by limiting the scope of the name search. Including sex will cause NCIC 2000 to search only those records containing the same SEX code as the SEX code in the inquiry. Also, the inclusion of race in an inquiry can limit the search made by NCIC 2000. Race Field codes and the race codes that will be searched when each is included in an inquiry are the following:

<b>Race Code In Inquiry</b>	<b>Race Codes Searched</b>
A Asian or Pacific Islander	All
I American Indian or Alaskan Native	All
B Black	All except W
W White	All except B
U Unknown	All

7. When the inquiry contains a name and an alphanumeric identifier other than DOB, i.e., the SOC, FBI, MNU, or OLN, a name search is not generated. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search.
8. If an alphanumeric identifier is not available, an alphabetical search by NAM can be requested by contacting the FBI CJIS staff.
9. An inquiry can provide a secondary hit response from other files in NCIC 2000 when the primary hit contains a SOC, FBI, or VIN, and those fields were not part of the original search criteria. A second computer search is automatically generated on the SOC, FBI, and VIN contained in the primary record response. The second search is against all person files (except the NICS Denied Transaction and Unidentified Person Files), Vehicle, Boat, and Vehicle/Boat Part Files. If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be included after the first 20 hit responses to indicate a file is being created with up to an additional 100 hit responses.

#### **ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW**

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

#### **10. VEHICLE INQUIRY OF WANTED PERSON FILE**

An inquiry (QV or ZV) by LIC, LIS, and/or VIN, and, when available, VMA will also identify a person record into which the vehicle and/or license plate data have been entered.

#### **11. LOCATED DATA IN A POSITIVE RESPONSE**

If the subject of a wanted person record has been apprehended/located and a locate message has been transmitted, apprehension/locate information will appear near the end of the record printout

following the word LOCATED. This information will contain the date of apprehension/location, apprehending/locating agency identifier, apprehending/locating agency case number, and extradition data, that is, EXTR, DETN, or NOEX. Entry of a locate message in the Wanted Person File record does not change the MKE code translation for EW or ET when the subject will not be extradited (NOEX). However, when the subject will be extradited (EXTR), or detained (DETN), the MKE will translate indicating the located status.

## 12. DETAINER DATA IN A POSITIVE RESPONSE

If a detainer has been filed against a subject of a Wanted Person record in located status, detainer information will appear near the end of the record. Detainer information may contain the date incarceration starts, date of detainer, detainer case number, date of sentence expiration, place of incarceration, and incarcerating agency identifier. Additionally, the message key will indicate "DETAINED WANTED PERSON."

13. If a hit response contains expired license plate information, the following caveat will be included:

WARNING - THE FOLLOWING RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.

14. If an inquiry hits on more than 100 records, the NCIC System will discontinue processing the response and return the first 100 records with the following caveat.

MAXIMUM RECORD COUNT EXCEEDED FOR AN ON-LINE  
SEARCH. RESUBMIT MODIFIED SEARCH PARAMETERS OR  
SUBMIT A GLOBAL INQUIRY TO RETRIEVE ALL RECORDS.

To modify the search parameters to possibly prevent excessive hits, omit DOB and use NAM and a different numeric identifier. Also, using SEX and RAC with NAM and DOB may reduce the number of hits. To request a Global Inquiry, contact your CSA or the FBI's CJIS Division.

15. A Wanted Person File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, operator's license data, license plate data, vehicle identification data, address data, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the fields will be sorted as follows: operator's license data by OLS, license plate data by LIS, vehicle data by VIN, address data set by STA, and image data by IMN.

## 5.5 ADDITIONAL GUIDELINES FOR NCIC 2000 INQUIRY

Regardless of whether the transaction is submitted in an NCIC or an NCIC 2000 format, the response always appears in an NCIC 2000 format.

### 1. IMAGE INDICATOR (IND)

Inquiries submitted in an NCIC 2000 format may contain an Image Indicator (IND) to specify whether an image should be returned if available. If the IND is Y, image data related to each primary hit response will be returned. For a person, this would be a mugshot, if available; for property, it would be either the identifying image or the generic image, if available. If IND is not entered, the field will default to N. For example:

```
1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.  
DOB/19691012.IND/Y.
```

The following would be returned after the immediate confirm caveat for a mugshot image:

```
IMR/MNAM:SMITH, JOHN J DOB:19691012  
RAC:W HGT:510 WGT:165 DOI:19821210  
NIC:W000069216 IMN:I000001233  
MIS: MUGSHOT FROM 1982 ARREST
```

00256

<image>

The Image Response (IMR) is composed of the following data: the Image Type (M for mugshot) and standard person MFCs (NAM , DOB , RAC, HGT, and WGT). The Date of Image (DOI) is next. Then the NIC of the base record is provided, followed by the Image NCIC Number (IMN). Following the IMN is the Image MIS Field, then image size in bytes (00256), and, last, < image> would be replaced with the actual image.

The following would be returned after the immediate confirm caveat for an identifying vehicle image:

```
IMR/IVIN:2P4555P026483 LIC:ABC123 LIS:MD  
VYR:1995 VMA:PONT  
NIC:V000032699 IMN:I000031222  
MIS: PHOTO SHOWING UNIQUE PAINT SCHEME
```

00512

<image>

The IMR is composed of the following data: the Image Type (I for identifying image) and standard vehicle MFCs (VIN, LIC, LIS, VYR, and VMA). The NIC of the base record is next, followed by the IMN. Following the IMN is the Image MIS Field, then image size in bytes (00512), and, last, <image> would be replaced with the actual image.

## 2. RELATED SEARCH HIT (RSH)

Inquiries may also contain a RSH Field. If the RSH is Y, secondary hit responses will be returned for all linked records. The NCIC System links records when: 1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other and 2) the LKI/LKA are the same as ORI/OCA contained in the primary hit response. If RSH is not entered, the field will default to N. For example:

1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.  
DOB/19691012.IND/Y.RSH/Y

The following would be returned after the primary hit response based on the ORI/OCA of the two records being the same:

\*\*\*RELATED RECORDS\*\*\*

MKE/STOLEN GUN  
ORI/MD1012600 SER/B512673 MAK/REM CAL/308 MOD/MOHAWK  
TYP/RC DOT/19981005  
OCA/99-1234  
NIC/G000039842 DTE/19981215 0000 EST DLU/19981227 0000 EST  
ORI IS ANY CITY PD MD 301 555-1111  
IMMED CONFIRM RECORD WITH ORI

The following would be returned after the primary hit response if the primary hit response has an LKI/DC1014300 LKA/CS12345 that matches another record's ORI/OCA:

\*\*\*RELATED RECORDS\*\*\*

MKE/MISSING PERSON OTHER  
ORI/DC1014300 NAM/THOMAS, TOM SEX/M RAC/W ETN/H POB/FL  
DOB/19540327  
HGT/509 WGT/153 EYE/BRO HAI/BRO  
SKN/FAR SMT/TAT L LEG  
FPC/PMPIC14151617181920 SOC/123456789  
MNP/MP DLC/19981001 OCA/CS12345  
MIS/LAST SEEN WEARING BLUEJEANS AND BLACK PULL OVER SHIRT  
ORI IS ANY CITY PD DC 202 555-1111  
NIC/M107650007 DTE/19991003 1400 EDT DLU/19991106 1600 EST  
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

If the hit response contains more than ten secondary hit responses, the following will be included in the hit response to indicate a file is being created with up to an additional 100 hit responses.

#### ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

#### 3. EXPANDED NAME SEARCH (ENS)

Inquiries may also contain an ENS Field. If the ENS is Y and both NAM and DOB are specified as search criteria, then each name part included in the inquiry will be used as a surname, interchanging the remaining name pairs as given names. If the ENS is not entered, the field will default to N. Additional information can be found in the Introduction chapter of this manual.

4. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The MIS Field in the hit response should be reviewed to confirm that the first 15 characters are the same as the complete MNU.

## 5. EXPANDED DATE OF BIRTH SEARCH (EBS)

When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB. When an inquiry transaction includes the numeric 2 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact year of birth with the month and day transposed. When the inquiry transaction includes the numeric 3 in the EBS Field, the expanded date of birth search will return the following: records with the exact input DOB, records with the exact month and day and a range of plus or minus 1 year of the input DOB, and records with the exact year of birth with the month and day of the input DOB transposed.

## 5.6 BATCH INQUIRY (QWB)

1. The batch inquiry allows users to create a file of multiple QWA inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific inquiries from which they were generated. Prior to each response SEQUENCE NUMBER: <SEQ> will be returned to identify those responses that follow as coming from the inquiry with that sequence number. For example:

```
1N01HEADER.QWB.DC1014300.001.NAM/DOE, JOHN.DOB/19650430&
002.NAM/SMITH,BOB.DOB/19540105&005.NIC/W123456789&010.
NAM/BROWN,JOHN.SOC/123456789
```

### Acknowledgment:

```
1L01HEADER
DC1014300
BATCH INQUIRY RECEIVED
```

2. The sequence numbers do not have to be sequential, but they should be unique. The HDR, ORI, MKE, and SEQ are entered without the MFC. The identifiers available in the QW/ZW inquiry are available for use in the QWB message, including the IND, RSH, ENS, and EBS indicators, preceded by the proper MFC.
3. Including the header and all control characters, a batch inquiry is limited to 1800 characters.
4. The results of the batch inquiry are transmitted via a file to be retrieved by the user. The maximum number of inquiry batched records is 2,000. If the maximum number is exceeded, the Introduction chapter of this manual provides the necessary message translation. The user is notified of the file by the \$.B. administrative message. The following is an example of the contents of the file:

The following is an example of the contents of the file:

1L01HEADER  
DC1014300

SEQUENCE NUMBER: 001  
NO NCIC WANT NAM/SMITH, JOHN DOB/19650430  
\*\*\*MESSAGE KEY QWB SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.

SEQUENCE NUMBER: 002  
\*\*\*MESSAGE KEY QWB SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.  
MKE/MISSING PERSON INVOLUNTARY  
ORI/DC1014300 NAM/SMITH, BARRY SEX/M RAC/W POB/FL DOB/19540105  
HGT/509 WGT/153 EYE/BRO HAI/BRO SKN/FAR SMT/TAT L LEG  
FPC/PMPIC14151617181920 SOC/123456789  
MNP/MP DLC/19981001 OCA/CS12345  
MIS/LAST SEEN AT THE TYSONS CORNER MALL  
ORI IS ANY CITY PD DC 202 555-1111  
NIC/M107650007 DTE/19991003 1400 EDT DLU/19991015 1600 EDT  
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

SEQUENCE NUMBER: 005  
NO NCIC WANT NIC/W123456789  
\*\*\*MESSAGE KEY QWB SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.

SEQUENCE NUMBER: 010  
\*\*\*MESSAGE KEY QWB SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.  
MKE/MISSING PERSON INVOLUNTARY  
ORI/DC1014300 NAM/BROWN, JOHN SEX/M RAC/W POB/FL  
DOB/19540105  
HGT/509 WGT/153 EYE/BRO HAI/BRO SKN/FAR SMT/TAT L LEG  
FPC/PMPIC14151617181920 SOC/123456789  
MNP/MP DLC/19981001 OCA/CS12345  
MIS/LAST SEEN AT THE TYSONS CORNER MALL  
ORI IS ANY CITY PD DC 202 222-1111  
NIC/M123496537 DTE/19751011 0000 EDT DLU/19751016 0000 EDT  
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

## **5.7 QWI INQUIRY - COMBINED III AND QWI TRANSACTIONS**

The QWI transaction allows the user to access both III and NCIC by performing one transaction. Because this inquiry is treated by NCIC as a QWA and by III as a QH, the same policies for performing transactions apply to the QWI transaction.

NCIC and III will return positive and/or negative responses independently. NCIC will return Wanted Person File records matching the search criteria regardless of the seriousness of the offense or extradition. The IND, RSH, ENS, and EBS Fields are not used by III. The PUR and ATN Fields are not used by NCIC. The following caveat will be included in the QWI response:

\*\*\*MESSAGE KEY QWI SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.

Additional information on the QH can be found in the III chapter.

### **QWI Transaction Example**

```
1N01HEADER.QWI.NY510300
NAM/GREEN, BENJAMIN C.PUR/C.FBI/9015174.
MNU/AF-123456789.SOC/123456789.SEX/M.RAC/W.
DOB/19620621.IND/N.RSH/N.ENS/N.ATN/DET JONES
```

### **NCIC Response:**

```
1L01000072
NY1510300
```

```
NO NCIC WANT DOB/19620621 NAM/GREEN, BENJAMIN C SEX/M RAC/W
NO NCIC WANT SOC/123456789
NO NCIC WANT MNU/AF-123456789
```

```
***MESSAGE KEY QWI SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS
```

### **III Response:**

```
2L01HEADER
NY1510300
THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF
YOUR
INQUIRY ON NAM/GREEN, BENJAMIN C SEX/M RAC/W DOB/19620621 PUR/C
```

NAME	FBI NO.	INQUIRY DATE						
GREEN, BENJAMIN C.	9015174	19940626						
SEX	RACE	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR	SKIN	BIRTH PLACE
M	W	19620621	601	189	BLU	BRO	MED	MICHIGAN

#### FINGERPRINT CLASS

PO	PM	14	CO	09
01	13	XX	17	62

ALIAS NAMES  
GREEN, JOHN

MISC NUMBERS  
AS-444332222  
IDENTIFICATION DATA UPDATED 19940505

THE CRIMINAL HISTORY RECORD IS MAINTAINED AND AVAILABLE FROM THE FOLLOWING:

FLORIDA - STATE ID/FL00000123  
FBI - FBI/9015174

THE RECORD(S) CAN BE OBTAINED THROUGH THE INTERSTATE IDENTIFICATION INDEX BY USING THE APPROPRIATE NCIC TRANSACTION.

END

In this example, III returns a positive response, whereas there is a no hit response on the NCIC System. The two responses are returned to the user independently.

## 5.8 QWI TRANSACTION FORMAT

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PURPOSE	MANDATORY	PUR	1-1	ALPHABETIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
SEX	CONDITIONAL	SEX	1-1	ALPHABETIC
RACE	CONDITIONAL	RAC	1-1	ALPHABETIC
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH	OPTIONAL	ENS	1-1	ALPHABETIC

EXPANDED DATE OF BIRTH SEARCH	OPTIONAL	EBS	1-1	NUMERIC
ATTENTION	OPTIONAL	ATN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

## 5.9 PROCEDURES FOR HANDLING A HIT

1. When an agency receives a record in response to an NCIC inquiry and 1) the whereabouts of the person inquired upon is known and 2) the person inquired upon appears to be identical with the subject of one or more of the records, the agency must contact the ORI of the record possibly identical with the person in question to confirm the record information prior to taking official action based on the record information.
2. An exception occurs when an NCIC 2000-formatted wanted person record contains a no extradition indication or other extradition limitations indication and the agency finding the wanted person is outside the geographic area of extradition indicated. These records need not be confirmed, and the record **should not be located**. However, if the code NOAH (Notify ORI of All Hits) is in the MIS Field of the record, the ORI of the record is to be notified and furnished details concerning the inquiry. The use of NOAH applies to records entered in the NCIC format.
3. When an NCIC inquiry returns a record on an individual being detained on local charges and the individual is found within the geographical area of extradition, the inquiring agency must contact the entering agency to confirm the hit.
4. When an agency receives a record in response to an NCIC 2000 inquiry and the whereabouts of the person inquired upon is not known, the hit should not be confirmed. However, if the code NOAH is in the MIS Field of the record, the ORI of the record is to be notified and furnished details concerning the inquiry.
5. This system is based on two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.
6. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

## SECTION 6--LOCATE

### 6.1 WHEN TO USE A LOCATE MESSAGE

1. Any agency, except the agency that entered the record, that apprehends or locates a person who is indexed in the NCIC 2000 Wanted Person File must place a locate message on the wanted person record.
2. When an agency receives a record or multiple records in response to an inquiry, the inquiring agency must contact the ORI of each record possibly identical with the person in question to confirm the hit.
3. Following confirmation with the originating agencies, a locate message must be transmitted for each record on file for the subject. A record should not be located if no extradition is indicated or the locating agency is outside of the extradition limitations set forth in the record.
4. When an agency places a locate of NOEX on a record, the record will be retired upon any second locate with NOEX.
5. When the locating agency intends to hold the subject on local charges, the locate transaction should include DETN in the EXT Field. A locate message should be transmitted only when the individual is found within the geographical area of extradition.
6. When extradition is pending, the entering agency may request that the locating agency not place a locate message when the entering agency intends to modify the Wanted Person record to indicate that extradition arrangements are pending. An NCIC 2000-formatted Wanted Person record containing a code of 5 or E (EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD) in the EXL Field **should not** have a locate placed against it.

## **6.2 EXAMPLE OF A LOCATE MESSAGE**

1N01HEADER.LW.WA1230000.NAM/SMITH, JOHN J.NIC/W146203706.  
20011205.8592.EXTR.HIT NCIC 20011204.1.14.1.002JI..20000.750

### **Acknowledgment:**

1L01HEADER  
WA1230000  
LOCATED NAM/SMITH, JOHN J NIC/W146203706

The above locate example contains: header (1N01HEADER), message key (LW), apprehending/locating agency ORI (WA1230000), two record identifiers (NAM and NIC), date of apprehension/location (20011205), apprehending/locating agency OCA (8592), extradition (EXTR), and benefits and effectiveness data: reason for person record removal (HIT NCIC 20011204), person armed (1), wanted/missing person hit results (14)\*, number of persons apprehended (1), number of missing persons found (002JI), value of other property recovered (20000), and value of recovered contraband (750).

\*1=Subject arrested on charge in wanted person record

4=Held for extradition

### 6.3 MESSAGE FIELD CODES FOR LOCATE

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
EXTRADITION	MANDATORY	EXT	4-4	ALPHABETIC
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS*	10-21	ALPHABETIC, NUMERIC
PERSON ARMED	OPTIONAL	PAR*	1-1	ALPHABETIC
WANTED/MISSING PERSON HIT RESULTS	OPTIONAL	HIT*	1-2	NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA*	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF*	1-20	ALPHABETIC, NUMERIC
VALUE OF	OPTIONAL	VNP*	1-8	NUMERIC

RECOVERED PROPERTY				
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR*	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC*	1-8	NUMERIC

\*NCIC 2000 format only

#### **6.4 IDENTIFICATION OF A RECORD TO RECEIVE LOCATE**

The record to receive a locate must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to receive the locate must be set forth with the exact spelling and spacing as shown in the record on file. The OCA used as an identifier will be that of the agency that entered the record as shown in the record received from NCIC 2000 in reply to the apprehending/locating agency's inquiry.

#### **6.5 LOCATE PROCEDURE**

1. Following the two record identifiers, the date of apprehension/location, apprehending/locating agency case number, and the appropriate abbreviation DETN, EXTR, or NOEX are next entered, in that order, without field codes. The date of apprehension/location must be entered or the locate message will be rejected. The apprehending/ locating agency case number should be entered to ensure that complete apprehension/locate information is in the record.

When contacting the originating agency to confirm the warrant, **extradition information must be obtained to include in the locate message**. In the response to any subsequent inquiry on the located record, the date of location, locating agency ORI, locating agency case number, and extradition information will be appended to the wanted person record following the word LOCATED.

When the locating agency intends to hold the subject on local charges and the individual is found within the geographical area of extradition, the locate transaction should include DETN in the EXT Field.

**When the locating agency intends to hold the subject on local charges, the locate transaction should include DETN in the EXT Field.**

2. **The ORI has the responsibility of immediately advising an apprehending/ locating agency concerning extradition of the individual when contacted about the apprehension/location.**

3. In instances where an ORI receives information that an apprehending/locating agency will not honor the extradition of an individual, the ORI must initiate a modify message to include in the MIS Field of the record the words CANNOT EXTR FROM (and indicate limitations).

## **6.6 EXTR/NOEX/DETN IN A LOCATE MESSAGE**

### **1. EXTR**

EXTR indicates that the subject will be returned to the wanting agency and must be included in the locate message when:

1. The agency that entered the record advises that the apprehended/located person will be extradited or picked up intrastate. Or
2. The person is wanted by a federal agency and has been apprehended/located by federal or local authorities.

### **2. NOEX**

NOEX indicates that the subject will not be returned to the wanting agency and must be included in the locate message when:

1. The agency that entered the record advises that the apprehended/located person will not be extradited based on circumstances at the time of apprehension/location. Or
2. The apprehending/locating agency has received no information concerning an extradition decision after making a concerted effort to obtain such information. Or

### **3. DETN**

DETN indicates that the subject is being detained and will be returned to wanting agency upon release and must be included in the locate message when:

1. The locating agency intends to hold the subject on local charges.
2. The wanted person has been found in a government holding facility, such as in prison.

## **6.7 SUBSEQUENT LOCATE TRANSACTIONS**

### **NOEX to NOEX**

When a record has been previously located with NOEX and a second locate with NOEX is placed against the record, the complete wanted person record, including all supplemental data, is automatically retired. The locate acknowledgment will indicate that the record is being retired. For example:

1L01HEADER

DCFBIWA00

2ND LOCATE NAM/DILBERT, ROBERT OCA/213233 RECORD BEING CANCELED

2. EXTR or DETN to EXTR or DETN

When a record is in located status and the Extradition (EXT) Field is EXTR or DETN, any subsequent locate transactions with EXTR or DETN will reset the retirement date and update the Date of Recovery (DOR), Recovering Agency Identifier (RRI), Recovering Agency Case Number (RCA), and EXT Fields. The record will be retired 5 days from the date of the locate transaction.

3. NOEX to EXTR or DETN

When a record has been located with an EXT Field of NOEX, a second locate transaction with EXTR or DETN will place the record in located status and add the DOR, RRI, RCA, and EXT Fields. The record will be retired 5 days from the date of the locate transaction.

4. EXTR or DETN to NOEX

When a record is in located status and the EXT Field is EXTR or DETN, any subsequent locate transaction with NOEX will be rejected.

## **6.8 ADDITIONAL GUIDELINE FOR NCIC 2000 LOCATE**

Following the extradition information, users are expected to enter benefits and effectiveness data. These fields include: RPS, PAR, HIT, NPA, NPF, VNP (must be left blank or zero for a Wanted Person File record), VOR, and VRC.

### **Example of a Locate Message with Benefits and Effectiveness Data:**

1N01HEADER.LW.WA1230000.NIC/W000069216.OCA/2000-5.19991030.35102.

EXTR.HIT STATE 19991029..1..1..400.1000

The entry of benefits and effectiveness data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period. In the above example, a wanted person has been located as a result of a state hit, which occurred on October 29, 1999. The subject was arrested on the charge stated in the wanted person record, the number of persons found was 1, along with \$400 worth of other recovered property, and \$1000 of recovered contraband.

Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

## **SECTION 7--CLEAR**

## **7.1 WHEN TO USE A CLEAR MESSAGE**

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

1. When the agency apprehending the wanted person is the agency that entered the record. Or
2. When the agency that entered the record is officially advised that the wanted person is in custody of another agency unless the individual is being detained.

The use of a clear transaction results in the immediate removal of the subject record and all associated identifiers.

## **7.2 EXAMPLE OF A CLEAR MESSAGE WITH BENEFITS AND EFFECTIVENESS DATA**

1N01HEADER.CW.MD1012600.NAM/SMITH, JOHN J.NIC/W146203706.19991205.  
WA1230000.8592.HIT STATE 19981029..3..1.400.1000

### **Acknowledgment:**

1L01HEADER  
MD1012600  
CLEAR NAM/SMITH, JOHN J NIC/W146203706

The above clear example contains: header (1N01HEADER), message key (CW), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/W146203706), date of apprehension (19991205), the apprehending agency identifier (WA1230000), apprehending agency case number (8592), and benefits and effectiveness data: reason for person record removal (HIT STATE 19981029), wanted/missing person hit results (3\*), number of missing persons found (1), value of other recovered property (400), and value of recovered contraband (1000).

\*3-Detainer filed

## **7.3 MESSAGE FIELD CODES FOR CLEAR**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC

ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY IDENTIFIER	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS*	10-21	ALPHABETIC, NUMERIC
PERSON ARMED	OPTIONAL	PAR*	1-1	ALPHABETIC
WANTED/MISSING PERSON HIT RESULTS	OPTIONAL	HIT*	1-2	NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA*	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF*	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP*	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR*	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC*	1-8	NUMERIC

\*NCIC 2000 format only

#### **7.4 IDENTIFICATION OF A RECORD TO BE CLEARED**

The record to be cleared must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to be cleared must be set forth with the exact spelling and spacing as shown in the record on file.

#### **7.5 CLEAR PROCEDURE IF WANTED PERSON APPREHENDED BY AGENCY THAT ENTERED RECORD**

If the agency that entered the record apprehends the wanted person, only the date of apprehension must be entered following the two record identifiers.

#### **7.6 CLEAR PROCEDURES IF WANTED PERSON APPREHENDED BY AN AGENCY OTHER THAN ORI**

If an agency other than the ORI of the record apprehends the wanted person, use of the following procedures will ensure that the cleared record contains complete apprehension data (date of apprehension, apprehending agency identifier, and apprehending agency case number).

1. If the record being cleared is in a located status, only the date of apprehension must be entered following the two record identifiers.
2. If the record being cleared is in an active status, the date of apprehension followed by the apprehending agency identifier and the apprehending agency case number, in that order, without field codes, must be entered after the two record identifiers. The apprehending agency must provide this information to the originating agency for it to be included in the clear message.
3. Even though the record may be cleared without these data, including the apprehending agency identifier and case number makes an historical record complete.
4. When the NCIC 2000-formatted Wanted Person record contains code 5 or E (EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD) in the EXL Field, the Wanted Person record should be cleared by the entering agency once the subject has been extradited.

#### **7.7 ADDITIONAL GUIDELINE FOR NCIC 2000 CLEAR**

Following the recovering agency information (RRI and RCA), users are expected to include benefits and effectiveness data. These fields include RPS, PAR, HIT, NPA, NPF, VNP, VOR, and VRC. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

#### **SECTION 7a - DETAINER**

### **SECTION 7a.1 -- WHEN TO USE A DETAINER**

Detainer information may be appended only to NCIC Wanted Person File records in located status. When an inquiring agency receives a positive response, confirms *that the subject is identical*, the warrant is outstanding, and ~~authorizes~~ extradition *is authorized*, it must perform a locate transaction to place the record in located status. If the locating agency intends to hold the individual on local charges, the locate transaction should indicate detention by placing DETN in the Extradition (EXT) Field. At this point, the agency of record should append any detainer information to its record within 5 days of the locate transaction. Appending a detainer will allow the record to remain in NCIC until extradition can occur.

### **SECTION 7a.2 -- POSITIVE RESPONSE CONTAINING DETAINER INFORMATION**

1L01HEADER  
WV1100010

WARNING- A DETAINER HAS BEEN FILED FOR THE SUBJECT OF THIS RECORD.  
PLEASE CONTACT ORI TO OBTAIN ADDITIONAL INFORMATION.

MKE/DETAINED WANTED PERSON - CAUTION  
CMC/70 - SUICIDAL  
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/OH DOB/19701010  
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4 SKN/FAR SMT/SC L EAR  
FPC/121011CO141159TTC113 MNU/AS-375145249 SOC/375145249  
OLN/N222333444 OLS/MD OLY/2002  
OFF/HOMICIDE - WILLFUL KILL - FAMILY - GUN  
DOW/19991227 OCA/99-4889  
ORI IS ANY CITY CORRECTIONS AGENCY 301 555-1234  
LOCATED/20010224 PA2022300A 345234 DETN  
DOD/20010315 DNO/01-1234567890 IRI/PA202230C DIS/20010315 DSE/20010415  
INC/PENNSYLVANIA STATE PEN  
NIC/W123456789 DTE 1999 1228 0830 EST DLU/20000115 1600 EST  
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

### **SECTION 7a.3 -- EXAMPLE OF A DETAINER ENTRY**

1N01HEADER.DW.MD1012600.NAM/SMITH, JOHN J.NIC/W123456789.20010315.  
01-1234567890.WV202230C.20010317.20010417.DODDRIDGE REGIONAL JAIL

#### **Acknowledgment**

1L01HEADER  
MD1012600  
ENTER DETAINER NAM/SMITH, JOHN J NIC/W123456789

The above enter detainer information example contains: Header (1N01HEADER), message key (DW), originating agency identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/W123456789), date of detainer (20010315), detainer case number (01-1234567890), incarcerating agency identifier (WV202230C), date incarceration starts (20010317), date of sentence expiration (20010417) and place of incarceration (DODDRIDGE REGIONAL JAIL).

#### **SECTION 7a.4 -- MESSAGE FIELD CODES FOR A DETAINER ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL*	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL*	NAM	3-30	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL*	OCA	1-20	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
DATE OF DETAINER	MANDATORY	DOD	8-8	NUMERIC
DETAINER CASE NUMBER	MANDATORY	DNO	1-20	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
INCARCERATING AGENCY IDENTIFIER	MANDATORY	IRI	9-9	ALPHABETIC, NUMERIC
DATE INCARCERATION STARTS	OPTIONAL	DIS	8-8	NUMERIC
DATE OF SENTENCE EXPIRATION	OPTIONAL	DSE	8-8	NUMERIC
PLACE OF INCARCERATION	OPTIONAL	INC	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

\*Base record identifier

## **SECTION 7a.5 -- IDENTIFICATION OF A WANTED PERSON FILE RECORD TO BE APPENDED WITH DETAINER INFORMATION**

The record to have detainer information appended or removed must be identified by NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order. The name used in identifying the record to be appended must be set forth with the exact spelling and spacing as shown in the record on file.

## **SECTION 7a.6 -- MANDATORY FIELDS FOR A DETAINER ENTRY**

The following fields are mandatory to cause acceptance of a detainer entry into NCIC 2000: HDR, MKE, ORI, (NAM and OCA) or (NIC and OCA) or (NAM and NIC), DOD, DNO, and IRI.

## **SECTION 7a.7 -- ADDITIONAL GUIDELINES FOR DETAINER ENTRY**

1. A Wanted Person record must be in located status before a detainer can be appended to the record.
2. The ORI of the Wanted Person Record is the only agency that can append a detainer.
3. The entering agency (ORI) must account for all fields in the detainer record format. If optional fields are not included, then a period must be included for the field place holder.
4. A wanted person record can only be appended with one detainer.
5. The place of incarceration is the facility that has the individual detained, whether it be a local, state, federal, or private facility.
6. The incarcerating agency identifier is the NCIC assigned ORI of the agency who will receive the Incarcerating Agency Notification (\$.O.) advising that a detainer has been filed. (Prior to trial, this would likely be the arresting agency or holding facility. Post trial, it would probably be a correctional facility).

## **SECTION 7a.8 -- NOTIFICATIONS OF DETAINER**

Upon entry of detainer information, an unsolicited message, \$.O. Incarcerating Agency Notification, is sent to the incarcerating agency. In addition, upon modification of detainer information, an unsolicited message, \$.O.MDW. Modify Detainer Notification, is sent to the incarcerating agency. An example of these notifications can be found in the Introduction of this manual.

**SENTENCE EXPIRATION NOTIFICATION (\$.P.)**

Five days prior to the date of sentence expiration (date shown in the DSE), the ORI of record will receive a \$.P. message. This unsolicited message from NCIC is a reminder to the agency of the subject's pending release and the need to contact the incarcerating agency to arrange extradition. An example of this notification can be found in the Introduction of this manual.

## **SECTION 7a.9 -- MODIFICATION OF DETAINER INFORMATION**

### **7a.9.1 -- WHEN TO USE A MODIFICATION MESSAGE**

Modification of a record is restricted to the agency that entered the record. A modification message is used to change detainer data in the Wanted Person File record. When a detainer has been implemented, only the detainer information can be modified (the base record cannot be modified). If an agency attempts to perform a MW transaction for a record that is in a detained status, it will receive a “reject not authorized” error message.

### **7a.9.2 -- EXAMPLE OF A MODIFICATION MESSAGE**

1N01HEADER.MDW.MD1012600.NAM/SMITH, JOHN J.NIC/W146203706.  
DOD/20090501.IRI/PA202230C

#### **Acknowledgment:**

1L01HEADER  
MD1012600  
MODIFY DETAINER NAM/SMITH, JOHN J NIC/W146203706

The above modification example contains: header (1N01HEADER), message key (MDW), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/W146203706), the fields being modified, and the data being changed (DOD/20090501 and IRI/PA202230C).

#### **7a.9.3 -- MESSAGE FIELD CODES FOR MODIFICATION**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN*	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM DETAINER TRANSACTION				

\*NCIC 2000 format only

#### **7a.9.4 -- IDENTIFICATION OF A RECORD TO BE MODIFIED**

The record to be modified must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC. The NAM used in identifying the record to be modified must be the exact spelling and spacing as shown in the record on file.

#### **7a.9.5 -- ADDITIONAL GUIDELINES FOR NCIC MODIFICATION**

NAME OF VALIDATOR (VLN) FIELD DATA

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a Wanted Person record in detained status to indicate that the record has been validated. When data are entered into the VLN Field, NCIC enters the current date in the Date of Last Validation (VLD) Field of the detainer. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify detainer message containing VLN data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

```
1N01HEADER.MDW.MD1012600.NAM/SMITH, JOHN J.NIC/W000069216.  
VLN/JONES, DAVID E
```

**Acknowledgment:**

```
1L01HEADER
```

```
MD1012600  
VALIDATE DETAINER NAM/SMITH, JOHN J NIC/W000069216
```

## **SECTION 7a.10 -- WHEN TO CANCEL DETAINER INFORMATION**

This transaction is used to cancel a detainer on a Wanted Person record by using MKE XDW.

## **SECTION 7a.11 -- EXAMPLE OF A CANCEL DETAINER TRANSACTION (XDW)**

```
1N01HEADER.XDW.MD1012600.NAM/DOE, JOHN J.NIC/W123456789.01-1234567890
```

**Acknowledgment**

```
1L01HEADER  
MD1012600  
CANCEL DETAINER NAM/DOE, JOHN J NIC/W123456789
```

The above cancel detainer information example contains: Header (1N01HEADER), message key (XDW), originating agency identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and NIC/W123456789), and detainer case number (01-1234567890).

## **SECTION 7a.12 -- IDENTIFICATION OF A RECORD FOR WHICH DETAINER IS BEING CANCELED**

The record to have detainer information removed must be identified by NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order. The name used in identifying the detained record to be removed must be set forth with the exact spelling and spacing as shown in the record on file.

## **SECTION 7a.13 -- MANDATORY FIELDS FOR A CANCEL DETAINER TRANSACTION**

The following fields are mandatory to cause acceptance of a detainer cancel into NCIC 2000: HDR, MKE, ORI, (NAM and OCA) or (NIC and OCA) or (NAM and NIC) and DNO.

## **SECTION 8--SUPPLEMENTAL RECORD**

### **8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL**	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL**	NAM	3-30	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL**	OCA	1-9 1-20*	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 2000 CODE MANUAL</i>
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC SPECIAL CHARACTERS

SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN <sup>1</sup>		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC <sup>2</sup>		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN <sup>3</sup>		
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC*	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
IMAGE NCIC NUMBER SET	OPTIONAL SET	IMN* <sup>4</sup>		
CITIZENSHIP	OPTIONAL	CTZ*	2-2	CODE AS DEFINED IN NCIC 2000 CODE MANUAL
ADDRESS SET	OPTIONAL SET	SNU*	1-7	

<sup>1</sup>OLN/<OLN>.<OLS>.<OLY>

<sup>5</sup>SNU/<SNU><SNA><CTY><COU><STA><ZIP>

<sup>2</sup>LIC/<LIC>.<LIS>.<LIY>.<LIT>

<ADD> <DDA>

<sup>3</sup>VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO>

\*NCIC 2000 format only

<sup>4</sup>IMN/<IMN>.<IMT>

\*\*Base record identifier

## 8.2 WHEN TO ENTER A SUPPLEMENTAL RECORD

An enter supplemental record is utilized when additional identifiers, such as an alias or scars, marks, tattoos, and other characteristics etc., need to be added to a wanted person record (to be placed in NCIC 2000 by an entry separate from the wanted person entry). The enter supplemental record message may be made only by the agency that entered the wanted person record.

## 8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY

1N01HEADER.EN.MD1012600.NAM/DOE, JOHN J.OCA/1234523.  
 AKA/DEER, JIM.BUCK,ROBERT J.DOB/19521012.19520912.  
 LIC/ABC123.MD.2003.PC.LIC/123ABC.MD.  
 2003.PC.VIN/3J57K5D112345.1975.OLDS.CUT.2T.BLU.  
 SMT/CAUL L EAR.TAT R ARM

**Acknowledgment:**

1L01HEADER  
MD1012600  
SUPP NAM/DOE, JOHN J OCA/1234523

The above supplemental record entry example contains: header (1N01HEADER), message key (EN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and OCA/1234523), and the supplemental data added to the record: two aliases (AKA/DEER, JIM.BUCK, ROBERT J), two dates of birth (DOB/19521012 and 19520912), two sets of license plate data (LIC/123ABC.MD.2003.PC), one set of vehicle information (VIN/3J57K5D112345.1975.OLDS.CUT.2T.BLU), and two scars, marks, and tattoos (SMT/CAUL L EAR and TAT R ARM).

**8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY**

The wanted person record to which a supplemental record of alias(es) and/or other additional identifiers is to be added must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

**8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD**

The AKA Field and all other identifying data fields which may be included in a supplemental record with their field codes and the maximum number of aliases and/or other identifiers that may be added to a wanted person record are the following:

<b>Field</b>	<b>Field Code</b>	<b>Maximum Number Permitted</b>
Alias	AKA	99
Date of Birth	DOB	9
Scars, Marks, Tattoos, and Other Characteristics	SMT	9
Miscellaneous Identifying Number	MNU	9
Social Security Number	SOC	9
Operator's License Number, State, and Year of	OLN	9

Expiration (entered as a set)

License Plate Number, State, Year of Expiration, LIC 9  
and Type (entered as a set)

Vehicle Identification Number, Year, Make, Model,  
Style, and Color (entered as a set; model and color  
not required for entry, but should be entered if  
known) VIN 9

Caution and Medical Conditions CMC\* 10

Image NCIC Number and Image Type (entered as a set) IMN\* 12

Citizenship CTZ\* 9  
Street Number, Street Name, City, State, County, Zip  
Code, Address Type, and Date of Documented SNU\* 9  
Address

\*NCIC 2000 format only

## **8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY**

1. A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias (or variation of name spelling); date of birth; scar, mark, tattoo, etc.; miscellaneous number; Social Security number; citizenship; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, license plate, vehicle, address, or image is likewise counted as one identifier.
2. For example, a record relating to JOHN HARRY DOE might have appended supplemental data consisting of three other names (AKAs), nine dates of birth, five scars, two miscellaneous numbers (e.g. army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession. Entry of these additional data would require several supplemental record entry messages, as all of these additional identifiers could not be included in one supplemental record entry message.
3. Supplemental entry of an IMN/IMT set is used to link the base wanted person record with an existing image record in the NCIC 2000 database. A wanted person may be associated with a

maximum of one each of the following image types: mugshot, right index fingerprint, and signature.

Up to ten images, other than mugshot, fingerprint, and signature, may also be associated with a single base wanted person record through a supplemental entry for a maximum of 13 images. Only fingerprint images can be linked to multiple wanted person records.

## **8.7 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY**

1. After the wanted person record has been identified, each field included in a supplemental record entry, except those entered as sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data, e.g., AKA/<AKA>.SOC/<SOC>.DOB/<DOB>. The data elements must be separated by a period, and each field must end with a period. Fields that are not part of sets of data may be entered in any order in a supplemental record entry.
2. The OLN, LIC, VIN, and IMN Fields in the supplemental record format are multiple element data fields; i.e., these fields have more than one data element following the field code and slash and are entered as sets, e.g., OLN/<OLN>.<OLS>.<OLY>.
3. Each set of data must be preceded by the appropriate field code followed by a slash. The data elements within a set of data must be entered in sequence after the slash, and each data element must be accounted for.
4. The field in the base record must be filled before any supplemental entry for that same field will be accepted. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the base record does not contain a Social Security number in the SOC Field.
5. All numeric identifiers excluding the OCA and MNU Fields are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA, and a hyphen must be used to separate the two alphabetics from the number itself in the MNU Field.
6. The criteria for rejecting duplicate records, as defined in the Introduction section of this chapter, apply to the entry of supplemental information.
7. Personal Descriptor, State and Country Codes, and Vehicular Data Codes, *NCIC 2000 Code Manual*, contain appropriate coding of personal identifiers and vehicular data.

## **8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY**

### **1. ALIAS (AKA)**

1. Field code AKA followed by a slash is used to identify an alias. An alias includes any name in which any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, i.e., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.

2. An alias is to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial, if any, space, and suffix indicating seniority, if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the MFC AKA.

3. Nicknames (monikers) are to be entered in the AKA Field of the wanted person record. The term nickname in NCIC is defined as a name added to or substituted for the proper name of a person, such as their street name (i.e., Shorty). It is not a familiar form of a proper name, such as Jim for James.

The nickname is to be entered in the AKA Field, followed by a comma (space after comma is optional), then an X (i.e., Peanut, X).

4. Further guidelines for the coding of aliases are provided in Personal Descriptors, *NCIC 2000 Code Manual*.

## 2. OPERATOR'S LICENSE SET (OLN)

Field code OLN followed by a slash is used to identify additional operator's license data in an entry. The three data elements making up this field are OLN, OLS, and OLY. All three elements must be included in the order listed in the format and must be separated by a period. For example:

OLN/L234526677238.VA.2000

In the event more than one operator's license is to be entered at the same time, each set of operator's license data must be preceded by MFC OLN/.

## 3. LICENSE PLATE SET (LIC)

Field code LIC followed by a slash is used to identify additional license plate data in an entry. This set contains four data elements: LIC, LIS, LIY, and LIT. Elements must be entered in the order listed in the format and must be separated by a period. For example:

LIC/CBA321.MD.2000.TK

In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data must be preceded by MFC LIC/.

## 4. VEHICULAR DATA SET (VIN)

1. Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This field contains six data elements: VIN, VYR, VMA, VMO, VST, and VCO.

2. The VIN, VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods and each

element must be accounted for. For example:

VIN/1L69X6J023456.1976.CHEV.IMP.4D.BLK.

or

VIN/1D37Q6R001225.1976.CHEV..2D..

3. In the event data related to other vehicles are entered at the same time, each set of vehicular data must be preceded by MFC VIN/.

## 5. ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

The MFCs followed by a slash are used to identify additional data to be included in a supplemental record, i.e., DOB/, SMT/, MNU/, and SOC/. Multiples can be entered without repeating the MFC and separated only by periods. For example, an entry might include:

DOB/19570102.19550823.SMT/SC L CHK.POCKMARKS.MNU/AF-2252333.  
SOC/303055378

When identifying data are entered in a supplemental record, the corresponding fields in the corresponding base record must be filled.

## **8.9 MODIFICATION OF ALIAS(ES) AND/OR OTHER IDENTIFIERS IN A SUPPLEMENTAL RECORD**

No one-step procedure is available to modify an alias or other identifier in a supplemental record to a wanted person record.

To modify (change) an alias or other identifier in a supplemental record, the incorrect alias or other identifier must be canceled and reentered.

## **8.10 EXAMPLE OF A SUPPLEMENTAL RECORD ALIAS AND OTHER IDENTIFIERS CANCELLATION**

1N01HEADER.XN.MD1012600.NAM/DOE, JOHN J.NIC/W146203706.  
AKA/BUCK, ROBERT J.DOB/19520912.LIC/ABC654.MD.2003.PC

### **Acknowledgment:**

1L01HEADER.  
MD1012600  
CANCEL SUPP NAM/DOE, JOHN J NIC/W146203706  
AKA/BUCK, ROBERT J  
DOB/19520912  
LIC/ABC654.MD.1983.PC

This example of a cancellation of an alias and other additional identifiers in a supplemental record contains: header (1N01HEADER), message key (XN), Originating Agency Identifier

(MD1012600), two record identifiers (NAM/DOE, JOHN J and NIC/W146203706), and data to be canceled (AKA/BUCK, ROBERT J), (DOB/19520912), and (LIC/ABC654.MD.2003.PC).

### **8.11 IDENTIFICATION OF A RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS**

When canceling an alias(es) and/or other additional identifiers contained in a supplemental record, the wanted person record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The supplemental data to be canceled, with each field preceded by the proper MFC, are then entered.

### **8.12 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE**

A maximum of nine identifiers of various kinds may be canceled in one message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA, DOB, SMT, MNU, CTZ, or SOC is counted as one identifier. Each set of OLN, LIC, VIN, or IMN (multiple data element fields) is counted as one identifier.

### **8.13 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION**

1. Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; citizenships; and caution and medical conditions to be canceled should be set out in the cancellation message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.
2. Each set of operator's license or license plate data (multiple data element fields) must be preceded by OLN/ or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicular data, only the VIN and VMA are required following VIN/, with a period to account for the intervening VYR. For example:

VIN/1L69X6JO23456..CHEV

This transaction would result in deletion of the entire VIN set.

3. When a Wanted Person File record is canceled, its entire supplemental record is automatically canceled.

### **8.14 ADDITIONAL GUIDELINES FOR NCIC 2000 SUPPLEMENTAL CANCELLATION**

1. IMAGE SET (IMN)

Up to nine images can be canceled in a supplemental cancel transaction. The format is IMN/<IMN>.<IMT>. The IMN is the NCIC Number of the image, and the image type is either signature (S), mugshot (M), or identifying image (I). If the image type of the record is not the same type as defined by the IMT, the supplemental data will be rejected.

## 2. SUPPLEMENTAL CANCELLATION ACKNOWLEDGMENT MESSAGE

A cancel supplemental transaction can contain up to nine supplemental data. All supplemental data will be processed except data that do not meet field edits or do not exist. The cancel supplemental message will list all supplemental data that were successfully canceled, list all supplemental data not on file, and then list all supplemental data that failed due to a REJ SUPP MFC ERROR. For example:

1N01HEADER.XN.MD1012600.NAM/DOE, JOHN J. NIC/W000069216.  
AKA/ROE,EDWARD.DOE, EDWARD.DOB/19651012.19300932

### **Acknowledgment:**

1L01HEADER  
MD1012600  
CANCEL SUPP NAM/DOE, JOHN NIC/W000069216  
AKA/ROE, EDWARD  
DOB/19651012  
REJ SUPP MFC ERROR  
DOB/19300932  
REJ SUPP NOT ON FILE  
AKA/DOE, EDWARD

This example of a supplemental cancellation acknowledgment message indicates that the AKA (ROE, EDWARD) and DOB (19651012) were successfully canceled. However, the DOB (19300932) was rejected due to a field edit error, as was the AKA (DOE, EDWARD) which was not on file.

## **SECTION 9--SUPPLEMENTAL STOLEN/FRAUDULENT RECORD**

### **9.1 MESSAGE FIELD CODES FOR FRAUDULENT DATA ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	NUMERIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC

NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
(FRAUDULENT) NAME	OPTIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN <sup>1</sup>		

\*NCIC 2000 format only

<sup>1</sup>OLN/<OLN>.<OLS>.<OLY>

## 9.2 ENTRY OR CANCELLATION OF SUPPLEMENTAL STOLEN/FRAUDULENT RECORD

A supplemental stolen/fraudulent (S/F) identifier record may be appended to or removed from a base record only by the agency that entered the base record.

## 9.3 EXAMPLE OF A SUPPLEMENTAL S/F RECORD ENTRY/CANCELLATION

Following is an example of a supplemental S/F identifier record entry message. This example is appending two S/F names, three dates of birth, two Social Security numbers, and two operator's license numbers:

```
1N01HEADER.ENS.MD1012600.NAM/JONES, RANDY.OCA/9015243.DOB/19451231.  
19460101.19440630.NAM/BROOKS, PETER.SMITH, THOMAS.SOC/123456789.  
987654321.OLN/11111111.DC.1993.OLN/VA22222222.VA.1992
```

### Acknowledgment:

1L01HEADER

MD1012600  
S/F SUPP NAM/JONES, RANDY OCA/9015243

Following is an example of a supplemental S/F identifier record cancellation message. This example is removing two S/F dates of birth, one Social Security number, and one operator's license number:

1N01HEADER.XNS.MD1012600.JONES, RANDY.OCA/9015243.DOB/19451231.  
19460101.SOC/123456789.OLN/98765432.DC.2003

**Acknowledgment:**

1L01 HEADER  
MD1012600  
CANCEL S/F SUPP NAM/JONES, RANDY OCA/9015243  
S/F DOB/19451231  
S/F DOB/19460101  
S/F SOC/123456789  
S/F OLN/98765432.DC.2003

**9.4 IDENTIFICATION OF A RECORD FOR S/F RECORD ENTRY/CANCELLATION**

The base record to which a supplemental S/F identifier record is being added or canceled must be identified by either the NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used to identify the base record must be entered with the exact spelling and spacing as shown in the base record on file.

**9.5 NUMBER OF ADDITIONAL FIELDS IN A SUPPLEMENTAL S/F RECORD**

The identifiers which may be included in a supplemental S/F identifier record entry or cancel message with their message field codes and the maximum number that may be appended to a base record are the following:

<b>Field</b>	<b>Field Code</b>	<b>Maximum Number Permitted</b>
Stolen/Fraudulent Name	NAM	99
Stolen/Fraudulent Date of Birth	DOB	9
Stolen/Fraudulent Miscellaneous Identifying Number	MNU	9
Stolen/Fraudulent Social Security Number	SOC	9
Stolen/Fraudulent Operator's License Number, Operator's	OLN	9

License State, and Operator's  
License Year of Expiration

## **9.6 ADDITIONAL GUIDELINES FOR A SUPPLEMENTAL S/F RECORD**

1. A maximum of nine additional identifiers of various kinds may be entered or canceled in one supplemental record message. Additional messages are required if more identifiers are to be entered. Each S/F NAM, DOB, SOC, and MNU is counted as one identifier. Each set of data relating to an OLN (i.e., OLN, OLS, and OLY) is counted as one identifier.
2. The S/F identifiers being entered or canceled follow the two base record identifiers. Each type of identifier included in a supplemental S/F record entry or cancellation, except the operator's license field, must be identified by the proper MFC followed by a slash and the identifier(s).

Multiple identifiers may be entered following the MFC. The identifiers must be separated by a period, and each field must end with a period. All fields except the operator's license field may be entered in any order in a supplemental record entry. For example, two SOCs and two DOBs contained in an entry or cancel transaction might appear as follows:

SOC/123456789.987654321.DOB/19710101.19711231

3. The OLN is a set (multiple data element fields). Each OLN must be preceded by the MFC OLN and a slash (/). The OLS and OLY must immediately follow the OLN and are entered without a MFC. For example, two OLNs might appear as follows in an entry or cancellation transaction:

OLN/18273645.DC.1993.OLN/VA192837465.VA.1992

## **9.7 MODIFICATION OF A S/F IDENTIFIER RECORD**

Supplemental S/F identifier records cannot be modified. To change an existing identifier, the entering agency must cancel it using the supplemental S/F identifier record cancellation message (MKE/XNS). The correct information can then be reentered using the supplemental S/F identifier record entry message (MKE/ENS).

# **SECTION 10--INTERSTATE COMPACT ON JUVENILES**

## **THE INTERSTATE COMPACT ON JUVENILES**

The contracting states solemnly agree:

### **ARTICLE I-Findings and Purposes**

That juveniles who are not under proper supervision and control, or who have absconded, escaped or run away, are likely to endanger their own health, morals and welfare, and the health, morals and welfare of others. The cooperation of the states party to this compact is therefore

necessary to provide for the welfare and protection of juveniles and of the public with respect to (1) cooperative supervision of delinquent juveniles on probation or parole; (2) the return, from one state to another, of delinquent juveniles who have escaped or absconded; (3) the return, from one state to another, of nondelinquent juveniles who have run away from home; and (4) additional measures for the protection of juveniles and of the public, which any two or more of the party states may find desirable to undertake cooperatively. In carrying out the provisions of this compact the party states shall be guided by the noncriminal, reformative and protective policies which guide their laws concerning delinquent, neglected or dependent juveniles generally. It shall be the policy of the states party to this compact to cooperate and observe their respective responsibilities for the prompt return and acceptance of juveniles and delinquent juveniles who become subject to the provisions of this compact. The provisions of this compact shall be reasonably and liberally construed to accomplish the foregoing purposes.

## Article II -- Existing Rights and Remedies

That all remedies and procedures provided by this compact be in addition to and not in substitution for other rights, remedies and procedures, and shall not be in derogation of parental rights and responsibilities.

## Article III -- Definitions

That, for the purposes of this compact, "delinquent juvenile" means any juvenile who has been adjudged delinquent and who, at the time the provisions of this compact are invoked, is still subject to the jurisdiction of the court that has made such adjudication or to the jurisdiction or supervision of an agency or institution pursuant to an order of such court; "probation or parole" means any kind of conditional release of juveniles authorized under the laws of the states party hereto; "court" means any court having jurisdiction over delinquent, neglected or dependent children; "state" means any state, territory or possession of the United States, the District of Columbia, and the Commonwealth of Puerto Rico; and "residence" or any variant thereof means a place at which a home or regular place of abode is maintained.

## Article IV -- Return of Runaways

(a) That the parent, guardian, person or agency entitled to legal custody of a juvenile who has not been adjudged delinquent but who has run away without the consent of such parent, guardian, person or agency may petition the appropriate court in the demanding state for the issuance of a requisition for his return. The petition shall state the name and age of the juvenile, the name of the petitioner and the basis of entitlement to the juvenile's custody, the circumstances of his running away, his location if known at the time application is made, and such other facts as may tend to show that the juvenile who has run away is endangering his own welfare or the welfare of others and is not an emancipated minor. The petition shall be verified by affidavit, shall be executed in duplicate, and shall be accompanied by two certified copies of the document or documents on which the petitioner's entitlement to the juvenile's custody is based, such as birth certificates, letters of guardianship, or custody decrees. Such further affidavits and other documents as may be deemed proper may be submitted with such petition. The judge of the court to which this application is made may hold a hearing thereon to determine whether for the

purposes of this compact the petitioner is entitled to the legal custody of the juvenile, whether or not it appears that the juvenile has in fact run away without consent, whether or not he is an emancipated minor, and whether or not it is in the best interest of the juvenile to compel his return to the state. If the judge determines, either with or without a hearing, that the juvenile should be returned, he shall present to the appropriate court or to the executive authority of the state where the juvenile is alleged to be located a written requisition for the return of such juvenile. Such requisition shall set forth the name and age of the juvenile, the determination of the court that the juvenile has run away without the consent of a parent, guardian, person or agency entitled to his legal custody, and that it is in the best interest and for the protection of such juvenile that he be returned. In the event that a proceeding for the adjudication of the juvenile as a delinquent, neglected or dependent juvenile is pending in the court at the time when such juvenile runs away, the court may issue a requisition for the return of such juvenile upon its own motion, regardless of the consent of the parents, guardian, person or agency entitled to legal custody, reciting therein the nature and circumstances of the pending proceeding. The requisition shall in every case be executed in duplicate and shall be signed by the judge. One copy of the requisition shall be filed with the compact administrator of the demanding state, there to remain on file subject to the provisions of law governing records of such court. Upon the receipt of a requisition demanding the return of a juvenile who has run away, the court or the executive authority to whom the requisition is addressed shall issue an order to any peace officer or other appropriate person directing him to take into custody and detain such juvenile. Such detention order must substantially recite the facts necessary to the validity of its issuance hereunder. No juvenile detained upon such order shall be delivered over to the officer whom the court demanding him shall have appointed to receive him, unless he shall first be taken forthwith before a judge of a court in the state, who shall inform him of the demand made for his return, and who may appoint counsel or guardian ad litem for him. If the judge of such court shall find that the requisition is in order, he shall deliver such juvenile over to the officer whom the court demanding him shall have appointed to receive him. The judge, however, may fix a reasonable time to be allowed for the purposes of testing the legality of the proceeding.

Upon reasonable information that a person is a juvenile who has run away from another state party to this compact without the consent of a parent, guardian, person or agency entitled to his legal custody, such juvenile may be taken into custody without a requisition and brought forthwith before a judge of the appropriate court who may appoint counsel or guardian ad litem for such juvenile and who shall determine after a hearing whether sufficient cause exists to hold the person, subject to the order of the court, for his own protection and welfare, for such a time not exceeding 90 days as will enable his return to another state party to this compact pursuant to a requisition for his return from a court of that state. If, at the time when a state seeks the return of a juvenile who has run away, there is pending in the state wherein he is found any criminal charge, or any proceeding to have him adjudicated a delinquent juvenile for an act committed in such state, or if he is suspected of having committed within such state a criminal offense or an act of juvenile delinquency, he shall not be returned without the consent of such state until discharged from prosecution or other form of proceeding, imprisonment, detention or supervision for such offense or juvenile delinquency. The duly accredited officers of any state party to this compact, upon the establishment of their authority and the identity of the juvenile being returned, shall be permitted to transport such juvenile through any and all the states party to this compact, without interference. Upon his return to the state from which he ran away, the

juvenile shall be subject to such further proceedings as may be appropriate under the laws of that state.

- (b) That the state to which a juvenile is returned under this Article shall be responsible for payment of the transportation costs of such return.
- (c) That "juvenile" as used in this Article means any person who is a minor under the law of the state of residence of the parent, guardian, person or agency entitled to the legal custody of such minor.

#### Article V -- Return of Escapees and Absconders

(a) That the appropriate person or authority from whose probation or parole supervision a delinquent juvenile has absconded or from whose institutional custody he has escaped shall present to the appropriate court or to the executive authority of the state where the delinquent juvenile is alleged to be located a written requisition for the return of such delinquent juvenile. Such requisition shall state the name and age of the delinquent juvenile, the particulars of his adjudication as a delinquent juvenile, the circumstances of the breach of the terms of his probation or parole or of his escape from an institution or agency vested with his legal custody or supervision, and the location of such delinquent juvenile, if known, at the time the requisition is made. The requisition shall be verified by affidavit, shall be executed in duplicate, and shall be accompanied by two certified copies of the judgment, formal adjudication, or order of commitment which subjects such delinquent juvenile to probation or parole or to the legal custody of the institution or agency concerned. Such further affidavits and other documents as may be deemed proper may be submitted with such requisition. One copy of the requisition shall be filed with the compact administrator of the demanding state, there to remain on file subject to the provisions of law governing records of the appropriate court. Upon the receipt of a requisition demanding the return of a delinquent juvenile who has absconded or escaped, the court or the executive authority to whom the requisition is addressed shall issue an order to any peace officer or other appropriate person directing him to take into custody and detain such delinquent juvenile. Such detention order must substantially recite the facts necessary to the validity of its issuance hereunder. No delinquent juvenile detained upon such order shall be delivered over to the officer whom the appropriate person or authority demanding him shall have appointed to receive him, unless he shall first be taken forthwith before a judge of an appropriate court in the state, who shall inform him of the demand made for his return and who may appoint counsel or guardian ad litem for him. If the judge of such court shall find that the requisition is in order, he shall deliver such delinquent juvenile over to the officer whom the appropriate person or authority demanding him shall have appointed to receive him. The judge, however, may fix a reasonable time to be allowed for the purpose of testing the legality of the proceeding.

Upon reasonable information that a person is a delinquent juvenile who has absconded while on probation or parole, or escaped from an institution or agency vested with his legal custody or supervision in any state party to this compact, such person may be taken into custody in any other state party to this compact without a requisition. But in such event, he must be taken forthwith before a judge of the appropriate court, who may appoint counsel or guardian ad litem for such person and who shall determine, after a hearing, whether sufficient cause exists to hold

the person subject to the order of the court for such a time, not exceeding 90 days, as will enable his detention under a detention order issued on a requisition pursuant to this Article. If, at the time when a state seeks the return of a delinquent juvenile who has either absconded while on probation or parole or escaped from an institution or agency vested with his legal custody or supervision, there is pending in the state wherein he is detained any criminal charge or any proceeding to have him adjudicated a delinquent juvenile for an act committed in such state, or if he is suspected of having committed within such state a criminal offense or an act of juvenile delinquency, he shall not be returned without the consent of such state until discharged from prosecution or other form of proceeding, imprisonment, detention or supervision for such offense or juvenile delinquency. The duly accredited officers of any state party to this compact, upon the establishment of their authority and the identity of the delinquent juvenile being returned, shall be permitted to transport such delinquent juvenile through any and all states party to this compact, without interference. Upon his return to the state from which he escaped or absconded, the delinquent juvenile shall be subject to such further proceedings as may be appropriate under the laws of that state. (b) That the state to which a delinquent juvenile is returned under this Article shall be responsible for payment of the transportation costs of such return.

#### Article VI -- Voluntary Return Procedure

That any delinquent juvenile who has absconded while on probation or parole, or escaped from an institution or agency vested with his legal custody or supervision in any state party to this compact, and any juvenile who has run away from any state party to this compact, who is taken into custody without a requisition in another state party to this compact under the provisions of Article IV (a) or of Article V (a), may consent to his immediate return to the state from which he absconded, escaped or ran away. Such consent shall be given by the juvenile or delinquent juvenile and his counsel or guardian ad litem if any, by executing or subscribing a writing, in the presence of a judge of the appropriate court, which states that the juvenile or delinquent juvenile and his counsel or guardian ad litem, if any, consent to his return to the demanding state. Before such consent shall be executed or subscribed, however, the judge, in the presence of counsel or guardian ad litem, if any, shall inform the juvenile or delinquent juvenile of his rights under this compact. When the consent has been duly executed, it shall be forwarded to and filed with the compact administrator of the state in which the court is located and the judge shall direct the officer having the juvenile or delinquent juvenile in custody to deliver him to the duly accredited officer or officers of the state demanding his return, and shall cause to be delivered to such officer or officers a copy of the consent. The court may, however, upon the request of the state to which the juvenile or delinquent juvenile is being returned order him to return unaccompanied to such state and shall provide him with a copy of such court order; in such event a copy of the consent shall be forwarded to the compact administrator of the state to which said juvenile or delinquent juvenile is ordered to return.

#### Article VII -- Cooperative Supervision of Probationers and Parolees

(a) That the duly constituted judicial and administrative authorities of a state party to this compact (herein called "sending state") may permit any delinquent juvenile within such state, placed on probation or parole, to reside in any other state party to this compact (herein called "receiving state") while on probation or parole, and the receiving state shall accept such

delinquent juvenile, if the parent, guardian or person entitled to the legal custody of such delinquent juvenile is residing or undertakes to reside within the receiving state. Before granting such permission, opportunity shall be given to the receiving state to make such investigations as it deems necessary. The authorities of the sending state shall send to the authorities of the receiving state copies of pertinent court orders, social case studies and all other available information which may be of value to and assist the receiving state in supervising a probationer or parolee under this compact. A receiving state, in its discretion, may agree to accept supervision of a probationer or parolee in cases where the parent, guardian or person entitled to the legal custody of the delinquent juvenile is not a resident of the receiving state, and if so accepted the sending state may transfer supervision accordingly.

(b) That each receiving state will assume the duties of visitation and of supervision over any such delinquent juvenile and in the exercise of those duties will be governed by the same standards of visitation and supervision that prevail for its own delinquent juveniles released on probation or parole.

(c) That, after consultation between the appropriate authorities of the sending state and of the receiving state as to the desirability and necessity of returning such a delinquent juvenile, the duly accredited officers of a sending state may enter a receiving state and there apprehend and retake any such delinquent juvenile on probation or parole. For that purpose, no formalities will be required, other than establishing the authority of the officer and the identity of the delinquent juvenile to be retaken and returned. The decision of the sending state to retake a delinquent juvenile on probation or parole shall be conclusive upon and not reviewable within the receiving state, but if, at the time the sending state seeks to retake a delinquent juvenile on probation or parole, there is pending against him within the receiving state any criminal charge or any proceeding to have him adjudicated a delinquent juvenile for any act committed in such state, or if he is suspected of having committed within such state a criminal offense or an act of juvenile delinquency, he shall not be returned without the consent of the receiving state until discharged from prosecution or other form of proceeding, imprisonment, detention or supervision for such offense or juvenile delinquency. The duly accredited officers of the sending state shall be permitted to transport delinquent juveniles being so returned through any and all states party to this compact, without interference.

(d) That the sending state shall be responsible under this Article for paying the costs of transporting any delinquent juvenile to the receiving state or of returning any delinquent juvenile to the sending state.

#### Article VIII -- Responsibility for Costs

(a) That the provisions of Articles IV (b), V (b) and VII (d) of this compact shall not be construed to alter or affect any internal relationship among the departments, agencies and officers of and in the government of a party state, or between a party state and its subdivisions, as to the payment of costs, or responsibilities therefore.

(b) That nothing in this compact shall be construed to prevent any party state or subdivision thereof from asserting any right against any person, agency or other entity in regard to costs for

which such party state or subdivision thereof may be responsible pursuant to Articles IV (b), V (b) or VII (d) of this compact.

#### Article IX -- Detention Practices

That, to every extent possible, it shall be the policy of states party to this compact that no juvenile or delinquent juvenile shall be placed or detained in any prison, jail or lockup nor be detained or transported in association with criminal, vicious or dissolute persons.

#### Article X -- Supplementary Agreements

That the duly constituted administrative authorities of a state party to this compact may enter into supplementary agreements with any other state or states party hereto for the cooperative care, treatment and rehabilitation of delinquent juveniles whenever they shall find that such agreements will improve the facilities or programs available for such care, treatment and rehabilitation. Such care, treatment and rehabilitation may be provided in an institution located within any state entering into such supplementary agreement. Such supplementary agreements shall (1) provide the rates to be paid for the care, treatment and custody of such delinquent juveniles, taking into consideration the character of facilities, services and subsistence furnished; (2) provide that the delinquent juvenile shall be given a court hearing prior to his being sent to another state for care, treatment and custody; (3) provide that the state receiving such a delinquent juvenile in one of its institutions shall act solely as agent for the state sending such delinquent juvenile; (4) provide that the sending state shall at all times retain jurisdiction over delinquent juveniles sent to an institution in another state; (5) provide for reasonable inspection of such institutions by the sending state; (6) provide that the consent of the parent, guardian, person or agency entitled to the legal custody of said delinquent juvenile shall be secured prior to his being sent to another state; and (7) make provision for such other matters and details as shall be necessary to protect the rights and equities of such delinquent juveniles and of the cooperating states.

#### Article XI -- Acceptance of Federal and Other Aid

That any state party to this compact may accept any and all donations, gifts and grants of money, equipment and services from the federal or any local government, or any agency thereof and from any person, firm or corporation, for any of the purposes and functions of this compact, and may receive and utilize the same subject to the terms, conditions and regulations governing such donations, gifts and grants.

#### Article XII -- Compact Administrators

That the governor of each state party to this compact shall designate an officer who, acting jointly with like officers of other party states, shall promulgate rules and regulations to carry out more effectively the terms and provisions of this compact.

#### Article XIII -- Execution of Compact

That this compact shall become operative immediately upon its execution by any state as between it and any other state or states so executing. When executed it shall have the full force and effect of law within such state, the form of execution to be in accordance with the laws of the executing state.

#### Article XIV -- Renunciation

That this compact shall continue in force and remain binding upon each executing state until renounced by it. Renunciation of this compact shall be by the same authority which executed it, by sending six months' notice in writing of its intention to withdraw from the compact to the other states party hereto. The duties and obligations of a renouncing state under Article VII hereof shall continue as to parolees and probationers residing therein at the time of withdrawal until retaken or finally discharged. Supplementary agreements entered into under Article X hereof shall be subject to renunciation as provided by such supplementary agreements, and shall not be subject to the six months' renunciation notice of the present article.

#### Article XV -- Severability

That the provisions of this compact shall be severable and if any phrase, clause, sentence or provision of this compact is declared to be contrary to the constitution of any participating state or of the United States or the applicability thereof to any government, agency, person or circumstances is held invalid, the validity of the remainder of this compact and the applicability thereof to any government, agency, person or circumstance shall not be affected thereby. If this compact shall be held contrary to the constitution of any state participating therein, the compact shall remain in full force and effect as to the remaining states and in full force and effect as to the state affected as to all severable matters.

### **Member States and Statutory Citations**

Alabama:	Ala. Code, Title 49, Sec. 10291 (1965)
Alaska:	Al. Stat. 47.15.010 to 80 (1960)
Arizona:	Ariz. Rev. Stat. 8-361 to 67 (1961)
Arkansas:	Act No. 155 of 1961 (1961)
California:	Welf. Code, Ch. 1363, Sec. 1300-1308 (1955)
Colorado:	Colo. Rev. Stat. 24-60-701 to 8 (1957)
Connecticut:	Conn. Gen. Stat., Sec. 17-75 to 81 (1957)
Delaware:	Del. Laws, Ch. 64, Vol. 54 (1963)
Florida:	Fla. Stat., Ch. 39.25 to 31 (1957)
Georgia:	Act No. 1259 of 1972 (1972)
Hawaii:	H.R.S., Sec. 582-1 (1955)
Idaho:	Idaho Code, 16-1901-10, Ch. 194 (1961)
Illinois:	I.R.S., Ch. 23, Sec. 2591 et seq.

Indiana:	Acts of 1957, Ch. 98 (1957)
Iowa:	Iowa Code, Ch. 231.14 (1961)
Kansas:	Kan. Stat. 38-1001 to 7 (1965)
Kentucky:	K.R.S. 208.600-990 (1960)
Louisiana:	La. Rev. Stat. 46:1451 (1958)
Maine:	Me. Rev. Stat., Title 34, Ch. 9, Sec. 181 (1955)
Maryland:	Md. Ann. Code, Art. 41, Sec. 387 (1966)
Massachusetts:	Ch. 687, Laws of 1955 (1955)
Michigan:	Public Act 203, as amended (1958)
Minnesota:	Minn. Stat. 260.51; Laws 1957, Ch. 892 (1957)
Mississippi:	Miss. Code. Ann., Sec. 43-25 (1958)
Missouri:	Mo. Rev. Stat., Sec. 210.570 (1955)
Montana:	Mont. Rev. Codes, Sec. 10-1001 (1967)
Nebraska:	Laws of 1963, Ch. 248, Sec. 43-1001 (1963)
Nevada:	Nev. Rev. Stat. 214.010, Art. 4 (1957)
New Hampshire:	N.H. Rev. Stat. Ann., 169-A-1 (1957)
New Jersey:	N.J. Stat. Ann., 9:23-1 (1955)
New Mexico:	N.M. Stat. Ann., 13-16-1 (1973)
New York:	Unconsol. Laws, Sec. 1801, Title 5 (1955)
North Carolina:	N.C. Gen. Stat. 110-64.1 (1965)
North Dakota:	N.D. Cent. Code, 27-22-01 (1969)
Ohio:	Ohio Rev. Code Ann., 2151.56 (1957)
Oklahoma:	10 Okla. Stat. 532 (1967)
Oregon:	Oreg. Rev. Stat. 417 (1959)
Pennsylvania:	62 P.S. 731-35
Rhode Island:	R.I. Gen. Laws, Title 14, Ch. 6 (1957)
South Carolina:	S.C. Code, Sec. 55-65 (1970)
South Dakota:	S.D. Comp. Laws, Ch. 26-12 (1961)
Tennessee:	Tenn. Code Ann., 37-801 (1955)
Texas:	Vern. Civil Stat., Art. 514e (1965)
Utah:	Utah Code Ann., 55-12-1 (1955)
Vermont:	Vt. Stat. Ann., Title 33, Sec. 551 (1968)
Virginia:	Ch. 452, Acts of 1956 (1956)
Washington:	Wash. Rev. Code, 13.24 (1955)

West Virginia:	W. Va. Code, Art. 8, Chap. 49 (1963)
Wisconsin:	Wisc. Stat., Sec. 48.991 (1957)
Wyoming:	Wyo. Stat., 14-52.10 (1957)
Dist. of Col.:	P.L. 91-358 of 1970 (1970)
Guam:	P.L. 12-50 of 1973 (1973)
Congress:	48 Stat. 909 (1934)

## **RENDITION AMENDMENT**

This article shall provide additional remedies, and shall be binding only as among and between those party states which specifically execute the same.

All provisions and procedures of Articles V and VI of the Interstate Compact on Juveniles shall be construed to apply to any juvenile charged with being a delinquent by reason of a violation of any criminal law. Any juvenile, charged with being a delinquent by reason of violating any criminal law shall be returned to the requesting state upon a requisition to the state where the juvenile may be found. A petition in such case shall be filed in a court of competent jurisdiction in the requesting state where the violation of criminal law is alleged to have been committed. The petition may be filed regardless of whether the juvenile has left the state before or after the filing of the petition. The requisition described in Article V of the compact shall be forwarded by the judge of the court in which the petition has been filed.

## **SECTION 11--SUPPLEMENTAL DENTAL RECORD**

### **11.1 MESSAGE FIELD CODES FOR DENTAL RECORD ENTRY**

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-9 1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DENTAL X-RAYS	MANDATORY	DXR	1-1	ALPHABETIC

AVAILABLE				
DENTAL MODELS	MANDATORY	MPA	1-1	ALPHABETIC
DENTIST'S REMARKS	OPTIONAL	DRE	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DENTAL CHARACTERISTICS	MANDATORY	DCH	3-319	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

\* NCIC 2000 format only

## 11.2 WHEN TO USE A SUPPLEMENTAL DENTAL RECORD ENTRY

The Wanted Person File includes dental characteristics for the purpose of matching information against records in the NCIC 2000 Unidentified Person File.

Only the agency that entered the wanted person record may enter dental data into that record. The agency must enter (MKE/ED) separately from the base record and other supplemental data.

## 11.3 AUTOMATIC CROSS-SEARCH WITH UNIDENTIFIED PERSON RECORDS

Once the comparisons are made to the unidentified person records, the system sends \$.M. administrative messages to all entering agencies. The \$.M. administrative message advises an agency that a possible match has been made on its record. This message is transmitted to the ORIs of the matched records. The message includes abbreviated records for up to 35 possible matches for the dental cross-search. If there are more than 35 matches using dental characteristics for the wanted/unidentified cross-search, the remaining records can be obtained by contacting FBI CJIS staff at 304-625-3000. If the cross-search does not produce any match, all entering/updating agencies are notified through a \$.N. administrative message.

## 11.4 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD ENTRY

The following is an example of a supplemental data entry adding dental characteristics data to the base record:

```
1N01HEADER.ED.DCFBIWA00.NIC/W123456789.OCA/ABC324569.Y.N.
INDIVIDUAL HAS NUMEROUS CARIES.01X,02M,03V,04O,05V,06V,07V,08F,09V,10V,
11V,12V,13V,14V,15V,16X,17X,18V,19V,20V,21V,22V,23V,24V,25V,26V,27V,28V,
29V,30V,31D,32V
```

### Acknowledgment:

```
1L01HEADER
DCFBIWA00
ENTRY DENTAL DATA NIC/W123456789 OCA/ABC324569
```

The above supplemental record entry contains: header (1N01HEADER), message key (ED), Originating Agency Identifier (DCFBIWA00), two record identifiers (NIC/W123456789 and OCA/ABC324569), and the dental information to be added to the record.

## **11.5 IDENTIFICATION OF A RECORD FOR ENTRY OF DENTAL DATA**

The wanted person record to which dental data are to be added must be identified by NIC and OCA, in that order, followed by the dental information.

## **11.6 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DENTAL RECORD ENTRY**

Supplemental dental information and other supplemental identifiers cannot be transmitted in the same message. Dental information must be entered with MKE/ED.

The entry of a supplemental dental record to a Wanted Person File record will cause a cross-search of all Unidentified Person File records containing dental data.

1. The DXR Field must contain Y or N.
2. The MPA Field must contain Y or N.
3. The DRE Field can hold up to 50 characters. This field should contain dental remarks which cannot be coded in the DXR, MPA, or DCH Fields.

## **11.7 DENTAL CHARACTERISTICS (DCH) FIELD**

1. The DCH Field describes the status of each tooth, restorations for each surface of the tooth (MODFL), missing (X), virgin (V), no information remembered (/), root canal (R), or crown (C).
  1. An NCIC 2000 Missing Person Dental Report, or one similar, can be completed by a dentist or forensic odontologist and returned to the user for entry.
  2. If all 32 permanent teeth are present with no restorations, the agency can enter the code ALL in the DCH Field. If the agency enters ALL in the DCH Field, it cannot add information, and the system transmits the following after the DRE Field in a positive response:

**ALL 32 PERMANENT TEETH ARE PRESENT WITH NO RESTORATIONS**

**Note:** If an agency enters ALL in the DCH Field, the code V will be used for all 32 teeth, and the system will generate a dental cross-search comparison.

3. If dental characteristics are not available for coding, then the agency should enter UNK in the DCH Field. If the agency enters the code UNK in the DCH Field, the system transmits the following after the DRE Field in a positive response:

## DENTAL CHARACTERISTICS (DCH) ARE NOT AVAILABLE

**Note:** If an agency enters UNK in the DCH Field, NCIC will not generate a dental cross-search comparison .

2. The codes must be entered using a comma as a separator with the exception of the last code which must be followed by a period (field delimiter) or logical end of transmission.
3. If the agency does not enter the code ALL or UNK, the only valid codes shall be 01 through 32. Each code shall be used only once. These codes shall be followed by the appropriate letter(s) or special character (e.g., 01M).

A modification of any code for the 01 through 32 tooth codes will replace any coding for that specific tooth, (for example, 01MO was initially entered, 01FL was modified into the record, the record will then list only 01FL). If new codes must be added to the existing codes for a tooth, the existing codes must be reentered along with the new codes, (for example, 01MO was initially entered for tooth number 1 and FL must be added, then 01MOFL should be entered to list 01MOFL).

4. The DCH Field shall contain a maximum of 32 codes consisting of two numerics followed by option 1, 2, or 3:
  1. One special character /, or one special character / followed by R.
  2. One alphabetic character M, O, D, F, L, X, or V.
  3. Two to seven alphabetic characters M, O, D, F, L, C, and R.
5. Any combination of M, O, D, F, or L should be entered in the sequence of M, O, D, F, L.
6. The R character should follow any combination of M, O, D, F, L, C or the / character.
7. The C character should follow any combination of M, O, D, F, or L.
8. The only character that should be used with / is the R character.
9. The characters V and X should not be used with any combination of characters.
10. The characters M, O, D, F, L, C, R, /, V, and X may be used only once per numeric.

## **11.7.a NDIR DATA AVAILABLE (NDI) FIELD**

The NDI Field is a one-character field included in the MD transaction that allows the FBI to add an indicator to NCIC records that have corresponding dental information available on Law Enforcement Online in the National Dental Image Repository (NDIR). The field has a default value of N and can be modified to Y. If the NDI Field contains Y, NCIC will notify the FBI of

all subsequent modify, cancel, locate, or clear transactions so the FBI can make appropriate changes to the corresponding NDIR records. The following caveat will follow the DCH Field data in a positive record response:

DENTAL IMAGES FOR THE SUBJECT OF THIS RECORD ARE AVAILABLE ON  
THE LEO NDIR

### **11.8 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD MODIFICATION**

1N01HEADER.MD.DCFBIWA00.NIC/W123456789.OCA/ABC324569.DCH/08V,16V

#### **Acknowledgment:**

1L01HEADER  
DCFBIWA00  
MODIFY DENTAL DATA NIC/W123456789 OCA/ABC324569

The above modify supplemental example contains: header (1N01HEADER), message key (MD), Originating Agency Identifier (DCFBIWA00), the NCIC Number (NIC/W123456789), the case number (OCA/ABC324569), and the dental field to be modified (DCH/08V,16V).

### **11.9 REQUIREMENTS FOR SUPPLEMENTAL DENTAL RECORD MODIFICATION**

A supplemental dental record may be modified (MKE/MD) to:

1. Change the code entered in DXR and/or MPA Fields. Since these fields are mandatory, the codes cannot be deleted using a modify message.
2. Change or delete the information entered in the DRE Field.
3. Change any coding for the 32 tooth codes of the DCH Field.
4. Change the NDI value to Y. The NDI Field may be modified by authorized FBI ORIs only.

### **11.10 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD CANCELLATION**

1N01HEADER.XD.DCFBIWA00.NIC/W123456789.OCA/ABC324569

#### **Acknowledgment:**

1L01HEADER  
DCFBIWA00  
CANCEL DENTAL DATA NIC/W123456789 OCA/ABC324569

The above cancel supplemental example contains: header (1N01HEADER), message key (XD), Originating Agency Identifier (DCFBIWA00), and two record identifiers (NIC/W123456789 and OCA/ABC324569).

## **11.11 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DENTAL RECORD CANCELLATION**

A supplemental dental cancellation message will delete all dental information from the record identified. When a Wanted Person File record is canceled or cleared, all supplemental dental information are retired.