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FOI/PA# 1358697-000

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NCIC Operating Manual
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NCIC INTRODUCTION

SECTION 1--WHAT IS NCIC?

1.1 DEFINITION

1. The National Crime Information Center (NCIC) is a nationwide, computerized information system established as a service to all criminal justice agencies--local, state, and federal. The goal of NCIC 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 purposes, criminal justice information is defined as "information collected by criminal justice agencies that are 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 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. 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 participants.
3. The NCIC System stores vast amounts of criminal justice information which can be instantly retrieved by and/or furnished to any authorized agency.
4. The NCIC System serves criminal justice agencies in the 50 states, the District of Columbia, Puerto Rico, and Canada. Through established state systems, the NCIC System has become available for use by all criminal justice agencies. Access to the NCIC 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 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 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.

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1.3 RESPONSIBILITY FOR RECORDS

1. 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. 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 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 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 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 System should be addressed to the FBI, CJIS Division, Attention: NCIC, 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 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 provides virtually uninterrupted operation 24 hours a day, 7 days a week. Communication lines and associated costs from the NCIC computer to the control terminals are borne by the FBI.
4. The FBI NCIC 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 System. In its deliberations, the APB places particular emphasis on the continued compatibility of NCIC and state systems; System security; and rules, regulations, and procedures to maintain the integrity of NCIC 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 the NCIC files. If no state/local law or policy prohibition exists, authorized indirect dissemination of the NCIC records is discretionary with the CJIS System Agency (CSA). Such information may be withheld because of criminal justice priorities, budgetary limitations, or other reasons determined by the CSA to be legitimate.
2. An agency participating in the NCIC System as a CSA must assume responsibility for and enforce System security with regard to all other agencies which it, in turn, services. The responsibilities of NCIC CSAs 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 System. Further information regarding System security can be obtained from the CJIS Security Policy.
4. All state and local agencies participating in the NCIC 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 System and the III File is 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 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 participation.

6. Information can be obtained from NCIC 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 System, the standards, procedures, formats, and criteria mentioned in this manual must be strictly followed. In this respect, NCIC CSAs 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 is voluntary, delayed entry of records in NCIC 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 provides information for decision making by investigators, patrol officers, judges, prosecutors, and corrections officials. The information furnished by NCIC 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 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 MESSAGES

2.1 TYPES OF MESSAGES

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

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 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 file chapter.

2.4 CANCELLATION

The purpose of a cancellation message is to remove an entire record or supplemental record(s) from any file. 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 file chapter.

2.5 INQUIRY

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

1. On-line Inquiries

These are queries into NCIC 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 CSA 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

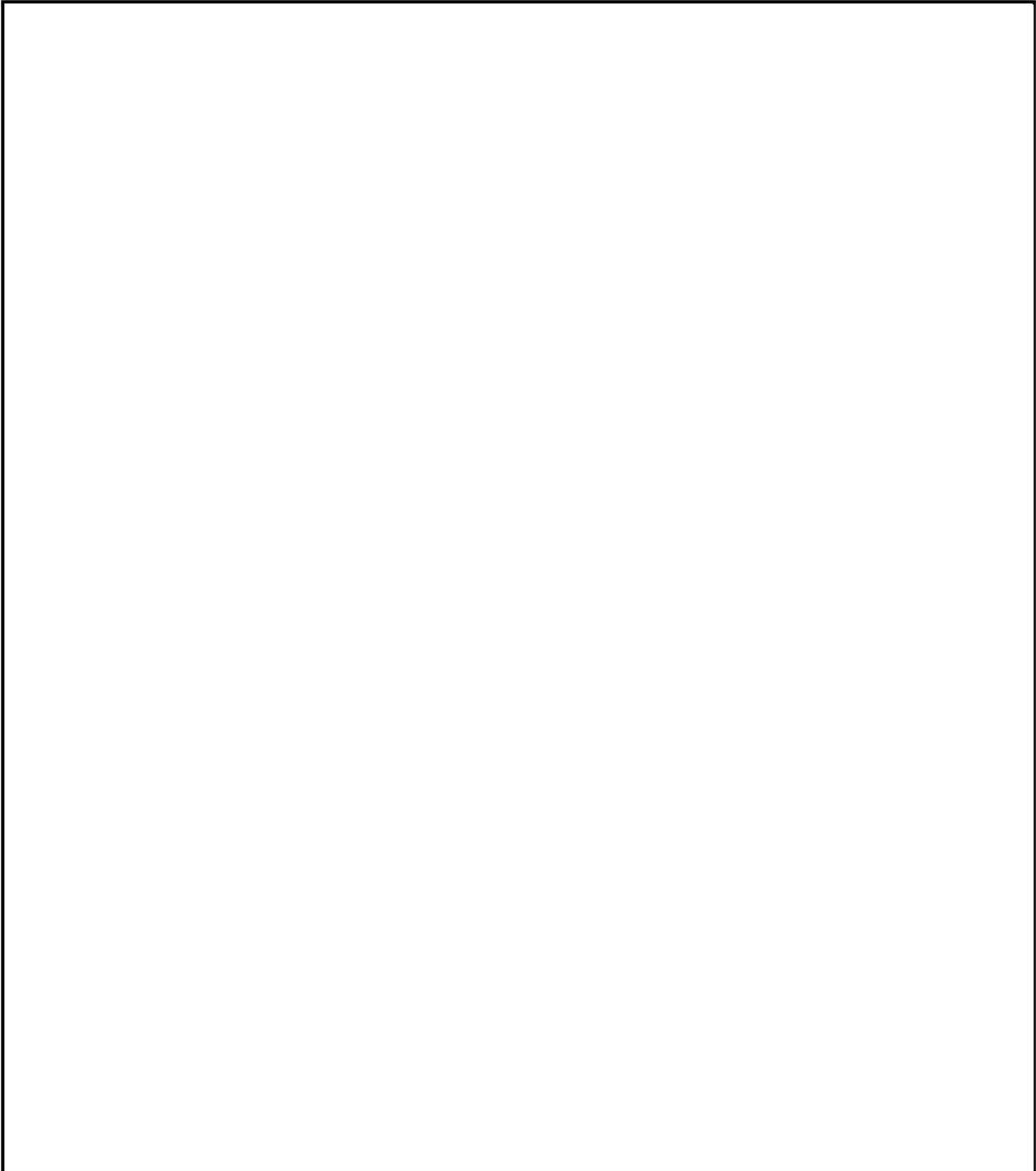
These requests include Usage Analysis, Error Trend Analysis, and Benefits and Effectiveness. The requests are submitted on-line and the results are obtained by file transfer. These inquiries are limited to CSAs only.

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 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



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

2.8 ERROR MESSAGES

1. An error message advises an agency of an error in an NCIC 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.

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 ; 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 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 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 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 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 .

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.

REJECT - EXPLAIN PCO

A value of 08 has been entered in the Protection Order Conditions (PCO) 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.
13. Protection Order enter or modify transaction does not contain Service Information (SVC) value 1 when Service Date (SVD) is populated with a valid date.

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.

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., NAMJONES, 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 record. Mandatory fields are explained in the Entry section of each NCIC 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 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 add-on record for a file record that has already been located.

REJECT - SERIAL NUMBER IS NOT UNIQUE, SEE FOLLOWING:

** ATTENTION **

IF SER/XXXXXX-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 with matching data in the SER, TYP, and Brand Name (BRA) Fields; or three or more gun records on file in NCIC with matching data in the SER, Make (MAK), Caliber (CAL), and TYP Fields, the NCIC Quality Control Staff enters an ATTENTION message to alert NCIC 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 to advise users of the NCIC 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 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 has been out of service and is returning to full service.
2. NCIC 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 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 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 System, then the following message is sent:

REJECT: LINE COMMANDED DOWN AT NCIC

\$.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 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 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 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 records, either through inquiry or maintenance by the users (e.g., \$.8., \$.B., \$.H.) or through actions taken by the NCIC 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: Georgia, Maine, Massachusetts, Nevada, New Hampshire, South Dakota, Washington, Wisconsin, and the territories of Guam, Puerto Rico, and the Virgin Islands. The following states do not participate in the \$.8. program for boats: Arizona, Georgia, Hawaii, Illinois, Indiana, Maine, Maryland, Massachusetts, Mississippi, Missouri, Nevada, New Hampshire, New Mexico, North Carolina, Ohio, Rhode Island, South Dakota, Washington, West Virginia, and the territories of Guam, 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 Code Manual*.
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, Florida, Montana, New Jersey, New York, Oregon, Pennsylvania, Virginia, or Washington; (for boats) Alabama, Arkansas, Connecticut, Florida, New York, South Carolina, and Tennessee.

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

\$.8.

OUT OF STATE AT 1325 EST 19991001
1N01HEADER.EV.MD1012600.123456.VA.1999.PC.3J573A7012345.1980.OLDS.CUT.2D.WHI.19990110.1234567
89...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.19990501.234
443333...BOAT HAD BEEN ANCHORED IN FT LAUDERDALE 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 (FL) 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	Ohio
Connecticut	Kansas	Oklahoma
Washington	New Mexico	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	Pennsylvania
Colorado	Nebraska	South Carolina
Connecticut	New York	West Virginia

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
5.	TEMPORARY WARRANT	Wanted Person File chapter
6.	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	Illinois	Missouri	Pennsylvania
Arizona	Indiana	Nebraska	South Dakota
Arkansas	Kansas	Nevada	Washington
California	Kentucky	New Hampshire	Wisconsin
Canada	Maine	New Jersey	Wyoming
Georgia	Massachusetts	New York	
Guam	Minnesota	North Dakota	
Hawaii	Mississippi	Oklahoma	

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

Alabama	Indiana	Missouri	Pennsylvania
Arizona	Kansas	Nebraska	South Dakota
Arkansas	Kentucky	Nevada	Utah
California	Maine	New Hampshire	Washington
Colorado	Maryland	New York	Wyoming
Georgia	Massachusetts	North Carolina	
Guam	Minnesota	North Dakota	
Illinois	Mississippi	Ohio	

\$.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 SID/MD99999999
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.DCFBIWA07CHILD-ABDUCTION NOTIFICATION AT 1325 EST 19991001
1L01HEADER.MM.MD102600.NAM/DOE, JOHN J.NIC/M000069216.EYE/BRO
UPDATING ORI IS ANY CITY PD MD

MKE/MISSING PERSON ENDANGERED
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/123456789
MNP/CA DLC/19921201 OCA/SAMPLE SID/MD99999999
MIS/LAST SEEN WEARING BLUE PANTS AND RED SHIRT
BLT/OPOS CRC/C FPA/N BXR/P
JWT/PK RI
JWL/GOLD RINGSMT/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.DCFBIWA07AMBER-ALERT-NOTIFICATION AT 1325 EST 20051001
1L01HEADER.MM.MD1012600.NAM/DOE, JOHN J.NIC/M000069216.EYE/BRO
UPDATING ORI IS ANY CITY PD MD

MKE/MISSING PERSON ENDANGERED
ORI/MD1012600 NAM/DOE, 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 SID/MD99999999
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/VI23456789 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.

77777777

END OF VALIDATION FILE.

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

When a vehicle locate, clear, or cancel transaction is processed by NCIC, 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 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
MD1012600THE FOLLOWING RECORD WILL BE RETIRED BY THE FBI DURING THE NEXT PURGE CYCLEUNLESS
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/VI23456789 DTE/19990805 2000 EDT DLU/20000328 1115 EDT
```

The copy of the non-validated record is included after the initial message. The full message is repeated for each non-validated 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 formatted 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/19990803
OCA/56789
NOA/Y
OAN/12345678
NIC/VI23456789 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 SID/MD99999999
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 Suspected Terrorist File, or the Immigration Violator File.

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

\$.H.
MD0012600
YOUR RECORD WITH NIC/VI23456789 OCA/56789 IS A POSSIBLE DELAYED INQUIRY MATCH
PLEASE ASSURE YOUR ENTRY IS A REASONABLE MATCH WITH
INQUIRY ON 1230 EST 20040801CONTAINING: 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 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/VI23456789 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 SID/MD999999999
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 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456789 CTZ/US
FPC/121011CO141159TTCI13 MNU/AS-123456789 SOC/123456789
OLN/11111111 OLS/MD OLY/2000
OFF/HOMICIDE - WILLFUL KILL-POL OFF-GUN
DOW/19981201 OCA/9231244 SID/MD999999999
WNO/635F1129 CTI/MD101261J
MIS/EXTR EAST OF MISSISSIPPI 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.
MDOO12600
THE INDIVIDUAL OF YOUR RECORD NIC/W123456789
OCA/324-123 HAS BECOME EMANCIPATED.
PLEASE CHECK YOUR STATE LAWS REGARDING APPROPRIATE ACTION.
MKE/WANTED JUVENILE DELINQUENT - ADJUDGED
EXL/1 - FULL EXTRADITION
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 SID/MD99999999
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/W123456789 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 SID/MD99999999
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/UCN. If the offender's FBI Number/UCN is unknown, the entering agency should follow recognized procedures to determine, verify, or establish the FBI Number/UCN. Inclusion of the FBI number/UCN 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/UCN and to include it in the NSOR record.

\$.K.SOR. NSOR MISSING INFORMATION
MD1230000
NCIC INCOMPLETE NSOR NOTIFICATION AT 0515 EDT ON 05/01/2011. THE FOLLOWING
NSOR RECORD IS MISSING THE FBI FIELD. EVERY EFFORT SHOULD BE MADE
TO IDENTIFY THE OFFENDER'S FBI NUMBER/UCN 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 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 SID/MD999999999
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 SID/MD999999999
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 SID/MD99999999

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 SID/MD99999999
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 SID/MD999999999

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 SID/MD99999999
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	ETN	EYB/ YOB	HGT	WGT	EYE/HAI	DBF/DLC	MATCH DATA
M111444777	MD	M/W	H	1943	510	150	HAZ BRO	19790101	FPC/EYE/SMT
M827362564	VA	M/B	H	1942	508	138	HAZ BRO	19770526	EYE
M987654321	CA	M/A	H	1944	509	160	BRO GRY	19791010	HAI
M182736473	PA	M/I	H	1943	508	145	BRO BRO	19780928	ALL FIELDS
M437682147	AZ	M/I	H	1943	508	145	BRO BLN	19780928	ALL FIELDS
M827364536	NV	M/W	H	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 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/DCFBIWAOO 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 SID/MD99999999
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 SID/MD99999999
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.

NIC	ST	SEX/ RAC	EYB/ YOB	DBF/DOW	HGT	WGT	EYE	HAI	MATCH DATA	M	P	N
W111111111	MD	M/B	1948	19900107	600	190	BRO	BLK		30	02	00
W222222222	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.

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

NIC	ST	SEX/ RAC	ETN	EYB/ YOB	DBF/ DLC	HGT	WGT	EYE	HAI	MATCH DATA	M	P	N
M555555555	WV	M/W	H	1940	19790102	600	190	BRO	BRO	FPC/EYE/SMT			
M666666666	OH	M/B	N	1942	19800214	601	200	BRO	BLK	EYE			
M777777777	PA	M/W	N	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 SID/MD99999999
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
OCA/611112131 SID/VA99999999
OOC/ROBBERY
VLD/20000521 VLN/COBERLY, ROBERT
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
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 SID/MD999999999
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
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 SID/MD99999999
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/VI23456789 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 SID/MD99999999

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 SEX 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 SID/MD99999999
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 SID/MD99999999
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
OCA/611112131 SID/VA99999999
OOC/ROBBERY
VLD/20000521 VLN/COBERLY, ROBERT
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
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 SID/MD99999999
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 FIELD 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
OCA/92312665 SID/FL99999999
MIS/CONVICTED OF INDECENT LIBERTIES WITH A MINOR
DNA/N
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 Notification

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
NCDIC0000
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/121011C01159TTC113TT 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
OCA/92312665 SID/FL99999999
MIS/CONVICTED OF INDECENT LIBERTIES WITH A MINOR
DNA/N
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 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 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 CJIS System Agency (CSA) 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 CSA 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., CTO, CSO, 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 CSA 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 CSAs 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 CSAs, each federal and state CSA 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 CSA 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 stolen property and person records:

1. Accuracy

Any NCIC entry should contain only correct data. In addition, CSAs 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 through them.

2. Completeness

Information contained in an NCIC 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, CSAs should ensure that documentation is available from local users to assist in triennial state and federal audits.

3. Training

CSAs 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 matters to ensure effective use of the System and compliance with FBI CJIS policy regulation;
5. Make available appropriate training on NCIC 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 /state Systems using methods such as roll call and in-service training;
7. Provide peer-level training on NCIC 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.

For an ERMS and prior to a data transfer process being implemented, the process must be thoroughly tested and verified, via a "record-to-record" and "field-to-field" comparison, for the accurate and complete transfer of the data to the NCIC. Once tested, verified, and trusted, periodic synchronizations, to occur at least annually, between the ERMS and NCIC are required to identify errors that may have occurred in the transfer process. Synchronizations must also occur after software and/or hardware upgrades and/or system maintenance. Front end testing and verification is a requirement to allow a system to system data transfer to serve as the second-party check on the transferred data from the ERMS to NCIC.

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, 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 using the EXL Field. 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. 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 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 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 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 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 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 \$.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 records, each state control terminal agency should continue to develop and maintain stringent quality control procedures to ensure that all records in NCIC 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 records. The ORI is responsible for the accuracy, completeness, and current status of its records entered in NCIC.

2. Nonserious Errors

1. A nonserious error is by definition an error found in any NCIC 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 CSA. The CSA 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 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 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 Suspected Terrorist File records are selected for validation under an alternative procedure. See National Sex Offender Registry and Known or 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 must request to participate in the one-time only validation by contacting the FBI CJIS Division at (304) 625-3000.

For all other person 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. 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 CSA 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 with 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. 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 computer which is used to provide message information for the CSA. A header will not be stored as part of any NCIC 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 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 Character Set defined in 3.7 of this section.

3. The first 4 characters of the header are used by the NCIC System for appropriate routing.

3. Header Prefixes:

1. 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.
 2. 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 format (except image transactions).
 3. 1B01 -- Is used when NCIC image transactions are performed, i.e., the following MKEs: Enter Image (EIM) or Modify Image (MII).
 4. TB01 -- Directs the message to the test NCIC hot files when NCIC test image transactions are performed, i.e., the following MKEs: EIM, and MII.
 5. 2L01 -- Directs the message to the III File.
 6. 6L01 -- Directs the message to NICS.
 7. ML01 -- Directs the message to NLETS.
 8. Positions 5 through 17 are reserved for the user agency. Characters 18 and 19 are reserved for use by the NCIC workstation in addressing Mobile Imaging Units (MIUs). This is applicable only when the transaction was originated by a MIU developed by the NCIC program or one using the software developed by NCIC.
4. The NCIC 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 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 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 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 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 is called the New York State Identification and Intelligence System (NYSIIS). NYSIIS coding is used in the Name (NAM), Alias (AKA), Person with Information Alias (PAK), Person with Information Name (PIN), 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 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 computer is going out of service. However, when NCIC 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 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 CSA should make every effort to verify that the difficulty does not lie within its terminal equipment. If the difficulty is a terminal malfunction, the CSA should notify the local terminal maintenance office for repair.

2. System activity and line traffic are monitored at the NCIC 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 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 CSA 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

During the monthly purge cycle, NCIC 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. NCIC 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 administrative messages. When the NCIC System goes out of service for more than 15 minutes without NCIC having previously sent an out-of-service message, a NLETS All Points Broadcast is sent to advise users of the outage.

3.14 NCIC NUMBERS (NIC NUMBERS)

Each record entry message that is accepted for storage in the NCIC System is assigned a unique **NCIC Number (NIC)** for record identification purposes.

1. If the prefix of the NIC is a single alphabetic character, the NIC has 10 characters, consisting of an alphabetic character that identifies the NCIC file in which the record is indexed, a 7-character unique number, and 2 check digits.
2. If the prefix of the NIC is double alphabetic characters, the NIC has 10 characters, consisting of double alphabetic characters that identify the NCIC file in which the record is indexed, a 6-character unique number, and 2 check digits.

The first character of the File Indicator will remain static, and the second alphabetic character will indicate the NCIC file. The first alphabetic character will be designated as a "Y." The "Y" will indicate that the second alphabetic character must be used to determine the NCIC file in which the record is indexed. The second position may be any alphabetic character (except O).

3. 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.

4. **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 algorithms are used for the process:

If the prefix of the NIC is a single alpha character, the digits of the sequential number (positions 2 through 8 of the number) are multiplied by a value, as follows:

	Multiplication Factor
Position 2	8
Position 3	7
Position 4	6
Position 5	5
Position 6	4
Position 7	3
Position 8	2

If the prefix of the NIC is double alphabetic characters, the digits of the sequential number (positions 3 through 8 of the number) are multiplied by a value, as follows:

	Multiplication Factor
Position 3	8
Position 4	7
Position 5	6
Position 6	5
Position 7	4
Position 8	3

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
A	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
B	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
C	1	Supervised Release records
E	1	NICS Denied Transaction records
G	2	Gun records entered on/prior to 7/11/1999
	3	Gun records entered on/after 7/11/1999
H	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/between 8/19/2012 and 1/10/2017
	5	Protection Order records entered on/after 1/10/2017
I	1	Image records entered on/prior to 4/7/2013
	2	Image records entered on/after
J	1	Identity Theft Records
K	1	Protective Interest records
L	1	Violent Person records
M	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
N	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
P	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
R	11	CPIC Data records entered on/prior to 7/11/1999
	12	CPIC Data records entered on/after 7/11/1999
S	6	Securities records entered on/prior to 7/11/1999
	7	Securities records entered on/after 7/11/1999
T	1	Gang/Known or Suspected Terrorist Member records entered on/prior to 5/8/97
	2	Gang/Known or Suspected Terrorist Member records entered on/between 5/8/97 and 7/11/1999
	3	Gang/Known or Suspected Terrorist Member records entered on/after 7/11/1999
U	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
V	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
W	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/between 3/7/2010 and 1/5/2014
	6	Wanted Person records entered on/between 1/5/2014 and 1/10/2017
	7	Wanted Person records entered on/after 1/10/2017
X	1	National Sex Offender Registry records

Z	10	Reference Gang records entered on/prior to 7/11/1999
	11	Reference Gang Records entered on/after 7/11/1999

For example, if a NIC number with a single alphabetic character prefix used in a transaction is V124862947, the check digits are verified as follows:

Sequential Number	Multiplication Factor		Product
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 FEATURES

The following capabilities are unique to the NCIC 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 ; 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 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 System. These include FBI work-stations internal to the FBI and CSOs 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 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 for 72 hours. After this period of time, the NCIC computer will automatically delete the file including the validation files if the user has not retrieved it.

2. Testing

NCIC has a test database which is maintained independently of the active NCIC 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 directs such transactions to the test database. 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 or 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

1. Benefits and effectiveness data are collected by the NCIC 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 System goes into statistics mode, the user will receive a \$.S. STATISTICS MODE NOTIFICATION. While NCIC 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 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 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 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 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.

SECTION 4--USER AGREEMENT

SYSTEM RESPONSIBILITIES OF CRIMINAL JUSTICE INFORMATION SERVICES (CJIS) SYSTEMS AGENCY

4.1 INTRODUCTION

The NCIC 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 CSA for the state, through and by which NCIC System users in that state would access the various systems managed by the FBI CJIS Division. The CSA 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) SYSTEMS USER AGREEMENT

The FBI CJIS Division provides state-of-the-art identification and information services to the local, state, tribal, federal, and international criminal justice communities, as well as the noncriminal justice community, for licensing and employment purposes. These services are administered and maintained by the FBI CJIS Division and managed in cooperation with the

CJIS Systems Agency (CSA) and its administrator for CJIS data, the CJIS Systems Officer (CSO). The CJIS systems include, but are not limited to: the Interstate Identification Index (III); National Crime Information Center (NCIC); Uniform Crime Reporting (UCR), whether summary or incident-based reporting to the National Incident-Based Reporting System; Fingerprint Identification Record System; Law Enforcement National Data Exchange (N-DEx); Law Enforcement Enterprise Portal (LEEP); and the National Instant Criminal Background Check System (NICS).

The FBI CJIS Division provides the following services to its users, as applicable:

1. Operational, technical, and investigative assistance.
2. Telecommunication lines to state, federal, and regulatory interfaces.
3. Legal and legislative review of matters pertaining to all CJIS systems.
4. Timely information on all aspects of all CJIS systems and other related programs by means of operating manuals, code manuals, technical and operational updates, various newsletters, information letters, frequently asked questions, and other relevant documents.
5. Training assistance and up-to-date materials provided to each CSO, NICS Point of Contact (POC), state Compact Officer, State Administrator, Information Security Officer (ISO), and other appropriate personnel.
6. Ongoing assistance to systems' users through meetings and briefings with the CSOs, State Administrators, Compact Officers, ISOs, and NICS State POCs to discuss operational and policy issues.
7. Advisory Process through which authorized users have input as to the policies and procedures governing the operation of CJIS programs.
8. National Crime Prevention and Privacy Compact Administrative Office through which states and other authorized users may submit issues concerning the noncriminal justice use of the III System.
9. Annual NICS Users Conference.
10. Audit.
11. Staff research assistance.

PART I

The purpose behind a designated CSO is to unify responsibility for systems user discipline and to ensure adherence to established procedures and policies within each signatory

state/territory/tribal agency and by each federal user. This agreement outlines the responsibilities of each CSO, as they relate to all CJIS systems and other related CJIS administered programs. These individuals are ultimately responsible for planning necessary hardware, software, funding, and training for access to all CJIS systems.

To ensure continued access as set forth above, the CSA agrees to adhere to all applicable CJIS policies including, but not limited to, the following:

1. The signatory state/tribal agency will provide fingerprints that meet submission criteria for all qualifying arrests. In addition, states/tribal agencies will make their records available for interstate exchange for criminal justice and other authorized purposes unless restricted by state/tribal law, and, where applicable, continue to move toward participation in the III and, upon ratification of the National Crime Prevention and Privacy Compact, the National Fingerprint File.
2. Appropriate and reasonable quality assurance procedures; e.g., hit confirmation, audits for record timeliness, and validation, must be in place to ensure that only complete, accurate, and valid information is maintained in the CJIS systems.
3. Biannual file synchronization of 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 telecommunication 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 security of criminal history records. Additionally, each CSO must ensure that all agencies establish an information security structure that provides for an ISO and complies with the CJIS Security Policy.
5. Audit - Each agency shall be responsible for complying with all audit requirements for use of CJIS Systems. Each CSO is responsible for completing a triennial audit of all agencies with access to CJIS systems through the CSO's lines.
6. Training - Each agency shall be responsible for training requirements, including compliance with operator training mandates.
7. Integrity of the Systems - Each agency shall be responsible for maintaining the integrity of the system in accordance with FBI CJIS Division/state/federal/tribal policies to ensure only authorized terminal access; only authorized transaction submission; and proper handling and dissemination of CJIS data. Each agency shall also be responsible for computer security incident reporting as required by the CJIS Security Policy.

The following documents are incorporated by reference and made part of this agreement for CSA users:

1. Bylaws for the CJIS Advisory Policy Board and Working Groups.

2. CJIS Security Policy.
3. Interstate Identification Index Operational and Technical Manual, National Fingerprint File Operations Plan, NCIC Operating Manual, UCR Handbook- NIBRS Edition, and National Incident-Based Reporting System Volumes 1, 2, and 4.
4. National Crime Prevention and Privacy Compact, 42 United States Code (U.S.C.) §14616.
5. NCIC Standards and UCR Standards, as recommended by the CJIS Advisory Policy Board.
6. The National Fingerprint File Qualification Requirements.
7. Title 28, Code of Federal Regulations, Parts 20 and 25, §50.12, and Chapter IX.
8. Electronic Fingerprint Transmission Specifications.
9. Other relevant documents, to include: NCIC Technical and Operational Updates, CJIS Information Letters, NICS User Manual, NICS Interface Control Document.
10. Applicable federal, state, and tribal laws and regulations.

PART 2

Additionally, there are authorized federal regulatory recipients and other authorized users that provide electronic fingerprint submissions through a CJIS Wide Area Network (WAN) connection (or other approved form of electronic connection) to the CJIS Division that are required to comply with the following CJIS policies:

1. The authorized user will provide fingerprints that meet submission criteria and apply appropriate and reasonable quality assurance procedures.
2. Security - Each agency is responsible for appropriate security measures as applicable to physical security of communication equipment; personnel security to include background screening requirements; technical security to protect against unauthorized use; and security of criminal history records.
3. Audit - Each authorized user shall be responsible for complying with all audit requirements for CJIS systems. Additionally, each authorized user is subject to a triennial audit by the CJIS Division Audit staff.
4. Training - Each authorized user receiving criminal history record information shall be responsible for training requirements, including compliance with proper handling of criminal history records.

The following documents are incorporated by reference and made part of this agreement for non-CSA authorized users:

1. CJIS Security Policy.
2. National Crime Prevention and Privacy Compact, 42 U.S.C. §14616.
3. Title 28, Code of Federal Regulations, Parts 20 and 25, § 50.12, and Chapter IX.
4. Other relevant documents, to include *CJIS* Information Letters.
5. Applicable federal, state, and tribal laws and regulations.

GENERAL PROVISIONS

Funding:

Unless otherwise agreed in writing, each party shall bear its own costs in relation to this agreement. Expenditures will be subject to federal and state budgetary processes and availability of funds pursuant to applicable laws and regulations. The parties expressly acknowledge that this in no way implies that Congress will appropriate funds for such expenditures.

Termination:

1. All activities of the parties under this agreement will be carried out in accordance to the above-described provisions.
2. This agreement may be amended or terminated by the mutual written consent of the parties authorized representatives.
3. Either party may terminate this agreement upon 30-days written notification to the other party. Such notice will be the subject of immediate consultation by the parties to decide upon the appropriate course of action. In the event of such termination, the following rules apply:
 - a. The parties will continue participation, financial or otherwise, up to the effective date of termination.
 - b. Each party will pay the costs it incurs as a result of termination.
 - c. All information and rights therein received under the provisions of this agreement prior to the termination will be retained by the parties, subject to the provisions of this agreement.

ACKNOWLEDGMENT AND CERTIFICATION

As a CSO or CJIS WAN Official (or other CJIS authorized official), 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 systems users to ensure the reliability, confidentiality, completeness, and accuracy of all information contained in, or obtained by means of, the CJIS systems. I further acknowledge that failure to comply with these duties and responsibilities may result in the imposition of sanctions against the offending state/agency; other federal, tribal, state, and local criminal justice users; and approved noncriminal justice users with system access, whether direct or indirect. The Director of the FBI (or the National Crime Prevention and Privacy Compact Council), may approve sanctions to include the termination of CJIS services.

I hereby certify that I am familiar with all applicable documents that are made part of this agreement and to all applicable federal and state laws and regulations relevant to the receipt and dissemination of documents provided through the CJIS systems.

This agreement is a formal expression of the purpose and intent of both parties and is effective when signed. It may be amended by the deletion or modification of any provision contained therein, or by the addition of new provisions, after written concurrence of both parties. The "Acknowledgment and Certification" is being executed by the CSO or CJIS WAN Official (or other CJIS authorized official) in both an individual and representative capacity. Accordingly, this agreement will remain in effect after the CSO or CJIS WAN Official (or other CJIS authorized official) vacates his/her position or until it is affirmatively amended or rescinded in writing. This agreement does not confer, grant, or authorize any rights, privileges, or obligations to any third party.

SYSTEMS USER AGREEMENT

Please execute either Part 1 or Part 2

PART 1

* _____
CJIS Systems Officer

Date: _____

Printed Name/Title

CONCURRENCE OF CSA HEAD:

CSA Head

Date: _____

Printed Name/Title

PART 2

* _____
CJIS WAN Official (or other CJIS Authorized Official)

Date: _____

Printed Name/Title

CONCURRENCE OF CJIS WAN AGENCY HEAD:

CJIS WAN Agency Head

Date: _____

Printed Name/Title

FBI CJIS DIVISION:

Stephen L. Morris
Assistant Director
FBI CJIS Division

Date: _____

* The FBI Designated Federal Officer should be notified when a CSO or other CJIS WAN/authorized Official vacates his/her position. The name and telephone number of the Acting CSO or other CJIS WAN/authorized Official, and when known, the name and telephone number of the new CSO or other CJIS WAN/authorized Official, should be provided.

SECTION 5--NCIC 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 CSA to NCIC and back to the CSA should not exceed 2 seconds.
2. Average message response time from a CSA to an agency interfaced with the CSA 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 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 CSA 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 CSA and NCIC as described in standards 1 and 2 above.
4. Average response time from any local/regional system or terminal interfaced directly with the NCIC computer (i.e., NCIC lines which terminate at an agency that is not a CSA) 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 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 CSA 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 CSA to NCIC and back to the CSA should not exceed 5 seconds.
2. Average message response time from a CSA to an agency interfaced with the CSA 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 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 CSA 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 CSA and NCIC as described in standards 1 and 2 above.
4. Average response time from any local regional system or terminal interfaced directly with the NCIC computer (i.e., NCIC lines which terminate at an agency that is not a CSA) 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 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 CSA 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 which meet NCIC criteria as soon as reasonably possible after the minimum data for entry is available.
2. The CSA 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.

3. Every agency that enters records destined for NCIC 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 record as soon as it is aware that the record is no longer valid.
5. Average message response time for an entry from the CSA to NCIC and back to the CSA should not exceed 5 seconds.
6. Average message response time from a CSA to an agency interfaced with the CSA 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 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 CSA 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 CSA and NCIC as described in standards 5 and 6 above.
8. Average response time from any local/regional system or terminal interfaced directly with the NCIC computer (i.e., NCIC lines which terminate at an agency that is not a CSA) 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 as described in standard 5 above.

5.5 STANDARDS FOR SYSTEM AVAILABILITY

1. The NCIC System availability goals shall be 100 percent with 99 percent as minimum acceptable performance.
2. The CSA 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.
4. The NCIC System will undergo monthly maintenance on the first Tuesday of each month from 4:00 AM to 6:00 AM Eastern Standard Time. During this time, the NCIC System will be out of service.

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 CSA configuration.

5.7 STANDARDS FOR SERVICES AVAILABILITY

Those services provided by NCIC to the CSAs shall be provided by the CSAs to their users with the exception of:

1. Services specifically limited to CSAs 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 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 CSA 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 that have no telecommunications link but access a CSA via another user which has a telecommunications link. Any regional dispatch/communication center shall be required by the CSA to provide the same services to their users as those provided to them by the CSA.

Services include providing users with:

1. The capability of communicating with and receiving responses from all current and future NCIC files.
2. The capability to enter an NCIC record into all current and future NCIC files which:
 1. Meet the NCIC entry criteria for the file involved;
 2. Contain at least the minimum data required by NCIC for entry and up to the maximum number of identifiers permitted in the record by NCIC ; and
 3. Contain any of the codes or data permitted by NCIC 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 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 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 record, including records entered by agencies serviced by the same CSA as well as records entered by agencies serviced by another CSA.

The use of the above services by any user agency shall be in accordance with the instructions and procedures contained in the *NCIC Operating Manual*, the codes contained in the *NCIC Code Manual* and new enhancements contained in NCIC Technical and Operational Updates, *CJIS Information Letter*, or any other official notification from the FBI CJIS Division.

5.8 NCIC SANCTIONS

The CJIS APB established the Compliance Evaluation Subcommittee (CES) to evaluate the results of audits conducted by the CJIS Audit Unit (CAU). The CES makes specific recommendations to the APB concerning compliance with applicable policies and regulations. The most current information regarding the CAU audits that are within the purview of the CES and detailed CES sanctions process procedures are available at <CJIS.gov> (Law Enforcement Enterprise Portal) CJIS Special Interest Groups CES Section and the CJIS Section of <FBI.gov>.

The National Crime Prevention and Privacy Compact (Compact) Council at Article VI established the Compact Council (Council). The Compact Council Sanctions Committee is responsible for ensuring that use of the Interstate Identification Index System for noncriminal justice purposes complies with the Compact and with rules, standards, and procedures established by the Compact Council. As such, the Sanctions Committee reviews the results of audits conducted by the Federal Bureau of Investigation (FBI) of participants in the FBI's CJIS Division programs. The Sanctions Committee reviews the audit results and the participant's response to determine a course of action necessary to bring the participant into compliance and make recommendations to the Compact Council or the FBI. Additional information on the Compact Council Sanctions process is available on the Compact Council's web-site.

SECTION 6--CONTACT INFORMATION

The FBI CJIS Division 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)

State/Territory	ORI	State/Territory	ORI
Alabama	AL003065Y	Nebraska	NBNSP0D00
Alaska	AKAST0102	Nevada	NV0189900
Arizona	AZACSPX00	New Hampshire	NHNSP0010

Arkansas	AR060015Y	New Jersey	NJNSP01T6
California	CA0349400	New Mexico	NMNSP0000
Colorado	COCBI0000	New York	NY1010000
Connecticut	CTCSP0000	North Carolina	NCDCI0000
Delaware	DEDSP0000	North Dakota	NDRCD0000
District of Columbia	DCMPD0000	Ohio	OHOHP0030
Florida	FL03701F3	Oklahoma	OKOLETS00
Georgia	GAGBI0051	Oregon	OR024015Y
Guam	GM001025J	Pennsylvania	PAPSP0000
Hawaii	HI002015Y	Puerto Rico	PRPPR0000
Idaho	ID001015Y	Rhode Island	RIRSP0052
Illinois	IL0849600	South Carolina	SCLED00A2
Indiana	INISP0007	South Dakota	SD032105Y
Iowa	IADPS0000	Tennessee	TNTBI0000
Kansas	KSKHPQ000	Texas	TX0000000
Kentucky	KYKSP0000	U.S. Virgin Islands	VI0010000
Louisiana	LALSP0000	Utah	UTBCI0000
Maine	MEMSP0000	Vermont	VTVSP0000
Maryland	MDMSP0006	Virginia	VAVSP0000
Massachusetts	MAMSP0030	Washington	WAWSP0000
Michigan	MI3300203	West Virginia	WVWSP0000
Minnesota	MNBCA0000	Wisconsin	WI013245Y
Mississippi	MSMHP0000	Wyoming	WY0110400
Missouri	MOMHP0040	Royal Canadian Mounted Police	ON1000000
Montana	MT025015Y		

Federal Agency	ORI
Administrative Office of the US Courts	DC001057J
Custom and Border Protection	VAUSC6000
Immigration and Customs Enforcement	VTICE0900
Naval Criminal Investigative Service	VANIS2000
Transportation Security Administration	VATSA0100
U.S. Air Force	VAOSI0100
U.S. Army	VAUSA1800
U.S. Capitol Police	DCCAP0000
U.S. Coast Guard	DCCG001T0
U.S. Department of Justice	DCDOJ0000
U.S. Department of State	DCDOS0000
U. S. Postal Inspection Service	DCPO00000
U.S. Secret Service	DCSS17700
INTEROL	DCINTER00

6.2 STATE IDENTIFICATION BUREAUS (SIBs)

State/Territory	ORI		State/Territory	ORI
Alabama	ALSBI0000		Montana	MT025025Y
Alaska	AK020055Y		Nebraska	NBNSP0000
Arizona	AZCCHPX00		Nevada	NV0131700
Arkansas	ARASP1300		New Hampshire	NHNSP0000
California	CA0349400		New Jersey	NJNSP0200
Colorado	COCBI0000		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	TX0000000
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	WWWSP0000
Mississippi	MSMHP0000		Wisconsin	WI013015Y
Missouri	MOMHP0000		Wyoming	WY0110400

6.3 STATE/TERRITORY SEX OFFENDER REGISTRIES (SORs)

State/Territory	ORI		State/Territory	ORI
Alabama	ALLEA0047		Montana	MT025035Y
Alaska	AKAST1500		Nebraska	NBNSP0003
Arizona	AZDPS1900		Nevada	NV0131700
Arkansas	AR060015Y		New Hampshire	NHNSP1400
California	CA0349428		New Jersey	NJNSP0230
Colorado	COCBI0000		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	TX0000000
Louisiana	LALSP0001		U.S. Virgin Islands	VI001057A
Maine	MESPSBI00		Utah	UT018215C
Maryland	MD003775Y		Vermont	VTVSP0000
Massachusetts	MACJIS100		Virginia	VAVSP0000
Michigan	MI3300636		Washington	WAWSP0000
Minnesota	MNBCA0000		West Virginia	WWWSP0089
Mississippi	MSMHP0000		Wisconsin	WI013135C
Missouri	MOMHP0003		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 Enterprise Portal (LEEP). The CJIS home page is accessible as a Public Special Interest Group. LEEP provides secure communications for the law enforcement, criminal justice, and public safety communities. To apply for LEEP membership, visit www.cjis.gov.

6.4 FBI TELEPHONE AND ORI LIST

Office	Telephone	ORI	E-mail Address
CJIS Division Main Switchboard	304-625-2000		
CJIS Audit Unit	304-625-3020	DCFBIWA03	acjis@leo.gov
Interstate Identification Index	304-625-3652	DCFBIWA10	fbi-iii@leo.gov
NCIC OPERATIONS			
Code Assignments	304-625-3000	DCFBIWAQ9	ioau@leo.gov
Network Operations Center	304-625-3030		
Off-line Search	304-625-3000	DCFBIWAQ9	ioau@leo.gov
ORI Assignments/ Modifications	304-625-3598/4543	DCFBIWA37	ori@leo.gov
Quality Control/Data Integrity	304-625-3020	DCFBIWA03	acjis@leo.gov
Systems Security	304-625-2000		
Training	304-625-4801 877-FBI-NCIC (toll free) (324-6242)	DCFBIWAN1	tseu@leo.gov

NCIC OPERATING MANUAL
ARTICLE FILE

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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 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 \$ 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. b7E
 2. If the aggregate value of property taken in one theft exceeds \$ 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 Article File or any other NCIC 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	Visa	800 367-8472
Master Card	800 231-1750		

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

Message	MKE	Translation
Entry	EA ELA ¹ EAA ELAA ¹	STOLEN ARTICLE LOST ARTICLE STOLEN ARTICLES LOST ARTICLES
Modify	MA MLA ¹ MAA MLAA ¹	
Cancel	XA XLA ¹ XAA XLAA ¹	
Inquiry	QA ZA QAB	
Locate	LA LLA ¹ LAA LLAA ¹	LOCATED STOLEN ARTICLE LOCATED LOST ARTICLE LOCATED STOLEN ARTICLES LOCATED LOST ARTICLES
Clear	CA CLA ¹ CAA CLAA ¹	

¹Only 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 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. after the article(s) in a record is reported located, it is retired.

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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, the CJIS Systems Agency of the entering agency, the FBI, and in the \$.C. Request for Validation Notification and fixed format validation files. For all other responses, the VLN Field will be suppressed.

1.6 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
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.
HMC	Hazardous Material Container	Free text.
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 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.
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 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. 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. 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 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.
OPT	Opt Type	Must be either IN, OUT, or a valid Gregorian date (YYYYMMDD) greater than current date.
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.
PLI	Partial Lot Indicator	Must be T, Z, C or P.
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

RPP	Reason for Property Record Removal	Must be a valid NCIC-assigned code as listed in the Introduction chapter of this manual.
RRI	Recovering Agency Identifier	Must be a valid NCIC-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 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 NCIC Code Manual, Article Data Codes. Spaces are not allowed.
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.

1.9 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 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	1-20	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	1-200	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 (DEFAULT=OUT)

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 by using the header TN0. 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 Code Manual*.

2. Article Name Code

1. The Article Name Dictionary, included in the *NCIC 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 Directory, 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 Code Manual*.

3. If the brand name is not listed in the *NCIC 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 on 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 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 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

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. 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) 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:

Code	For the Entry of:
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.

9. BRAND NAME (BRA)

If the entry is for a **toxic, hazardous chemical**, then the BRA Field must contain the name of the chemicals manufacturer.

10. 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.

11. 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.

12. 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. 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.

13. LOT NUMBER (LOT)

This field is to be used to help identify a stolen chemical.

14. PARTIAL LOT INDICATOR (PLI)

The PLI indicates whether a stolen chemical represents a partial (P) or a complete (C) shipment.

15. 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.

16. 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	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
ANY FIELD(S) FROM ENTRY TRANSACTION				

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 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	1-20	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

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 CANCELLATION

When canceling a record in NCIC, 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 DLJ/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/JS IM
MOD/LIQUID DOT/19990922
OCA/A222
MIS/NAPHTHA DISTILLATE
LOT/L0P83H005001 HMC/PLASTIC DRUM
PLI/PARTIAL JNN/1268
OPT/IN AS OF 20120806
NIC/A000039206 DTE/19990924 1230 EDT DLJ/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

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 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. 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.
6. 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.

7. 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.

8. 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.

5.5 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,VA///9238&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/2/TRC OAN/VA///9238 DOT/19981010  
OCA/123456789  
OPT/IN AS OF 20120806  
NIC/A28/654123 DTE/19981011 0000 EDT DLJ/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
```

5.6 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 an article.
2. When an agency receives a record(s) in response to an NCIC 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 inquiry and the whereabouts of the article inquired upon is not known, the hit(s) should not be confirmed.
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. after a record is located, it is retired.

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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	1-20	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	1-20	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

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 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 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	1-20	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	1-20	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

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 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.CPROJEC.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 AGENCY CASE NUMBER	MANDATORY	OCA	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	1-200	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)

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 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.  
18/A..19990915.12345678...SEE SER/A526900
```

```
1N01HEADER.EAA.MD1012600.CLENS.A526900-A526952.BUSHNE.  
18/A..19990915.12345678...SEE SER/A526800
```

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	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

ANY FIELD(S) FROM ENTRY TRANSACTION (except SER)				
---	--	--	--	--

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	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCEL	MANDATORY	DOC	8-8	NUMERIC

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.

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 DLJ/20120806 0259 EST  
ORI IS ANY CITY PD MD 301 555-1212  
SER/B123456700-B123456704
```

```
SER/B123456706-B123456710
```

```
MKE/LOCATED STOLEN ARTICLES 19990522 NB19///00 0462  
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 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	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

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 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.

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:

1N01HEADER
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:

1N01HEADER
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 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	1-20	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	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

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.

Benefits and effectiveness data are not collected for cleared serialized groups.

NCIC Operating Manual
BOAT FILE

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SECTION 1--INTRODUCTION

1.1 DEFINITION

For NCIC 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 (CGD), 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

Message	MKE	Translation
Entry	EB	STOLEN BOAT
Modify	MB	
Cancel	XB	
Inquiry	QB ZB QBB	
Locate	LB	LOCATED BOAT
Clear	CB	

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.

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 when the requester of the record is the entering agency, the CJIS Systems Agency of the entering agency, the FBI, and in the \$.C. Request for Validation Notification and fixed format validation files. For all other responses, the VLN Field will be suppressed.

1.7 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
BCO	Color	Must be a valid color code as listed in Boat Data Codes, <i>NCIC 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 alphabets 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	If the generic code is used, 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	Model Name	Free text.
BNM	Boat Name	Free text.
BRA	Brand Name	Must be a valid NCIC-assigned code as listed in Boat Data Codes, <i>NCIC Code Manual</i> , or the generic code PART.
BTY	Type	Must be a valid NCIC-assigned code as listed in the Boat Data Codes, <i>NCIC 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-assigned code as listed in Boat Data Codes, <i>NCIC Code Manual</i> .
CDE	Date of Entry	Must be valid Gregorian date (YYYYMMDD) 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.

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EPD	Engine Power or Displacement	Must be a valid NCIC-assigned code as listed in Boat Data Codes, <i>NCIC 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-assigned code as listed in Boat Data Codes, <i>NCIC Code Manual</i> .
HUL	Outer Hull	Must be a valid NCIC-assigned code as listed in Material Boat Data Codes, <i>NCIC Code Manual</i> .
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 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 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.
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-assigned code as listed in State and Country Data Codes, <i>NCIC 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 alphabetic 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	Must be a valid NCIC-assigned ORI.
MIS	Miscellaneous	If the BMA is MISC, the MIS Field must be used for entering the actual BMA
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 to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
NOA	Notify Originating Agency	Must be Y or N. NCIC 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. 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. 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-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-assigned code as listed in Boat Data Codes, <i>NCIC 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-assigned code as listed in State and Country Codes, <i>NCIC Code Manual</i> .

REY	Registration Year	Must be a valid four-character year (YYYY) or the alphabets NX to represent a nonexpiring registration.
RPP	Reason for Property Record Removal	Must be a valid NCIC-assigned code as listed in the Introduction chapter of this manual.
RRI	Recovering Agency Identifier	Must be a valid NCIC-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 alphabets only cannot be used.
VCO	Vehicle Color	Must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC 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 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.
VLN	Name of Validator	Any valid characters representing validator.
VMA	Vehicle Make	Must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC Code Manual</i> .
VMO	Vehicle Model	Must be TL.
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 Contraband	Fair market value (in whole dollars) of any 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.
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.
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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. Whenever the message REJECT ON FILE is received, the record on file will also be transmitted.
5. 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.

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 A STOLEN BOAT ENTRY

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1N01HEADER.EB.MD1012600.MD1234ZZ.MD.2005.WD.LBC035380880.OB.1980.LBC.RJN.17.RED.199
90901.234443333...BOAT HAS PICTURE OF MERMAID ON BOTH SIDES.Y.123456789...ANNAPOLIS
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 CODE MANUAL</i>
REGISTRATION YEAR OF EXPIRATION	SET	REY	4-4	ALPHABETIC, NUMERIC
OUTER HULL MATERIAL	OPTIONAL	HUL	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
BOAT HULL SERIAL NUMBER	CONDITIONAL	BHN	1-20	ALPHABETIC, NUMERIC
PROPULSION	OPTIONAL	PRO	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
BOAT MODEL YEAR	MANDATORY	BYR	4-4	NUMERIC
BOAT MAKE	MANDATORY	BMA	3-24	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>

BOAT TYPE	OPTIONAL	BTY	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
OVERALL BOAT LENGTH	OPTIONAL	BLE	2-2	NUMERIC
BOAT COLOR	OPTIONAL	BCO	3-3 7- 7	CODE AS DEFINED IN <i>NCIC CODE 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	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1- 20	ALPHABETIC, NUMERIC
VEHICLE OWNERSHIP DATE**	CONDITIONAL	VOD	1-1	ALPHABETIC
COAST GUARD DOCUMENT NUMBER	CONDITIONAL	CGD	1-8	ALPHABETIC, NUMERIC
HOME PORT	OPTIONAL	HPT	1-20	ALPHABETIC, NUMERIC
HULL SHAPE	OPTIONAL	HSP	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
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

**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: 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 by using the header 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 the following method:
 1. The agency entering the records 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 Boat File (MKE/EB), its outboard motor must be entered in the Vehicle/Boat Part 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 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 format (HDR\IN01).

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 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/12M8528EM/9B;
IT DOES NOT CONFORM TO BHN STANDARDS FOR 19/3 AND LATER BOATS AS OUTLINED
IN THE NCIC OPERATING MANUAL.**

3. BOAT MAKE (BMA)

Boat make codes are listed in Boat Data Codes, *NCIC Code Manual*. 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 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 Code Manual*, should be entered.

10. MISCELLANEOUS (MIS)

1. 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 is 200 characters.

1. Number of hulls. For example:

CATAMARAN
TRIMARAN

2. Number of person 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

11. Number of sails, color of mainsail with lettering or design appearing thereon. For example:

2/SAILS, MAINSAIL YEL
CRAB AND US 491 ON MAINSAILMODEL 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 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 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 alphabets should be followed by not more than four numerics and two alphabets or not more than three numerics and three alphabets. For example:

REG: NH 1234 BD or NH 356 EFG

1. The two-character alphabetic code denoting the issuing state conforms to those alphabets set out by the aforementioned regulations.
2. The message will be rejected if the REG and CGD Fields are the same.

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 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).

20. 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 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.

21. 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.

22. 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. 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.

2.6 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).

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, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	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 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. 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/12M8528EM/9B;**

IT DOES NOT CONFORM TO BHN STANDARDS FOR 1973 AND LATER BOATS AS OUTLINED IN THE NCIC OPERATING MANUAL.

2. 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.

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	1-20	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 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/LBC1234508/4
```

Negative Response:

```
1L01HEADER
WA1230000
NO RECORD REG/MD1235ZZ BHN/LBC1234508/4
```

Positive Response:

```
1L01HEADER
WA1230000

MKE/STOLEN BOAT
ORI/MD1012600 REG/MD1235ZZ RES/MD REY/1999 HJL/WD
BHN/LBC1234508/4 BYR/19/4 PRO/OB BMA/WEL BTY/RJN BLE/1/
BCO/RED DOT/19981105
OCA/A222
MIS/BLJE STRIPING
NIC/B000032685 DTE/19981110 0000 EST DLJ/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/12M9529EM/9B;
IT DOES NOT CONFORM TO BHN STANDARDS FOR 19/3 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	2-24	CODE AS DEFINED IN <i>NCIC 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

5.3 REQUIREMENTS FOR INQUIRY

1. Inquiries can be made by using the REG and/or BHN. Complete registration number should be used although it may exceed eight characters. NCIC 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 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/LBC0353808/4,MD934/625,896/341

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 Boat File (EB) records, CGD of Boat File (EB) records, LIC of base Vehicle File (EV) 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 Boat File (EB) records, Vehicle/Boat File (EP) records, VIN and OAN of base Vehicle File (EV) records with VMO/TL and VST/BT, and BHN of National Sex Offender Registry records.
4. 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.
5. 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.

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. 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.

7. A QXS inquiry containing BHN or REG will retrieve a Boat File record with matching boat data.
8. 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:RJN BLE:1/
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:LBC0353808/4 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.

9. 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.

5.5 PROCEDURES FOR HANDLING A HIT

1. An NCIC 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 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 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.

5.6



b7E

5.7 BATCH INQUIRY (QBB)

1. The NCIC 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:

```
1L01HEADER.QBB.MD1014300.001.BHN/LBC1234508/4&002.REG/MD1235ZZ.&005.BHN/SJN3210
4500012561.&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/LBC123450074

SEQUENCE NUMBER: 002

MKE/STOLEN BOAT
ORI/MD1012600 REG/MD1235ZZ RES/MD REY/1999 HJL/WD
BHN/CAT3/0431234 BYR/1996 PRO/OB BMA/CAT BTY/RJN BLE/1/
BCO/RED DOT/20120110
OCA/A222
MIS/BLJE STRIPING
NIC/B/2300531/ DTE/20120112 1400 EST DLJ/20120115 1100 EST
ORI IS ANY CITY PD MD 301 555-1212
IMMED CONFIRM RECORD WITH ORI

SEQUENCE NUMBER: 005
NO RECORD BHN/SJN32104500012561

**VERIFY BHN/12M8528EM/9B;
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, 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.

6.2 EXAMPLE OF A LOCATE MESSAGE

1N01HEADER.LB.WA1230000.NIC/B000032685.OCA/A222.19991205.1426.
HIT NCIC 19991205...2013.4000.9000

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	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
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 PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

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 will automatically notify the entering agency through a \$.L. administrative message.

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.

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	1-20	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	1-20	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

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 effectiveness data should be included.
3. 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.

FEDERAL BUREAU OF INVESTIGATION
FOI/PA
DELETED PAGE INFORMATION SHEET
FOI/PA# 1358697-000

Total Deleted Page(s) = 9

Page 4 ~ b7D; b7E;
Page 5 ~ b7E;
Page 6 ~ b7D; b7E;
Page 7 ~ b7D; b7E;
Page 8 ~ b7D; b7E;
Page 9 ~ b7D; b7E;
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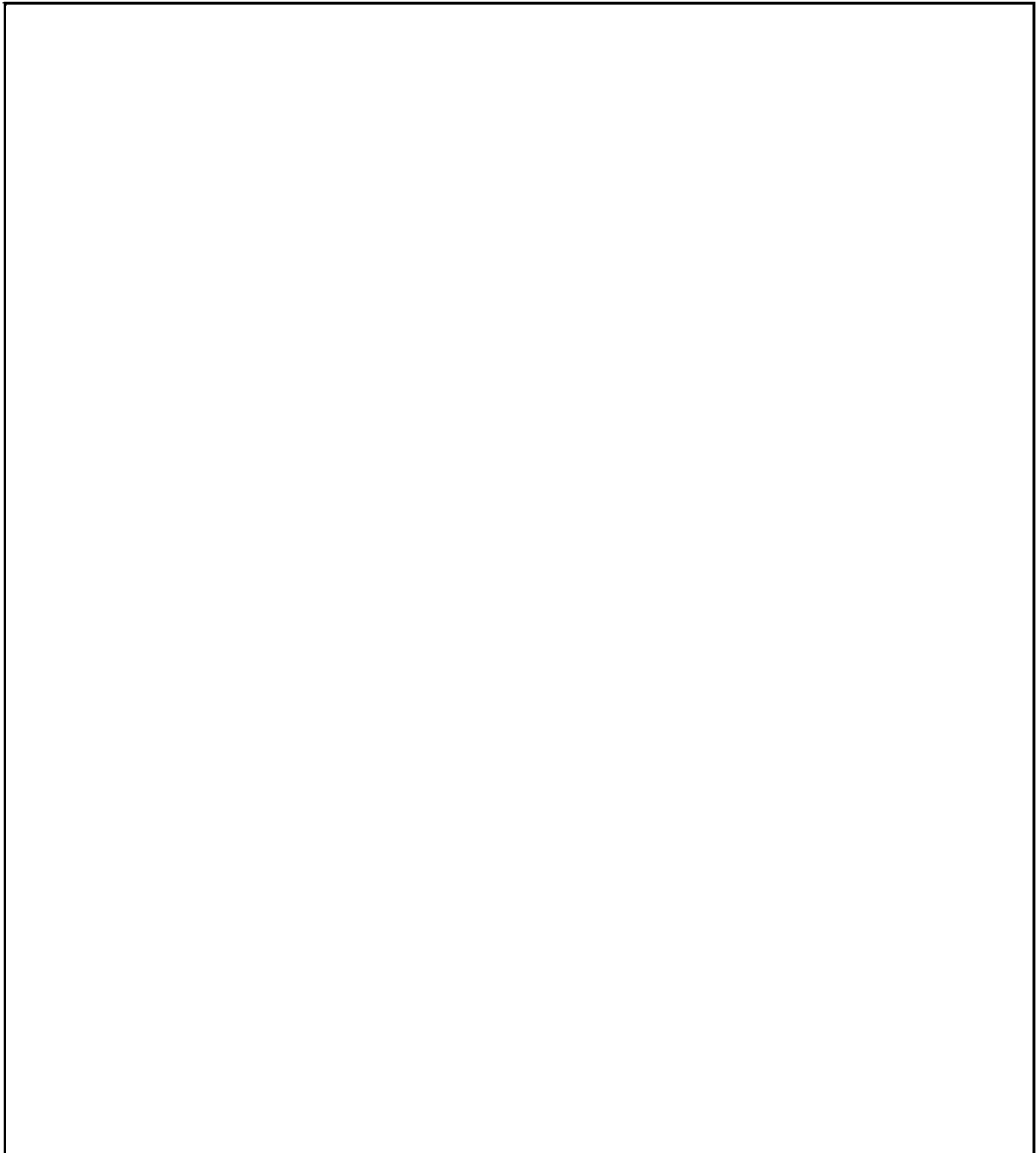
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.....

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 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.
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.

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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

Message	MKE	Translation
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

Code	Field	Edits
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.
ENS	Expanded Name Search	Must be Y or N.
GNG	Group Name	Must be a valid NCIC assigned group name code.
GTI	Identifying Graffiti	May contain alphabetics, numerics, commas, hyphens, and slashes.
HND	Identifying Hand Signals	May contain alphabetics, numerics, commas, hyphens, and slashes.
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.
IND	Image Indicator	Must be Y or N.
MIS	Miscellaneous	Free text.
POC	Agency Point of Contact	May contain alphabetics, numerics, commas, hyphens, and slashes.
RSH	Related Search Hit	Must be Y or N.
SGP	Subgroup Name	Must be a valid NCIC-assigned subgroup name code or NONE KNOWN.
TTO	Identifying Tattoos	First ten characters must conform to a valid SMT code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
VLN	Name of Validator	Any valid characters representing 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.

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.BLJE  
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  
DTE/2012010/ 1300 EST  
TTO/TAT L CHK DAGGER OR TEARDROPS  
DRS/BLJE 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
DTE/20120107 1300 EST
TTO/TAT L CHK DAGGER OR TEARDROPS
DRS/BLJE 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](#)

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 who 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/ROLLING 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:
 CA1012/05 SGT JACOBS, GANG UNIT 814 555-2355
 CAFBILA00 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/BLJE 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 SET	OPTIONAL 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

Field	Field Code	Maximum Number Permitted
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/BLJE 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 SJPP 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-formatted transaction. For example:

```
1N01HEADER.XGGN.MD1012600.GNG/CRIPS*WADC.SGP/ROLLING 50S*WADC.
IMN/I1234256343.I.IMN/I2324242424.I.IMN/I132335434.I
```

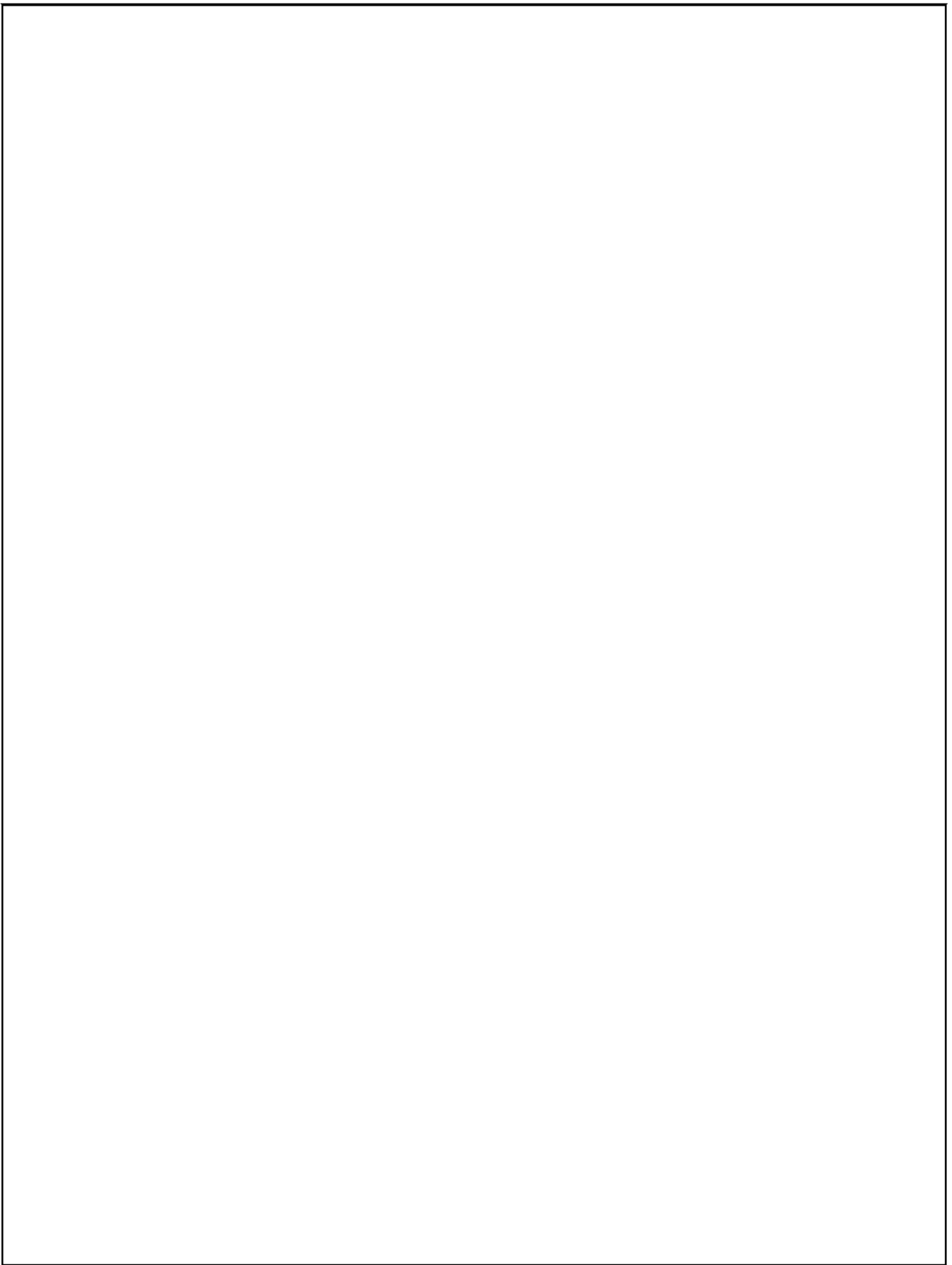
The images (up to ten identifying images) would have been entered through the EIM transaction. Additional information concerning images can be found in the Image File chapter.

GROUP MEMBER CAPABILITY (GMC)

SECTION 9--GMC INTRODUCTION



b7E



9.3 MESSAGE KEY (MKE) CODES FOR A GMC RECORD

Message	MKE	Translation
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 from the date of entry of the base record regardless of when the license plate data is entered. If the purged 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 when the requester of the record is the entering agency, the CJIS Systems Agency of the entering agency, the FBI, and in the \$.C. Request for Validation Notification and fixed format validation files. For all other responses, the VLN Field will be suppressed.

9.7 GMC MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
AKA	Alias	May include alphabetic, 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 Code Manual</i> .
CMC	Caution and Medical Conditions	Must be a valid code listed in Personal Descriptors, <i>NCIC Code Manual</i> .
CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country Codes, <i>NCIC 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.
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 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.
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.
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.
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 Code Manual</i> .
EYE	Eye Color	Must be a valid NCIC assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
FBI	FBI Number/UCN	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. The alphabetic characters I and O are always invalid. -OR- May be eight alphanumerics followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.
FPC	Fingerprint Classification	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 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 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 Code Manual</i> .

IMN	Image NCIC Number	A self-checking number which is automatically assigned by NCIC 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-assigned code as listed in the Image File chapter.
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 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 Data Codes, <i>NCIC Code Manual</i> .
LIT	License Plate Type	Must be a valid NCIC-assigned code as listed in Vehicle Data Codes, <i>NCIC Code Manual</i> .
LIY	License Plate Date of Expiration	Must be a valid four-character year (YYYY) or the alphabetic NX to represent a nonexpiring registration.
LKA	Linking 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 not be an ORI and matching OCA in the System).
LKI	Linking Agency Identifier	Must be a valid ORI.
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 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 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 Y or N. NCIC will default to N if blank.
OCA	Originating Agency Case Number	May contain alphabetic, 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 Code Manual</i> .
OLS	Operator's License State	Must be a valid NCIC-assigned code as listed in State and Country Codes, <i>NCIC Code Manual</i> . More information in Personal Descriptors, <i>NCIC Code Manual</i> .
OLY	Operator's License Year of Expiration	Must represent 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 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 Code Manual</i> . Also, more information in Personal Descriptors, <i>NCIC Code Manual</i> .
RAC	Race	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 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 Code Manual</i> .
SID	State Identification Number	First two characters must be a valid state code, territory code, or the code US. Embedded spaces are prohibited. The third and fourth characters may contain an asterisk. The tenth character may contain a hyphen.
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 Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
SOC	Social Security Number	Should not be less than 001010001 or have a value of 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 Code Manual</i> .

VCO	Vehicle Color	Must be valid NCIC-assigned code as listed in Vehicle Data Codes, <i>NCIC 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 alphabetic 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	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, CYCL, 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, <i>NCIC 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, and golf cart)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles listed in Vehicular Data Codes, <i>NCIC Code Manual</i> .
	(snowmobile)	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 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 must be used. More information in Vehicle Data Codes, <i>NCIC 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 the <i>NCIC 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 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 Code Manual</i> .

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.BLJ.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.BLJ.05.Y.FBI
LAB,QUANTICO, VA 703-632-4000, VA1234567, MTDNA.JS.N...MD99999999
```

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 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN <i>NCIC 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 CODE MANUAL</i>
HAIR COLOR	OPTIONAL	HAI	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
FBI NUMBER/UCN	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 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 CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2), NUMERIC (4), OR ALPHABETIC (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	1-20	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 SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC 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 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 CODE MANUAL</i> ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VEHICLE MODEL	OPTIONAL WITHIN SET	VMO	2-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL WITHIN SET	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC 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 CODE MANUAL</i>
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

**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.

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 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 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 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, operator's 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. 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.

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; 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 Code Manual*. Codes for entering the place of birth and citizenship can be found in State and Country Codes, *NCIC Code Manual*. Codes for entering license and Vehicle data can be found in the Vehicle Data Codes, *NCIC 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 Code Manual*.

3. DATE OF PURGE (DOP) FIELD

The following are valid entries in the DOP Field:

Field Entry	Result
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/UCN, the entering agency may obtain a copy of the subject's Identity History Summary 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)

6. 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. 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.

9. 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 with 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 ETN 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.

10. STATE IDENTIFICATION NUMBER (SID)

Guidelines for the entry of additional SIDs as a supplemental record to a Gang record are located in Section 16 of this chapter.

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/T12345/896.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

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
NAME OF VALIDATOR	OPTIONAL	VLN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

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/.
```

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 gang record can be modified individually.
3. The LKI and LKA Fields must be deleted as a pair; otherwise, the message will be rejected.

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	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCEL	MANDATORY	DOC	8-8	NUMERIC

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 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 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/BLJ 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 SID/MD99999999
LKI/MD1240000 LKA/MD-2255
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/BLJ
ORI IS HARPERS FERRY PD MD 301 555-1212
DOB/19550515
AKA/BEBETO, X
AKA/JONES, JOHN
AKA/LEON, JOSE
NIC/T123698222 DTE/20070914 1400 EST DLJ/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/UCN	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	SET	LIS	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1 -20	ALPHABETIC, NUMERIC
VEHICLE MAKE	SET	VMA	2-24	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>

ORIGINATING CASE AGENCY 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

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/UCN)

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:

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

- 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.
- 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.
- 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.
- 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 (or accompanying fields) or VIN is entered in the record.
- 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.
- 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.

- If QGM inquiry includes MNU, SOC, or OLN, the NCIC System will search against the Article File personal identifier records.
- 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.

10. A GMC response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, SID, 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.

11. 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.

```
IN01HEADER.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:T0000069216 IMN:I000001233  
MIS: MJGSHOT 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.

12. RELATED SEARCH HIT (RSH)

A QGM 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 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 RSH is not entered, the field will default to N. 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.

```
IN01HEADER.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 DLJ/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/PMFIC11415161/181920 SOC/123456789
MNP/MP DLC/19980501 OCA/CS12345 SID/VA11111111
MIS/LAST SEEN WEARING BLUEJEANS AND BLACK FULL OVER SHIRT
ORI IS ANY CITY PD DC 202 555-1111
NIC/M10765000/ DTE/20120503 1400 EDT DLJ/20130423 0523 EST
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

13. 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.

14. 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.

13.5 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

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 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 ¹		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC ²		
VEHICLE DATA SET	OPTIONAL SET	VIN ³		
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
IMAGE NCIC NUMBER SET	OPTIONAL	IMN ⁴		ALPHABETIC, NUMERIC
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

¹ OLN/<OLN>.<OLS>.<OLY>

² LIC/<LIC>.<LIS>.<LIY>.<LIT>

³ VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO>

⁴ 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.

Field	Field Code	Maximum Number Permitted
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
Citizenship	CTZ	9
State Identification Number	SID	9

**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 alphabets 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 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/L23452667/238.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/, SID/, 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, SID, 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; state identification numbers; 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/1L69X6J023456..CHEV

3. When a GMC record is canceled, its entire supplemental record is automatically canceled.
4. **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.

5. 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.

6. 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.

1N01HEADER.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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GUN FILE

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SECTION 1--INTRODUCTION

1.1 DEFINITION

1. For NCIC 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. [REDACTED] and should be entered in the Article File because the manufacturers of [REDACTED] 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.

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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 . 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 . 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 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

Message		MKE	Translation
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	

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
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. after a locate is placed on a stolen, lost, or felony gun record, the record is retired.

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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, the CJIS Systems Agency of the entering agency, the FBI, and in the \$.C. Request for Validation Notification and fixed format validation files. For all other responses, the VLN Field will be suppressed.

1.6 MESSAGE FIELD CODES (MFCs) AND EDITS

Code	Field	Edits
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 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.
DOL	Date of Loss	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.

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 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, 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.
MAK	Make	Must be a valid NCIC -assigned code as listed in Gun Data Codes, <i>NCIC Code Manual</i> . 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.
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 to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
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.
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 -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.
RPP	Reason for Property Record Removal	Must be a valid NCIC assigned code as listed in the Introduction chapter of this manual.
RRI	Recovering Agency Identifier	Must be a valid NCIC -assigned ORI.
RSH	Related Search Hit	Must be Y or N
SER	Serial Number	Must not contain a single zero only, a run of zeros only, single alphabetic only, or run of alphabets 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 alphabets 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 alphabets, regardless of the MAK, will be accepted.
TYP	Type	Must be a valid NCIC -assigned code as listed in Gun Data Codes, <i>NCIC Code Manual</i> .
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, 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 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 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 .

SECTION 2--ENTRY

2.1 EXAMPLE OF A GUN RECORD ENTRY

1N01HEADER.EG.MD1012600.62564.REM.MOHAWK.308.RC.19990901.
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 LENGT H	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	1-20	ALPHABETIC, NUMERIC
MAKE	MANDATORY	MAK	2-23	ALPHABETIC
MODEL	OPTIONAL	MOD	1-20	ALPHABETIC, NUMERIC
CALIBER	MANDATORY	CAL	1-4	NUMERIC
TYPE	MANDATORY	TYP	1-2	ALPHABETIC

DATE OF THEFT (STOLEN GUN), DATE OF RECOVERY (RECOVERED GUN), DATE OF LOSS (LOST GUN)	MANDATORY	DOT DOR DOL	8-8	NUMERIC
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	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTER
MISCELLANEOUS	OPTIONAL	MIS	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTER
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC

2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory for a stolen gun record to be accepted into NCIC : HDR, MKE, ORI, SER, MAK, CAL, TYP, DOT, and OCA. 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 by using the header 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:

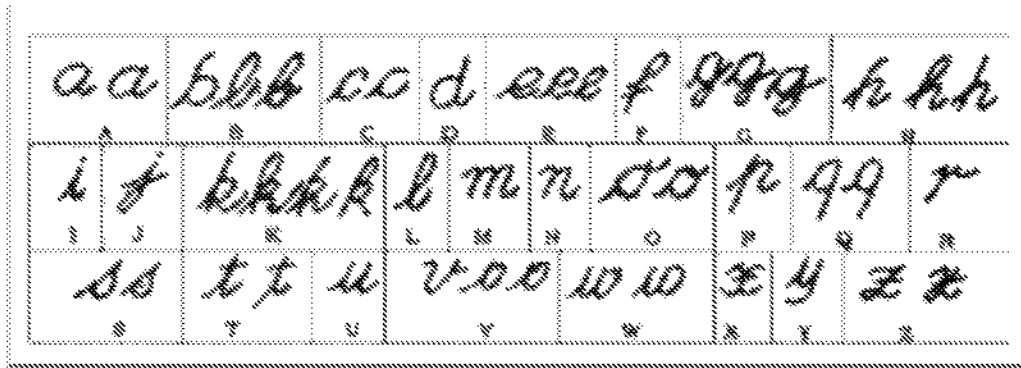
*****YOU MAY SUBMIT A TRACE REQUEST FOR THIS WEAPON THROUGH THE ATF'S ETRACE APPLICATION AT WWW.ATFONLINE.GOV/ETRACE OR BY CALLING 1-800-788-1133 OR BY FAX TO 1-800-578-1223. AN AGENCY MUST HAVE AN ETRACE MOJ/ACCOUNT IN ORDER TO SUBMIT A TRACE VIA ETRACE. PLEASE CONTACT THE ETRACE CUSTOMER SERVICE GROUP 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. 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 Lugers

manufactured by Mauser. A chart of script letters that may appear prefixed or suffixed to Luger serial numbers follows:



4. 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.
5. 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, model 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 Code Manual*. For NCIC, 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 transaction formats. NCIC 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 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 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 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 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.

4. 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

5. 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.

6. 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 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 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 Code Manual*.

6. MISCELLANEOUS (MIS) FIELD

1. When the gun make is not listed in the Gun Data Codes, *NCIC 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 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 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, 2¼-inch silencer would be entered as SSL21/4 and a 2-inch silencer as SSL2.

8. 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).

8. 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. 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.

9. 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 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. The LKI and LKA must both be valid NCIC ORI and OCA.

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/B512673

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	1-20	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				

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.*****

1. 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 a gun 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 gun record to which the image is associated. Additional information can be found in the Image File chapter of this 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 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. If the record contains an image, cancellation of the record also results in the cancellation of the image associated with the gun.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

1N01HEADER.XG.MD1012600.NIC/G000039842.OCA/123132.19990912.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

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	1-20	ALPHABETIC, NUMERIC

ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCEL	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	8-21	ALPHABETIC, NUMERIC

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 CANCELLATION

When cancelling a record in NCIC, 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/B5126/3.MAK/REM.CAL/300
```

Negative Response:

```
1L01HEADER  
WA1230000
```

```
NO RECORD SER/B5126/3 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 DLJ/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 AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
CALIBER	OPTIONAL	CAL	1-4	NUMERIC
MAKE	OPTIONAL	MAK	2-23	ALPHABETIC
MODEL	OPTIONAL	MOD	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

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/XXXXXXXX-20-XXXXXXXX IS FOR MAK/XXX,  
CAL/XXXX, AND TYP/XX, IT IS * NOT UNIQUE ACCORDING  
TO NCIC QUALITY CONTROL. ASCERTAIN CORRECT NUMBER
```

```
NO RECORD SER/XXXXXXXX-20-XXXXXXXX  
OR  
NO RECORD SER/XXXXXXXX-20-XXXXXXXX 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 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 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.

10. 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:B512673 MAK: REM  
MOD:870 CAL:12 TYP:SP  
NIC: G000039206 IMN: I123456789  
MIS: PHOTO SHOWING BARREL MARKINGS  
  
00256  
<image>.
```

The Image Response (IMR) is composed of the following data: the Image Type (I for identifying image) and standard article MFCs (SER, MAK, MOD, CAL, and TYP). 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.

11. 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.

5.5 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/B5126/3.MAK/REM.CAL/308&002.NIC/G000  
012341&005.SER/1289341&010.NIC/G123456/89
```

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 DLJ/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/1299341 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 DLJ/20001015 1305 EDT
ORI IS ATLANTA PD ATLANTA GA 404 555-1212
IMMED CONFIRM RECORD WITH OR

SEQUENCE NUMBER: 010
NO RECORD NIC/G123456789

5.6 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.

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 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. after a record is located, it is retired.

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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/1434423.19991205.106923.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	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	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	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

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 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 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/1231343.19991205.  
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).

2. 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	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	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	1-20	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

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	1-20	ALPHABETIC, NUMERIC
RECOVERING AGENCY CASE NUMBER	CONDITIONAL	OCA	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	1-20	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

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 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.

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IDENTITY THEFT FILE

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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 mug shot of the victim into NCIC. The mug shot may be used as an additional form of identification for the victim. When the mug shot is retrieved, it must clearly specify that the mug shot is that of the victim and not that of the offender.

During a subsequent encounter by law enforcement, including routine traffic stops,

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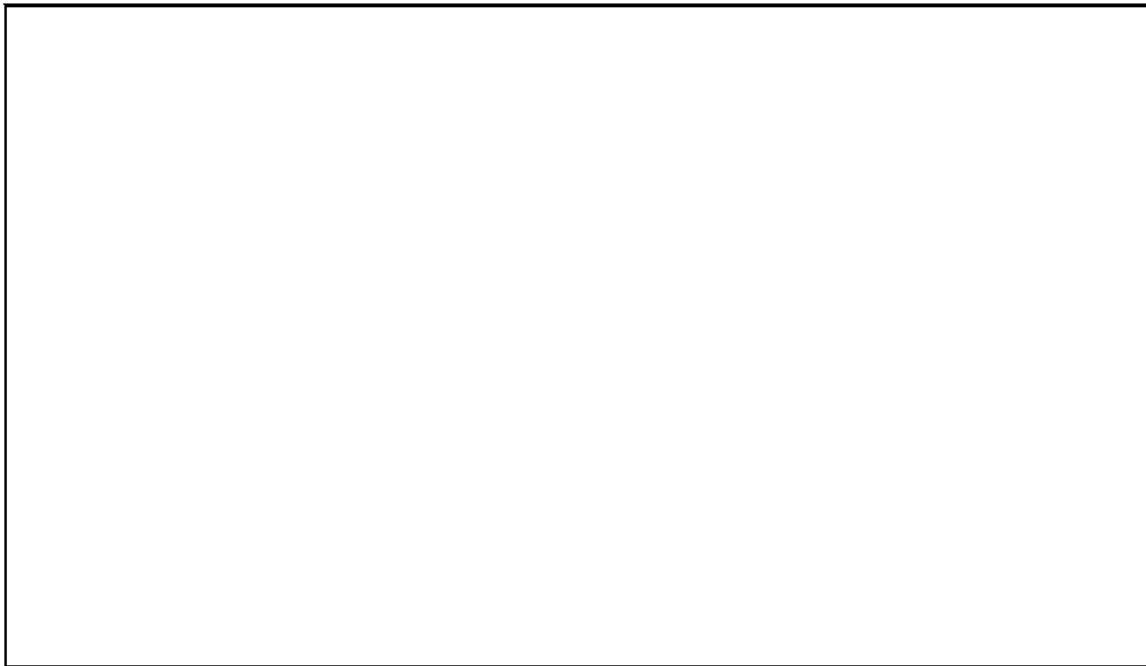
The officer should be cognizant that the individual should not be arrested or detained based solely upon the information provided in the positive response from the Identity Theft File. The response should be considered along with additional information or circumstances surrounding the encounter before 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

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:



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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 identity 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 from the date of entry. I also understand that I may at any time submit a written

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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.

.....

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

Message	MKE	Translation
Entry	EID	ENTRY IDENTITY THEFT
	EIDC	ENTRY IDENTITY THEFT - CAUTION
Modify	MID	

Cancel	XID	
Inquiry	QID	
Entry of	EIN	
supplemental		
record of aliases		
and/or additional		
identifiers		
Cancellation	XIN	
of supplemental		
record		

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 corresponding codes in CMC Field:

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 b7E
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 chapter of this manual.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency, the CJIS Systems Agency of the entering agency, the FBI, and in the \$.C. Request for Validation Notification and fixed format validation files. For all other responses, the VLN Field will be suppressed.

1.6 MESSAGE FIELD CODES AND EDITS

(Please note: These identifiers describe the **victim** of the Identity Theft.)

Code	Field	Edits
CTZ	Citizenship	Must be a valid NCIC-assigned country code as listed in State and Country Codes, <i>NCIC Code Manual</i> .
CMC	Caution and Medical Conditions	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 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 [] greater. If not entered, NCIC will set the DOP to the current date plus []
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 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 Code Manual</i> .
FBI	FBI Number/UCN	May be []
		[]
		-OR-
		May be [] [] Cannot contain []

b7E

b7E

b7E

FPC	Fingerprint Classification	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 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 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 Code Manual</i> .
IDT	Identity Theft Type	Must be a valid NCIC-assigned code as listed in the <i>NCIC 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 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 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 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 Code Manual</i> .
OLS	Operator's License State	Must be a valid NCIC-assigned code as listed in State and Country Codes, <i>NCIC Code Manual</i> . More information also in Personal Descriptors, <i>NCIC 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 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 Code Manual</i> . More information also in Personal Descriptors, <i>NCIC 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 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 Code Manual</i> .
SID	State Identification Number	First two characters must be a valid state code, territory code, or the code US. Embedded spaces are prohibited. The third and fourth characters may contain an asterisk. The tenth character may contain a hyphen.

SKN	Skin Tone	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 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 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 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.

SECTION 2--ENTRY

2.1 EXAMPLE OF AN ENTRY

```
1N01HEADER.EID.MD101/830.SMITH, JOHN J.M.W.TX.19311012.510.1/5.BRO.BRO..DRK.SC R
HND..121011CO141159TTTCI13.AS123456/89.123456/89.20051213.....PASSWORD.CFRD.20041015
.JS...N.MD99999999
```


Acknowledgment:

1L01HEADER
MD101/030
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 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
PLACE OF BIRTH	MANDATORY	POB	2-2	CODE AS DEFINED IN <i>NCIC 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 CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>

FBI NUMBER/UCN	OPTIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 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 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 CODE MANUAL</i>
DATE OF THEFT	OPTIONAL	DOT	8-8	NUMERIC
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN <i>NCIC 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	2-2 4-4	ALPHABETIC (2), NUMERIC (4), OR ALPHABETIC (4)
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

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 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. 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, operator's 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. 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.

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; skin tone; scars, marks, and tattoos; fingerprint classification; miscellaneous number; and Social Security number can be found in Personal Descriptors, *NCIC Code Manual*. Codes for entering the place of birth and citizenship can be found in State and Country Codes, *NCIC 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 Code Manual*.

3. DATE OF PURGE (DOP) FIELD

The following are valid entries in the DOP Field:

Field Entry	Result
DOP is blank.	NCIC generates DOP, current date plus
DOP contains a date or less from date of entry.	Purge date set.

b7E

The DOP Field cannot be greater than 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/UCN, 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 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.

11. STATE IDENTIFICATION NUMBER (SID)

Guidelines for the entry of additional SIDs as a supplemental record to an Identity Theft 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 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/

b6
b7c

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/).

b6
b7c

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
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/UCN 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:

```
IN01HEADER.MID.MD1012600.NAM/SMITH, JOHN J.NIC/J000069216.VLN/JONES, DAVID
```


Acknowledgment:

```
1L01HEADER
MD1012600
VALIDATE NAM/SMITH, JOHN J NIC/J000069216
```

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	1-20	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/JS
SKN/ALB SMT/SC R HND
DOP/20100505 FPC/121011C0141159TTCI13 MNJ/AS-326141811 SOC/[REDACTED]
OLN/M46063494C OLS/MD OLY/2004
OCA/123456 SID/MD99999999
MIS/IDENTITY HAS BEEN USED IN CREDIT CARD FRAUD
PWD/ TOPGJN IDT/CFRD DOT/20100504
ORI IS ANY CITY PD 410 555-5555
NIC/J123456/89 DTE/20100505 1400 EDT DLJ/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

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If a hit response includes a mug shot image, the following caveat will be included after the initial warning caveat:

ATTENTION - THE FOLLOWING MUG SHOT IS ASSOCIATED WITH A VICTIM OF AN IDENTITY THEFT RECORD. PLEASE BE AWARE THAT THE MUG SHOT 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/JS
SKN/ALB SMT/SC R HND
DOP/20100505 FPC/121011C0141159TTCI13 MNJ/AS-326141811 SOC/[REDACTED]
OCA/123456 SID/MD99999999
MIS/IDENTITY HAS BEEN USED IN CREDIT CARD FRAUD
PWD/DECEASED IDT/CFRD DOT/20041015
ORI IS ANY CITY PD 410 555-5555
NIC/J123456/89 DTE/20100505 1400 EDT DLJ/20100601 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

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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/UCN	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.,). 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.

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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:

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

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 mug shot, if available; for property, it would be either the identifying image or the generic image, if available.

INQ1HEADER.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 mug shot image:

IMR/M NAM:SMITH, JOHN J DOB:19691012
 RAC:W HGT:510 WGT:165 DOI:19821210
 NIC:T0000069216 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 mug shot) 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 [REDACTED] 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 [REDACTED] of the input DOB, and records with the exact year of birth with the month and day of the input DOB transposed.

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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, SID, 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.

SECTION 6—LOCATE

There are no locate procedures for the Identity Theft File.

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.

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 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 CODE MANUAL</i>
IMAGE NCIC NUMBER SET	OPTIONAL SET	IMN*		
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN***		
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

*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:

Field	Field Code	Maximum Number Permitted
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
Caution and Medical Conditions	CMC	10
Image NCIC Number and Image Type	IMN	12

(entered as a set)		
Citizenship	CTZ	9
State Identification Number	SID	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 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, *NCIC 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 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/

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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/J146203/06.AKA/BUCK, ROBERT  
J.DOB/19520912
```

Acknowledgment:

```
1L01HEADER.  
MD1012600  
CANCEL SJPP NAM/DOE, JOHN J NIC/J146203/06  
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, SOC, CMC, CTZ, or SID 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; state identification numbers; 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), mug shot (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:

```
IN01HEADER.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
IMAGE FILE

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LOCATE

CLEAR

☐ TRANSFER TO WORKSTATION

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SECTION 1--INTRODUCTION

1.1 DEFINITION OF AN IMAGE FOR NCIC PURPOSES

1. Images are associated with NCIC records to assist in identifying a person or property. Several types of images can be stored in NCIC. Images can be stored for a person, property, or as a reference.

The types of images that can be stored for a person are mug shot, signature, and identifying images.

Identifying images can also be stored to help identify property. Articles, guns, 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 Securities File does 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



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  software.

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NCIC images have the following characteristics:

MUGSHOTS AND IDENTIFYING IMAGES

Scanned mugshots and identifying images are entered into the workstation with variable sampling rates depending on the original image size.



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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 Suspected Terrorist, Unidentified Person, Wanted Person, Protective Interest, Violent Person, Foreign Fugitive, 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 Suspected Terrorist, Unidentified Person, Wanted Person, Identity Theft, Article, Gun, 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 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, article, or gun.
 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

Message	MKE	Translation
Entry	EIM	IMAGE
Modify	MII	
Cancel	XIM	
Inquiry	QII LID*	

*Transfers image from to workstation only.

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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-assigned code as listed in Boat Data Codes, <i>NCIC Code Manual</i> .
BTY	Boat Type	Must be a valid NCIC -assigned code as listed in Boat Data Codes, <i>NCIC 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 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-assigned ORI.
VMA	Vehicle Make	Can be up to 24 characters. 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 VMA is AERO, ATV, COEQ, CYCL, 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 Code Manual</i> .
VST	Vehicle Style	Must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC 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/19990916.
 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, 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 gun, 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.

2.5 IMAGE (IMG)

The Image (IMG) Field may be a mugshot, signature, or identifying image. The internal representation of the IMG Field is composed of M (mugshot) or I (identifying image or signature), [REDACTED]

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2.6 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.

2.7 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, gun, 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.

2.8 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.IMT/M.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 (IMT/M), and the data being changed (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 CODE MANUAL</i>
IMAGE NCIC NUMBER	MANDATORY	IMN	10-10	ALPHABETIC, NUMERIC
IMAGE TYPE	MANDATORY	IMT	1-1	ALPHABETIC
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 the IMN and IMT, in that order, with each data element preceded by the proper MFC.

3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

NCIC 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 (QIL, 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

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/W123456/89.IND/Y

QII transaction requesting a specific image:

1N01000005.QII.MD1012600.IMN/I28/654123.IND/Y

QII transaction requesting a generic boat image:

1N01HEADER.QII.MD1012600.BMA/BCF.BTY/CRJ.BLE/09.BYR/1989.IND/Y

or

1N01HEADER.QII.MD1012600.IMN/I98/654321.IND/Y

QII transaction requesting a generic vehicle image:

1N01HEADER.QII.MD1012600.VMA/FERR.VMO/QJA.VST/CV.VYR/1990.IND/Y

OR

1N01HEADER.QII.MD1012600.IMN/I98/654533.IND/Y

2. Negative Response to a QII Inquiry:

1L01HEADER
MD1012600
NO RECORD IMN/I28/654123

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:W146203/06 IMN:I645413893
MIS:OLD MJGSHOT

028/6
<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/DCFBIWA00 IMN/I645413893 IMT/M DOI/20140521
NAM/BROWN, ROBERT
RAC/W DOB/19451012 HGT/511 WGT/160
MIS/OLD MJGSHOT
NIC/W146203/06
DTE/20141028 1400 EDT DLJ/20151105 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:A146203/06 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 Gun Image:

1L01000005
MD1012600

IMR/ISER: B512673 MAK:REM
MOD:870 CAL:12 TYP:SP
NIC: G000039206 IMN: I123456789
MIS: PHOTO SHOWING BARREL MARKINGS

02876
<image>.

The IMR is composed of the following data: the IMT (I for identifying image) and standard gun MFCs (SER, MAK, MOD, CAL, and TYP). 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 Vehicle Image:

1L01000005
MD1012600

MKE/IMAGE
IMR/IVIN:251345331373173 LIC:VOL1234 LIS:NJ
VYR:1994 VMA FERR
NIC:V146203/06 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.

8. 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.

9. Response to a QII Inquiry Resulting in a Boat Image:

```
1L01000005
MD1012600

MKE/IMAGE
IMR/IBHN:34634755467664 REG:M243553
BYR:1992 BMA:AFF
NIC:B146203/06 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.

10. Response to a QII Inquiry Resulting in a Generic Boat Image:

```
1L01000005
MD1012600

MKE/IMAGE
IMR/BBTY:CRJ 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.

11. Response to a QII Inquiry Resulting in a Vehicle/Boat Part Image:

```
1L01000005  
HD1012600
```

```
MKE/IMAGE  
IMR/ISER:M1029924364646 CAT:EN  
NIC:V146203/06 IMN:I645413993  
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 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 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 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--TRANSFER TO WORKSTATION

If an image is transmitted from an

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NCIC Operating Manual
IMMIGRATION VIOLATOR FILE

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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 APPEAR FOR REMOVAL
		IMMIGRATION VIOLATION - NATIONAL SECURITY REGISTRATION
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 stolen/fraudulent identifiers	ENS	
Cancellation of supplemental record	XN	
Cancellation of stolen/fraudulent identifiers	XNS	

*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 Caution and Medical Conditions (CMC) Field.

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 or until action is taken by the ICE to clear or cancel the record.

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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 from the date of entry of the base record. If the purged license plate is the only searchable identifier in the Immigration Violator File record, then the entire record will be removed.

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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 when the requester of the record is the entering agency, the CJIS Systems Agency of the entering agency, the FBI, and in the \$.C. Request for Validation Notification and fixed format validation files. For all other responses, the VLN Field will be suppressed.

1.7 MESSAGE FIELD EDITS

Code	Field	Edits
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 Limitation	Mandatory Blank.
ADD	Address Type	Mandatory Blank.
COU	County	Mandatory Blank.
CTY	City	Mandatory Blank.
DDA	Date of 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.

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/150 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 SID/MD99999999
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 DLJ/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 SID/MD99999999
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 DLJ/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/BOUGHT FOR VIOLATION OF NATIONAL SECURITY REGISTRATION
OCA/ASD1234-T SID/MD99999999
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 DLJ/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 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. 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 does 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, SID, 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.

SECTION 6--LOCATE

There are no locate procedures for Immigration Violator File records.

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.

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.

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.

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NCIC Operating Manual
LICENSE PLATE FILE

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SECTION 1--INTRODUCTION

1.1 DEFINITION

NCIC 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 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

Message	MKE	Translation
Entry	EL	STOLEN LICENSE PLATE
Modify	ML	
Cancel	XL	
Inquiry	QV 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 plate records will remain on file for the balance of the year of entry plus an additional

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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. Upon notification from the state of registry, NCIC 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 after it is located, and the entering agency is notified with a \$.P. administrative message.

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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 when the requester of the record is the entering agency, the CJIS Systems Agency of the entering agency, the FBI, and in the \$.C. Request for Validation Notification and fixed format validation files. For all other responses, the VLN Field will be suppressed.

1.7 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits

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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). 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 ten characters, 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 (Issuer) listed in State and Country Data Codes, <i>NCIC Code Manual</i> .
LIT	License Plate Type	Must be a valid NCIC -assigned code as listed in Vehicular Data Codes, <i>NCIC 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.
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.
MIS	Miscellaneous	Free Text.
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 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 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. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
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 -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.
RPP	Reason for Property Record Removal	Must be a valid NCIC assigned code as listed in the Introduction chapter of this manual.
RRI	Recovering Agency Identifier	Must be a valid NCIC -assigned ORI.
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.

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 , 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.

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	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	MANDATORY	LIS	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
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 <i>NCIC CODE MANUAL</i>
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	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	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC

2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory for acceptance of an entry into NCIC: HDR, MKE, ORI, LIC, LIS, LIY, LIT, DOT, and OCA.

2.4 ADDITIONAL GUIDELINES FOR ENTRY

1. When the **license plate number exceeds ten characters**, only the first ten characters 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, the entering agency should set the NOA Field to Y.
5. For training and administrative purposes, agencies may enter test records into NCIC using the header TN01 . 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 CJIS Systems Agency (CSA) in the state of registry.
2. If the license plate number exceeds ten characters, only the first ten characters 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, $\frac{A}{B}$ 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 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)

Motor vehicle license plate types are coded as regular passenger car plates or special plates. Only codes as listed in Vehicular Data Codes, *NCIC Code Manual*, are acceptable for entry in the LIT Field.

5. MISCELLANEOUS (MIS) DATA

1. License plate numbers exceeding ten characters must be shown completely in the MIS Field. The first ten characters 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.

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. 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.

8. 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. 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.

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 CSA 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.

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	1-10	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	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 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 be 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	1-10	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 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 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/20151101
OCA/CS1234
VLD/20161101 NOA/Y
MIS/STOLEN PLATE FROM THE CAR ON THE DRIVEWAY
NIC/P000002154 DTE/20151101 0000 EST DLU/20161101 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.
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. 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.
7. 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

8. 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.

5.4 BATCH INQUIRY (QVB)

The NCIC 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.

5.5 PROCEDURES FOR HANDLING A HIT

1. An NCIC 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 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 inquiry and the whereabouts of the stolen license plate inquired upon is not known, the hit should not be confirmed.
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.

5.6

SECTION 6--LOCATE

6.1 WHEN TO USE A LOCATE MESSAGE

Any agency that recovers a license plate which is indexed in NCIC, 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	1-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
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 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 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 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. 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.

b7E

6.6 ADDITIONAL GUIDELINE FOR NCIC 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 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	1-10	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
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	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

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 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 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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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 kidnapping.
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 ¹

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.

¹In 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**.

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, Catastrophe Victim, or Other) 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

Message	MKE	Translation
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	MISSING PERSON - OTHER
	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	
Clear	CM	
Inquiry	QW QWA QWE QWF QWS ZW QWB QWI 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	

*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.

**When the subject of a juvenile category record is emancipated, the MKE translation will be MISSING PERSON - EMANCIPATED JUVENILE.

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 code must be entered in the Caution and Medical Conditions (CMC) Field. 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.

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 from the date of entry of the base record

2. When the only searchable identifier in a Missing Person File record is a purged license plate, the entire record will be removed.
3. 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, the CJIS Systems Agency of the entering agency, the FBI, and in the \$.C. Request for Validation Notification and fixed format validation files. For all other responses, the VLN Field will be suppressed.

1.9 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 the comma. The hyphen cannot be in the first position or directly precede the comma. Personal Descriptors, <i>NCIC Code Manual</i> , provides coding instructions.
BLT	Blood Type	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
BXR	Body X-rays	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .

CMC	Caution and Medical Conditions	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
CRC	Circumcision	Must be left blank if SEX equals F. Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
CTZ	Citizenship	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC 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.
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) 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 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 -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
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 Code Manual</i>
EYE	Eye Color	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
FBI	FBI Number/UCN	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. The alphabetic characters I and O are always invalid. -OR- May be eight alphanumerics followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.
FPA	Footprints Available	Must be Y or N.
FPC	Fingerprint Classification	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC 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 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 Code Manual</i> .
HIT	Wanted/Missing Person Hit Results	Must be a valid NCIC -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 to each accepted image record. 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.
JWL	Jewelry Description	Free text.
JWT	Jewelry Type	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC 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 ten characters (NCIC format), only the first ten characters (NCIC) 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 Code Manual</i> .
LIT	License Plate Number	Must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC Code Manual</i> .
LIY	License Plate Date of Expiration	Must be a valid four-character year (YYYY) or the alphabetic 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 NCIC-assigned ORI.
MIS	Miscellaneous	SVIN must be entered in MIS Field if the VIN is a state-assigned or non-conforming 17-character VIN.
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 - assigned code as listed in Personal Descriptors, <i>NCIC 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 -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
MPC	Missing Person Circumstances	Must be a valid NCIC - assigned code as listed in Personal Descriptors, <i>NCIC 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 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 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 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. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY LOCATED.
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 Code Manual</i> .
OLS	Operator's License State	Must be a valid NCIC-assigned code as listed in State and Country Codes, <i>NCIC Code Manual</i> . More information in Personal Descriptors, <i>NCIC Code Manual</i> .
OLY	Operator's License Year of Expiration license.	Must represent 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 Code Manual</i> .
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.
PAK	Person with Information Alias	May include alphabetic, numeric, a comma, hyphen, and space; 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 Code Manual</i> , provides coding instructions.
PAR	Person Armed	Must be a valid NCIC-assigned code as listed in the Introduction chapter of this manual. Can be entered only if RPS is entered.
PHA	Person with Information Hair Color	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 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 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 Code Manual</i> .
PIE	Person with Information Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 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 Code Manual</i> , Personal Descriptors, provides coding instructions.
PIR	Person with Information Race	Must be a valid NCIC -assigned code as listed in the Personal Descriptors, <i>NCIC Code Manual</i> .
PIX	Person with Information Sex	Must be a valid NCIC -assigned code as listed in the Personal Descriptors, <i>NCIC Code Manual</i> .
PMI	Person with Information Miscellaneous	Free text.
POB	Place of Birth	Must be a valid NCIC-assigned code as listed in State and Country Codes, <i>NCIC Code Manual</i> . More information in Personal Descriptors, <i>NCIC Code Manual</i> .
PSK	Person with Information Skin Tone	Must be a valid NCIC -assigned code as listed in the Personal Descriptors, <i>NCIC Code Manual</i> .
PSM	Person with Information Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC -assigned code as listed in the Personal Descriptors, <i>NCIC 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 Code Manual</i> .
PWG	Person with Information Weight	Minimum of 001 and maximum of 499. More information in Personal Descriptors, <i>NCIC Code Manual</i>

RAC	Race	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC 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
RPS	Reason for Person Record Removal	Must be a valid NCIC-assigned code as listed in the Introduction chapter of this manual.
RRI	Recovering Agency Identifier	Must be a valid NCIC-assigned ORI.
SEX	Sex	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
SID	State Identification Number	First two characters must be a valid state code, territory code, or the code US. Embedded spaces are prohibited. The third and fourth characters may contain an asterisk. The tenth character may contain a hyphen.
SKN	Skin Tone	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC 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 position. Invalid and/or nonissue numbers are accepted but result in a SOC attention message. More information in Personal Descriptors, <i>NCIC Code Manual</i> .
VCO	Vehicle Color	Must be valid NCIC -assigned code as listed in Vehicular Data Codes, <i>NCIC 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 alphabets 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.
VLN	Name of Validator	Any valid characters representing validator.

VMA	Vehicle Make	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 blanks. The remaining characters are free text and must contain the name of the manufacturer when the VMA 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 code as listed in Vehicular Data Codes, <i>NCIC 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 manufacturer's 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, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles listed in Vehicular Data Codes, <i>NCIC 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 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 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 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.
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.
VRX	Corrective Visions Prescription	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 Code Manual</i> .
VST	Vehicle Style	Must be a valid NCIC -assigned code as listed in Vehicular Data Codes, <i>NCIC 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 Code Manual</i> .
-----	--------	--

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.

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 UNEMANCIPATED MISSING PERSON ENTRY

```
1N01HEADER.EMJ.MD1012600.SMITH, JOHN J.M.W.MD.19851012.20000312.
510.165.GRN.BRO..FAR.SC R LEG...216343/3/...MP.19991201.56/89...
LAST SEEN WEARING BLUE AND RED SHIRT.Y.R.....OPOS.C.N.P..
PK,NE.GOLD CROSS ON CHAIN.Y.FBI LAB, QJANTICO, VA 703-632-4000,
VA1234567, MTDNA, CODIS NUMBER - ABC-RMP-123456/89.US.H.MD99999999
```

Acknowledgment:

```
1L01HEADER
MD1012600
NAM/SMITH, JOHN J NIC/M000069216
OCA/56/89
```

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 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
DATE OF EMANCIPATION	MANDATORY ¹	DOE	8-8	NUMERIC
HEIGHT	MANDATORY	HGT	3-3	ALPHABETIC, NUMERIC
WEIGHT	MANDATORY	WGT	3-3	ALPHABETIC, NUMERIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
FBI NUMBER/UCN	CONDITIONAL	FBI	1-9	ALPHABETIC, NUMERIC

SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 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 CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2), NUMERIC (4), OR ALPHABETIC (4)
MISSING PERSON	MANDATORY	MNP	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
DATE OF LAST CONTACT	MANDATORY	DLC	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	OPTIONAL	MIS	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 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 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 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 CODE MANUAL</i>
VEHICLE MODEL	OPTIONAL	VMO	2-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>

CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
BLOOD TYPE	OPTIONAL	BLT	4-5	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
CIRCUMCISION	OPTIONAL	CRC	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
FOOTPRINT AVAILABLE	OPTIONAL	FPA	1-1	ALPHABETIC
BODY X-RAYS	OPTIONAL	BXR	1-1	CODE AS DEFINED IN <i>NCIC 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 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 CODE MANUAL</i>
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>

STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
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¹Mandatory 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 : 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/56/89 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/JNK WGT/165 EYE/GRN HAI/BRO FBI/14/14AB1
SKN/FAR
SOC/216343737
MNP/MP DLC/19980830 OCA/56/89
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 DLJ/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/1012
DOE/20101012 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/TAJ VST/4D VCO/BLK
BLT/OPOS FPA/N
BXR/P
DNA/N
NIC/M000069216 DTE/20051118 1600 EST DLJ/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/1012
DOE/20101012 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/TAJ VST/4D VCO/BLK
BLT/OPOS FPA/N BXR/P
DNA/N
NIC/M000069216 DTE/20051118 1600 EST DLJ/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 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 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 alphabetic characters 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 MANJAL 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, operator's 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 Field 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, SKN, SMT, FPC, MNU, SOC, OLN, BLT, CRC, FPA, BXR, and JWT can be found in Personal Descriptors, *NCIC Code Manual*. Codes for entering the POB and CTZ can be found in State and Country Codes, *NCIC Code Manual*. Codes for entering license and vehicle data can be found in Vehicular Data Codes, *NCIC 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. 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.

2. The types of information that should be included in the MIS Field are:
 - Clothing description (size, color, style, laundry marks)
 - Shoes (size, style, color)
 - Smoker (pipe, cigar, cigarette; brand)
 - Tobacco chewer (brand)
 - Fingernails (polish, length, biter)
 - Possible destination
 - Amount of money in possession
 - Medication in possession
 - Left handed
 - Right handed
 - Explanation/description of scars, marks, tattoos, and physical characteristics
 - Conditions under which a juvenile is listed as missing
 - Child is missing under suspicious circumstances, and/or child is believed to be in a life-threatening situation
 - Missing Body parts recovered.
3. In the event of a criminal kidnapping 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.
4. 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.
5. 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 -formatted messages.
6. 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.
7. 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 CSA 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 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).

10. STATE IDENTIFICATION NUMBER (SID)

Guidelines for the entry of additional SIDs as a supplemental record to a Missing Person record are located in Section 8 of this chapter.

11. 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 (Explain in MIS Field)
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.

12. 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.

13. 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 Code Manual*.

14. 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. 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.

15. 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.

2.7 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	1-20	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 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

1. 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 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 Field 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. 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 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	1-20	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; 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 CANCELLATION

When canceling a record in the NCIC 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:

1LO1HEADER
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/DCFBIWAOO NAM/JONES, JASON J SEX/M RAC/W ETN/H POB/PA
DOB/19640101 HGT/511 WGT/145 EYE/BRO HAI/BRO
SMT/SC JL ARM
SOC/211440001
MNP/MP DLC/19/90/18 OCA/123 SID/MD99999999
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/J FPA/N
BXR/F VRX/OD - 12D00E-D2XI40 D5 DEGREES BASE UP
JWT/AB BB KC CJ
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 CARIES
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/19/90801 0000 EDT DLJ/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/PMFICI14151617181920 SOC/211440001
MNP/MP DLC/19980529 OCA/CSD56/ SID/MD99999999
MIS/LAST SEEN WEARING BLUE JEANS AND BLACK PULLOVER SHIRT,
MIS/LEFT-HANDED, SMOKES WINSTONS
LIC/ABC123 LIS/MD LIY/ LIT/PC
VIN/1Q87H2N100001 VYR/19/2
VMA/CHEV VMO/CAM VST/2T VCO/BLK
ORI IS ANY CITY PD MD 301 555-1212
NIC/M107650007 DTE/19980811 0000 EDT DLJ/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 <i>NCIC CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
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	OPTIONAL	ETN	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>

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, 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 age is 100 years old or older, an off-line search should be requested by contacting the NCIC Investigative and Operational Assistance Group at (304) 625-3000 or e-mail at IOAU@leo.gov.

4. Sex, race, eye color, and hair color should be coded following the instructions set forth in Personal Descriptors, *NCIC 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, 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, 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 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 Code Manual*. NCIC 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.

Area (ARE) Field Inquiry Code	ORI of Records Returned in Response
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, 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, SID, 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.

7. 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.

IN01HEADER.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.

8. 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 INQJIRY 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/PMPIC11415161/181920 SOC/211440001
MNP/MP DLC/19981001 OCA/CS12345 SID/DC99999999
MIS/LAST SEEN AT THE TYSONS CORNER MALL
ORI IS ANY CITY PD DC 202 555-1111
NIC/M10765000/ DTE/19981003 0000 EDT DLJ/200/1215 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 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 JJVENILE
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/JS
SKN/FAR SMT/SC R HND
SOC/123456789 MNP/MP DLC/19991201 OCA/99-1234 SID/MD99999999
MIS/LAST SEEN WEARING BLJE 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/CAJL L EAR
SMT/TAT R ARM

DENTAL CHARACTERISTICS
DXR/Y MPA/N DRE/INDIVIDJAL HAS NO DECAY
ALL 32 PERMANENT TEETH ARE PRESENT; WITH NO RESTORATIONS
NIC/M000069216 DTE/19991201 1245 EST DLJ/20080201 0830 EST
IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDJRES IN
INTERSTATE COMPACT ON JJVENILES

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/////////
MNP/MP DLC/19821201 SID/DC99999999
MIS/CHILD ABDUCTED IN FRANCE BY NON-CUSTODIAL PARENT
ORI IS INTERPOL JS DOJ WASHINGTON (202) 616-9000
NIC/M000069216 DTE/19830104 0000 EST DLJ/20080201 0930 EST
IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDJRES
IN INTERSTATE COMPACT ON JUVENILES
REPEAT - DO NOT DETAIN BASED UPON NCIC RECORD WITH NIC/M000069216
FOREIGN MISSING OR ABDUCTED PERSON - IMMEDIATELY CONTACT INTERPOL,
JS DOJ, NLETS ORI/DCINTER00, OR TEL. NO. (202) 616-9000.
IMMED CONFIRM RECORD WITH ORI AND FOLLOW PROCEDJRES
IN INTERSTATE COMPACT ON JUVENILES

3. EXAMPLE OF A UNIQUE IDENTIFIER INQUIRY POSITIVE RESPONSE FOR A MISSING PERSON RECORD WITH PWI DATA

1N01HEADER.QW.WA12300000.NAM/ADAMS, RANDY.SEX/M.RAC/W.DOB/19440630.RSH/Y

Positive Response (with supplemental PWI records):

1L01HEADER
WA12300000

*****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 SID/MD999999999
MIS/LAST SEEN WEARING BLJE PANTS AND PINK SHIRT
MPC/ABDUCTED BY A NON-CJSTODIAL PARENT
LIC/555W555 LIS/VA LIY/2012 LIT/PC
VIN/1Q5/H2N100001 VYR/2001
VMA/FORD VMO/TAJ 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-CJSTODIAL 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/19/00410 PGH/502
PWG/115 PEY/BRO PHA/BRO PSK/LGT PSM/MOLE FHD PSS/777777777
PMI/PERSON WITH INFORMATION IS GIRLFRIEND OF NON-CJSTODIAL 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/19/10503
PAK/ADAMS, MARY
PSM/TAT LW LIP
PSM/TAT L ANKL
PSS/888888888
NIC/M000069216 DTE/20110810 1600 EDT DLJ/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 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 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

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.

11. 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 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	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC

RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	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	NUMERIC
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

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 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 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.

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, JOHNJ.NIC/M000069216.19991107.WA1230000.8592.HIT
NCIC 19991105..3..1..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	1-20	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	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS	10-21	ALPHABETIC, NUMERIC
PERSON ARMED	OPTIONAL	PAR	1-1	NUMERIC
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

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.

7.6 ADDITIONAL GUIDELINE FOR NCIC 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.

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 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 ¹		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC ²		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN ³		
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
IMAGE NCIC NUMBER SET	OPTIONAL SET	IMN ⁴		
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

¹ OLN/<OLN>.<OLS>.<OLY>

² LIC/<LIC>.<LIS>.<LIY>.<LIT>

³ VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO>

⁴ 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/CAJL 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:

Field	Field Code	Maximum Number Permitted
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 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
State Identification Number	SID	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; miscellaneous number; Social Security number; citizenship; state identification numbers; 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 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/1L69X6J023456.1976.CHEV.IMP.4D.BLK

Or

VIN/1D3/Q6R001225.1976.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, SID, 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/1L69X6J023456..CHEV

3. When a missing person record is canceled, its entire supplemental record is automatically canceled.

4. 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.

5. 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

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	1-20	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

9.2 WHEN TO USE SUPPLEMENTAL DENTAL RECORD ENTRY

The Missing Person File includes dental characteristics for matching purposes against records in the NCIC 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:

```
1N01HEADER.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 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/M107649846.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/M10769846 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

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, EMI, EMEC, or EMIC.
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.

10.2 EXAMPLE OF PWI RECORD ENTRY

IN01HEADER.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

Acknowledgment:

IN01HEADER
MD1012600
ENTER PWI DATA NIC/M000069216 OCA/12345

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 CODE MANUAL</i>
PERSON WITH INFORMATION RACE	OPTIONAL	PIR	1-1	CODE AS DEFINED IN <i>NCIC 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 CODE MANUAL</i>
PERSON WITH INFORMATION HAIR COLOR	OPTIONAL	PHA	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
PERSON WITH INFORMATION SKIN TONE	OPTIONAL	PSK	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
PERSON WITH INFORMATION SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	PSM	3-10	CODE AS DEFINED IN <i>NCIC 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 <i>NCIC CODE MANUAL</i>
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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.

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.

The entry of invalid and/or unissued numbers in the PSS 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 PSS USED IN YOUR TRANSACTION HAS NOT BEEN
ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE
CHECK FOR A DATA ENTRY ERROR.

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.

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).

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				

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.

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.

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.

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).

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

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.

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

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 <i>NCIC CODE MANUAL</i>
PERSON WITH INFORMATION SOCIAL SECURITY NUMBER	OPTIONAL	PSS	9-9	NUMERIC
PERSON WITH INFORMATION ALIAS	OPTIONAL	PAK	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

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.

10.18 EXAMPLE OF SUPPLEMENTAL PWI RECORD ENTRY

```
1N01HEADER.EMPN.MD1012600.NIC/M000069216.OCA/12345.PIN/JONES, RANDY.PSM/TAT NECK.TAT
CHIN.PSS/888888888.77777777.55555555
```

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/888888888.77777777.55555555).

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.

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:

Field	Field Code	Maximum Number Permitted
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

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.

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 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.

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.

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.

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
```

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.

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 OPERATING MANUAL NATIONAL SEX OFFENDER REGISTRY

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NGI SEX OFFENDER REGISTRY NOTICE

9.1 SEX OFFENDER REGISTRY (SOR) NOTICE

9.2 CRIMINAL HISTORY RECORD ACTIVITY

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).
4. Records for offenders who have failed to register or are noncompliant **may** be entered into the NSOR with appropriate comments in the Miscellaneous (MIS) Field. States are encouraged to see warrants for these individuals and make corresponding entries in the Wanted Person s File.

1.2 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EXS	SEXUAL OFFENDER, SEXUALLY VIOLENT PREDATOR, or FOREIGN SEX OFFENDER
Modify	MXS	
Cancel	XXS	
Inquiry	QXS QW QWA QWE QWF QWS QWB QWI ZW QV ZV	
Clear	CXS	CLEARED SEXUAL OFFENDER or CLEARED SEXUALLY VIOLENT PREDATOR
Expired	IXS	EXPIRED SEXUAL OFFENDER
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, QW1, 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 from the date of entry of the base record regardless of when the license plate data is entered.

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:

Validation:		Month in ORD Field:
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, the CJIS Systems Agency of the entering agency, the FBI, and in the \$.C. Request for Validation Notification and fixed format validation files. For all other responses, 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/UCN; 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 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 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 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 Code Manual</i> , or the generic code MISC. 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 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.
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 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 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 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 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 Code Manual</i> .
FBI	FBI Number/UCN	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 alphabetic characters 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. -OR- May be eight alphanumerics followed by one alphanumeric check digit. Cannot contain alphabetic characters B, G, I, O, Q, S, U, Y, or Z.
FPC	Fingerprint Classification	Must be listed in Personal Descriptors, <i>NCIC 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 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 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 Code Manual</i> .
HUL	Boat Outer Hull Material	Must be a valid NCIC-assigned code as listed in Boat Data Codes, <i>NCIC 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 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 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 Data Codes, <i>NCIC Code Manual</i> .
LIT	License Plate Type	Must be a valid NCIC-assigned code as listed in the Vehicular Data Codes, <i>NCIC 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.
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 alphabetic, 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. Free text.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be listed in Personal Descriptors, <i>NCIC 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 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 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	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 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 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 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 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 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 Code Manual</i> . Also more information in Personal Descriptors, <i>NCIC Code Manual</i> .
PRO	Boat Propulsion	Must be a valid NCIC-assigned code as listed in Boat Data Codes, <i>NCIC Code Manual</i> .
RAC	Race	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .

REG	Boat Registration Number	Single zero only, run of zeros only, single alphabetic only, or run of alphabets 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 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 Code Manual</i> .
SEX	Sex	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
SHN	School Name	Free text.
SID	State Identification Number	First two characters must be a valid state code, territory code, or the code US. Embedded spaces are prohibited. The third and fourth characters may contain an asterisk. The tenth character may contain a hyphen.
SKN	Skin Tone	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 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 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 a SOC attention message. More information in Personal Descriptors, <i>NCIC 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 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 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 Code Manual</i> .
VCO	Vehicle Color	Must be listed in Vehicular Data Codes, <i>NCIC 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. 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	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, 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 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 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, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles as listed in the Vehicular Data Codes, <i>NCIC 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 the Vehicular Data Codes, <i>NCIC 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 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 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 Code Manual</i> .
VST	Vehicle Style	Must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC 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 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.

MD1912600

INDIVIDUAL OF YOUR RECORD WITH NIC/X000034560 HAS BEEN MATCHED BY FBI FIELD 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 FIELD 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/UCN. If the offender's FBI Number/UCN is unknown, the entering agency should follow recognized procedures to determine, verify, or establish the FBI Number/UCN. Inclusion of the FBI Number/UCN 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/UCN and to include it in the NSOR record.

```
$.K.SOR. NSOR MISSING INFORMATION
MD1230000
NCIC INCOMPLETE NSOR NOTIFICATION AT 0515 EDT ON 05/01/2011. THE FOLLOWING
NSOR RECORD IS MISSING THE FBI FIELD. EVERY EFFORT SHOULD BE MADE
TO IDENTIFY THE OFFENDER'S FBI NUMBER/UCN
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 MNJ/AS-123456789 SOC/123456789
OLN/98765432 OLS/MD OLY/2013
ORD/19900923 ERD/NOEXP 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
SNJ/112 SNA/ELM STREET
CTY/SILVER CITY STA/MD ZIP/99999
COJ/ESSEX
TNO/301 555-5555
NIC/X123456789 DTE/20110401 0430 EDT DLJ/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
NCDIC0000
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/BLJ HAI/BRO FBI/123456A SKN/ALB
SMT/SC R HND
FPC/121011C01159TTCI13TT MNJ/AS 123456/89 SOC/123456/89
OLN/98/65432 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)
SNJ/112 SNA/ELM STREET
CTY/ANY CITY STA/FL ZIP/99999
COJ/WASHINGTON
TNO/555 555-5555
ADD/09 - TEMPORARY LODGING BDA/20101221 EDA/20110103
SNJ/98/ SNA/MAIN STREET
CTY/ANOTHER TOWN STA/NC ZIP/99999
COJ/JEFFERSON
NIC/X123456/89 DTE/19990930 0430 EDT DLJ/20101214 EST

The following notification will be sent to the POC for the jurisdiction of record:

\$.Q.OUT. OUT OF STATE REGISTRATION
FL03/0100
NCIC OUT OF STATE REGISTRATION NOTIFICATION AT 0545 EST 20101214.
YOUR RECORD NIC/X123456/89 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/BLJ HAI/BRO FBI/123456A CTZ/US SKN/ALB
SMT/SC R HND
FPC/121011C01159TTCI13TT MNJ/AS 123456/89 SOC/123456/89
OLN/98/65432 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)
SNJ/112 SNA/ELM STREET
CTY/ANY CITY STA/FL ZIP/99999
COJ/WASHINGTON
TNO/555 555-5555
ADD/09 - TEMPORARY LODGING BDA/20101221 EDA/20110103
SNJ/98/ SNA/MAIN STREET
CTY/ANOTHER TOWN STA/NC ZIP/99999
COJ/JEFFERSON
NIC/X123456/89 DTE/19990930 0430 EDT DLJ/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

FBI CJIS has developed and continues to maintain a POC list for state, territory, and the District of Columbia sex offender registries. This list can be used when notifying another jurisdiction of an offender's change of residence and can be accessed through the NCIC Special Interest Group on the Law Enforcement Enterprise Portal (LEEP) . Information concerning access to LEEP 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-123456/89.123456/89.98/65432.MD.2014.1101. 19910120.1998-12345/89.FELONY
RAPE AND KIDNAPPING.ABC1234.MD.2014.PC. 3J57K5D012345.1975.OLDS.CJT.2T.
BLJ.30.DC.42.F.1234.ELM STREET.SILVER TOWN.ESSEX.MD.99999.301 555-1212.Y.FBI
LAB, QUANTICO, VA /03 632-4000, VA1234567.JS.1/.N.DC-1234567.1...ST.P.01.
19980521..H.BADGJYSMITH@YAHOO(DOT) COM.BADGJY./-11.CASHIER.123456.
CARPENTER.JNIV 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/1998-12345/89
```

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 CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
PLACE OF BIRTH	OPTIONAL	POB	2-2	CODE AS DEFINED IN <i>NCIC 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 CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
FBI NUMBER/UCN	OPTIONAL	FBI	1-9	ALPHABETIC, NUMERIC
SKIN TONE	OPTIONAL	SKN	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>

SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 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 CODE MANUAL</i>
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2), NUMERIC (4), OR ALPHABETIC (4)
CONVICTION RESULTING IN REGISTRATION	MANDATORY	CRR	4-4	CODE AS DEFINED IN <i>NCIC 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 IN <i>NCIC 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 CODE 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 CODE MANUAL</i>
VEHICLE MODEL	SET	VMO	2-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
VEHICLE STYLE	SET	VST	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
VEHICLE COLOR	OPTIONAL	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
PLACE OF CRIME	OPTIONAL	PLC	2-2	CODE AS DEFINED IN <i>NCIC 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 CODE MANUAL</i>
ZIP CODE	OPTIONAL	ZIP	5-5 10-10	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 CODE MANUAL</i>
OFFENDER STATUS	OPTIONAL	OFS	2-2	CODE AS DEFINED IN <i>NCIC 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 CODE MANUAL</i>
VEHICLE OWNERSHIP	OPTIONAL	VOW	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>

ADDRESS TYPE	OPTIONAL	ADD	2-2	CODE AS DEFINED IN <i>NCIC 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 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 CODE 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 CODE MANUAL</i>
BOAT COLOR	OPTIONAL	BCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC 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 CODE MANUAL</i>
HULL SHAPE	OPTIONAL	HSP	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
PROPULSION	OPTIONAL	PRO	2-2	CODE AS DEFINED IN <i>NCIC 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 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 Next Generation Identification (NGI) for flagging of the criminal history record. The NGI 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, operator's 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.
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:

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. 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, SKN, SMT, FPC, MNU, SOC, and OLN can be found in Personal Descriptors, *NCIC Code Manual*. Entry instructions for POB, PLC, CTZ, and STA can be found in State and Country Codes, *NCIC 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:

1. Retroactive requirements for which the offender has never registered - MIS/ORD IS REGISTRATION REQUIRED DATE.
2. State registry only maintains date when registration was last updated - MIS/ORD IS LAST REGISTRATION UPDATE.

4. ENDING REGISTRATION DATE (ERD)

The ERD is the date the registration ends. When the ERD is met, the NCIC System will inactivate 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/UCN (FBI)

If the FBI has established a criminal history record for the offender, the FBI Number/UCN 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/UCN is unknown, the entering agency should follow recognized procedures to determine, verify, or establish the FBI Number/UCN. Inclusion of the FBI Number/UCN 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/UCN 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 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 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 Code Manual*, and State and Country Codes, *NCIC 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 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 Code Manual*.

14. ADDRESS DATA

1. The SNU, SNA, CTY, COU, STA, ZIP, ADD, BDA, and EDA Fields should include all addresses for the offender.
2. The street number and street name may be combined and included in the SNA Field if the jurisdiction's registry captures data in one field.
3. If offender has been deported or moved/traveled internationally, the NCIC- assigned country code, as listed in the *NCIC Code Manual*, should be entered into the STA Field. For foreign sex offender records, the country code for the country that issued the Green notice should be entered in 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 Personal Descriptors, *NCIC Code Manual*. If 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.
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 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 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:

1. TIER I SEX OFFENDER – The term ‘tier I sex offender’ means a sex offender other than a tier II or tier III sex offender.
2. TIER II SEX OFFENDER – The term ‘tier II sex offender’ means a sex offender other than a tier III 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, when committed against a minor, or an attempt or conspiracy to commit such an offense against a minor:
 - i. sex trafficking (as described in section 1591 of title 18, United States Code);
 - ii. coercion and enticement (as described in section 2422(b) of title 18, United States Code);
 - iii. transportation with intent to engage in criminal sexual activity (as described in section 2423(a) of title 18, United States Code);
 - iv. abusive sexual conduct (as described in section 2244 of title 18, United States Code);
 - B. involves—
 - i. use of 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 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 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 Code Manual*, and State and Country Codes, *NCIC 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 NGI . NGI 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.

IN01HEADER.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 NGI of the cancellation, and the NGI 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/JS
SKN/ALB SMT/SC R HND
FPC/121011C01159TTCI13TT MNJ/AS-123456789 SOC/123456789
OLN/98/654321 OLS/MD OLY/2012
ORD/20000923 ERD/NONEXP SXP/N CRR/HOMICIDE - WILLFUL KILL - WEAPON CON/19810510
TIR/1 JJV/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
MIS/RAZOR ADDITIONAL CHARGES OF KIDNAPPING AND SEX ASSAULT - MINOR
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
SNJ/1234 SNA/MAIN ST
CTY/ANY TOWN STA/MD ZIP/99999

COJ/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 HJL/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
 SNJ/8989 SNA/HIGH ST
 CTY/ANY TOWN STA/MD ZIP/99999
 COJ/PRINCE GEORGE
 TNO/703 555-1212 TNT/W - WORK
 ADD/02 - EMPLOYER BDA/20090909
 SNJ/98765 SNA/HIGHWAY 1
 CTY/ALEXANDRIA STA/VA ZIP/99999
 PLN/987654321 PLT/PLUMBING
 NIC/X123456789 DTE/20080924 0430 EDT DLJ/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/UCN	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 <i>NCIC CODE MANUAL</i>
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1 -20	ALPHABETIC, NUMERIC
VEHICLE MAKE	OPTIONAL WITHIN SET	VMA	2-24	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
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
ARREST BASED SOLELY ON THIS RECORD. ADDITIONAL INFORMATION REGARDING
SUBJECT MAY BE AVAILABLE FROM THE INTERSTATE IDENTIFICATION INDEX.

MKE/SEXUAL OFFENDER
ORI/IL1230000 NAM/MILES, FRANK SEX/M RAC/W ETN/H POB/IL
DOB/19691012HGT/505 WGT/149 EYE/BLJ HAI/BRO FBI/7856567
SKN/LGT SOC/123456789
ORD/19901231 ERD/20101231 SXP/M CRR/PROCURE FOR PROSTITUTE

CON/19981231 TIR/2 JJV/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)
SNJ/112 SNA/LAKESHORE DRIVE
CTY/CHICAGO STA/IL ZIP/90312
COJ/COOK
TNO/312 555-5555 TNT/H - HOME
ORI IS CHICAGO PD IL 312 555-1234
NIC/X000056/89 DTE/19991110 1001 EST DLJ/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/X123456/89 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/X123456/89 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/DCINTEROO, OR TEL. NO. (202) 616-9000.

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/UCN, the NCIC System will notify the NGI of the clearance, and the NGI will remove the sex offender flag from the criminal history record.

7.2 EXAMPLE OF A CLEAR MESSAGE

```
1N01HEADER.CXS.WA1230000.NIC/X000039206.OCA/123456/26.20101030
```

Acknowledgment :

```
1L01HEADER
WA1230000
CLEAR NIC/X000039206 OCA/123456/26
```

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 CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, 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 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 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 ¹		
LICENSE PLATE NUMBER SET	OPTIONAL SET	LIC ²		
VEHICLE IDENTIFICATION NUMBER SET	OPTIONAL SET	VIN ³		
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
OFFENDER STATUS FIELD	OPTIONAL	OFS	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
VICTIM DATASET	OPTIONAL SET	ROV ⁴		
ADDRESS DATASET	OPTIONAL SET	ADD ⁵		
TELEPHONE NUMBER SET	OPTIONAL SET	TNO ⁶		
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 ⁷		
SCHOOL NAME	OPTIONAL	SHN	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
BOAT DATASET	OPTIONAL SET	REG ⁸		

¹ OLN/<OLN>.<OLS>.<OLY>

² LIC/<LIC>.<LIS>.<LIY>.<LIT>

³ VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO>.<VOW>

⁴ ROV/<ROV>.<AOV>.<SOV>

⁵ ADD/<ADD>.<BDA>.<EDA>.<SNU>.<SNA>.<CTY>.<COU>.<STA>.<ZIP>

⁶ TNO/<TNO>.<TNT>

⁷ PLN/<PLN>.<PLT>

⁸ 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/CAJL L EAR.TAT R ARM.  
EML/USER1234@AOL(DOT)COM.USER1234@YAHOO(DOT)COM.IID/CHAT NAME
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
SUFP 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/CAJL 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.

Field	Field Code	Maximum Number Permitted
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 Guard 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, SOC, OLN, LIC, VIN, OFS, ROV, TNO, EMP, OCP, PLN, SHN, 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 alphabets from the number itself in the MNU Field.
4. The NCIC 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/BIG JOHN 999DOT999 (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 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 nickname in the 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., AKA/PEANUT, X).
4. Additional information for the coding of aliases can be found in Personal Descriptors, *NCIC 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/L23452667/239.VA.19/6.

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/1D3/Q6R001225.1976.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/394 555-1212.C.

Or

TNO/394 555-1212..

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.STM8528EM/9B.19/9.STR.RJN.BLU.WAVERUNNER.PL.SV.IN.WESTON
.GONE SKIING..

Or

REG/WV12345.WV.2014.STM8528EM/9B.19/9...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/193/0102.19350823.SMT/SC L CHK.POCKMARKS.MNU/AF-2252333.
SOC/123456789.CMC/30.OCP/AJTO 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/1L69X6J023456...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 - NGI 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/UCN, the NCIC System generates an inter-system message (\$.A.WPT) to the NGI. NGI 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, NGI 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 Field.
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)¹

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
/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/X98/654321).

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

¹ "DECEASED" or "APPLICANT" would replace "ARREST" in message when appropriate.

2. RECORDS CONSOLIDATED

ML01HEADER.AM.DCFBIWAP3.CODPD0000.TXT
TO: DENVER POLICE DEPARTMENT
DENVER, CO

OUR RECORDS INDICATE THAT SMITH, JOHN D JR, FBI#99999999,
WAS REGISTERED AS A CONVICTED SEXUAL OFFENDER WITH YOUR AGENCY, AS
CASE #1998-12345, ENTERED IN NCIC (NIC/X98/654321).
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/X98/654321)
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.CODPD00000.TXT
TO: DENVER POLICE DEPARTMENT
DENVER, CO

OUR RECORDS INDICATE THAT SMITH, JOHN D JR, FBI #99999999, IS REGISTERED AS A CONVICTED SEXUAL OFFENDER WITH YOUR

AGENCY, AS CASE #1998-12345, ENTERED IN NCIC (NIC/X98/654321). THE FINGERPRINTS AND CRIMINAL RECORD FOR FBI NUMBER 99999999 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.CODPD00000.TXT
TO: DENVER POLICE DEPARTMENT
DENVER, CO

ON 2010/11/30 FINGERPRINTS WERE IDENTIFIED WITH SMITH, JONATHAN DOUGLAS JR, DOB 1968/02/03, FBI/99999999. NOTIFICATION WAS RECEIVED FROM BJ 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/X98/654321).

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.CODPD00000.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/99999999.
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
INDEX.

FOLLOW-UP ACTION MAY BE APPROPRIATE.

FBI CRIMINAL JUSTICE INFORMATION SERVICES DIVISION CLARKSBURG, WV