

NCIC
NICS DENIED TRANSACTION FILE

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NCIC
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SECTION 1 -- INTRODUCTION

1.1 BACKGROUND

The NICS Denied Transaction File (NDF) in NCIC is designed to share information regarding individuals who, having been determined to be prohibited persons according to the Brady Handgun Violence Prevention Act of 1993 (Brady Act), have been denied as a result of a National Instant Criminal Background Check System (NICS) background check. The data in the NDF will enhance officer and public safety and provide investigative assistance.

If the status of a NICS denied transaction is subsequently changed, such as the result of a successful appeal, then the corresponding NDF record will be removed from NCIC. To ensure that NICS deny transactions which have subsequently incurred a status change are not stored in NCIC, in accordance with the purge requirements of the Brady Act as defined by the United States Congress and federal regulation, NDF information will not be maintained on the NCIC system logs.

1.2 CRITERIA FOR ENTRY

The NDF will contain records for individuals who have been denied as a result of a NICS check during the last NDF records are entered and canceled through an interface between NCIC and NICS.

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1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	END	NICS DENIED TRANSACTION FILE
Inquiry	QND	

1.4 RECORD RETENTION

NDF records are available in NCIC for from the Date of NICS Denial at which time the NDF records will be purged. Canceled records will be purged on the day of the cancellation transaction.

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1.5 VALIDATION

NDTF records are not subject to validation.

1.6 MESSAGE FIELD CODES AND EDITS

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> .
DND	Date of NICS Denial	Must be a valid Gregorian date (YYYYMMDD).
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD).
HGT	Height	The first character represents feet and the second and third characters represent inches. May be a minimum of 400 but not more than 711.
MKE	Message Key	Must be a valid message key
MNU	Miscellaneous Number	The first two characters must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> . The third character must be a hyphen. Entry of one zero only, or a run of zeros only is prohibited in positions 4 through 15. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field.
NAM	Name	The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The <i>NCIC Code Manual</i> , Personal Descriptors, provides coding instructions.
NIC	NCIC Number	A self-checking number automatically assigned by NCIC to each accepted record and consists of an alphabetic character (E for the NDTF) followed by nine numeric characters. Must have valid check digits when used to identify the record in a subsequent transaction.
NTN	NICS Transaction Number	NICS-assigned number.
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.
POB	Place of Birth	Must be a valid NCIC-assigned code as listed in the State and Country Codes, <i>NCIC Code Manual</i> . More information also 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> .

SEX	Sex	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> .
SOP	State of Purchase	Must be a valid NCIC-assigned state code as listed in State and Country Codes, <i>NCIC Code Manual</i> .
SOR	State of Residence	Must be a valid NCIC-assigned state code as listed in State and Country Codes, <i>NCIC Code Manual</i> .
STN	State Transaction Number	State-assigned number
WGT	Weight	Minimum of 001 and maximum of 499. More information in Personal Descriptors, <i>NCIC Code Manual</i> .

SECTION 2 -- ENTRY

All records in the NDTF are entered through an interface between NCIC and NICS that is managed by the FBI.

SECTION 3 -- MODIFICATION

There are no modification procedures for the NDTF.

SECTION 4 -- CANCELLATION

All records in the NDTF are canceled through an interface between NCIC and NICS (which is managed by the FBI) and are immediately purged.

SECTION 5 -- INQUIRY

5.1 NCIC INQUIRY PROCESSING

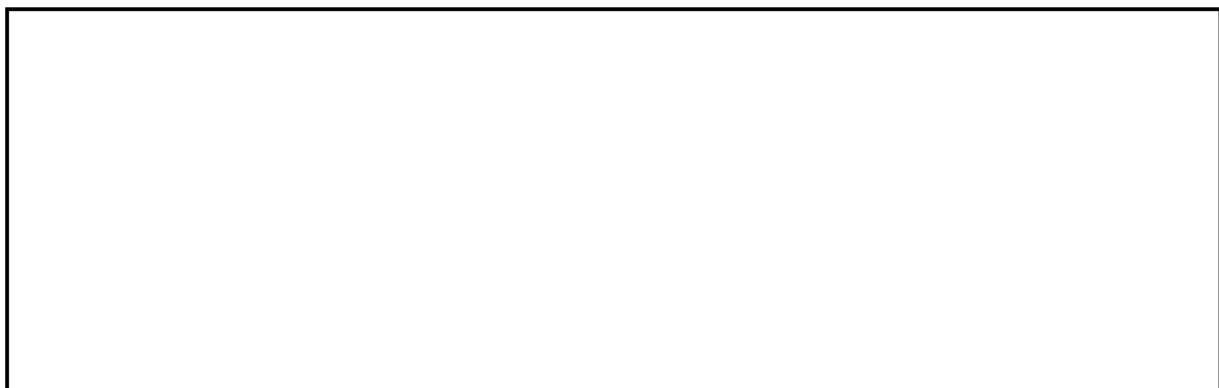
The NDTF Inquiry (QND) will only search records in the NDTF. NDTF records are not retrievable through any other inquiry transaction but are searched during the entry/modification of other NCIC person files (except the Unidentified Person File).

5.2 EXAMPLE OF INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES



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5.3 MESSAGE FIELD CODES FOR INQUIRY



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5.4 REQUIREMENTS FOR INQUIRY

An inquiry of the NDTF may be made by name and one, more than one, or all of the following alphanumeric identifiers: DOB (including year, month, day), MNU, and SOC with each data element preceded by the proper MFC. Additionally, inquiries may be made using NAM and NTN only, in that order; NAM and STN only, in that order; or NIC only, with each data element preceded by the proper MFC.

NOTE: Exact spelling of the name as contained in the record is required when inquiring with only NAM and NTN or NAM and STN.

5.5 ADDITIONAL GUIDELINES FOR INQUIRY

1. A QND transaction containing a DOB will search on the exact date of birth.
2. The SEX and RAC Fields should be included in the QND to minimize hits by limiting the scope of the name search. The RAC Field codes and the race codes that NCIC will search in an inquiry follow:

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 (SOC or MNU) a name search is not generated. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search.

5.6 PROCEDURES FOR HANDLING A HIT

The existence of an NDTF record does not require hit confirmation by the inquiring agency.

SECTION 6 -- LOCATE

There are no locate procedures for the NDTF.

SECTION 7 -- CLEAR

There are no clear procedures for the NDTF.

SECTION 8 -- SUPPLEMENTAL RECORD

There is no supplemental data for the NDTF.

NCIC Operating Manual
ORIGINATING AGENCY IDENTIFIER (ORI) FILE

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SECTION 1--INTRODUCTION

1.1 BACKGROUND

The NCIC is a nationwide computerized information system established as a service to all criminal justice agencies. Disclosure of information from NCIC is for the purpose of providing information to authorized agencies to facilitate the apprehension of fugitives, the location of missing persons, the location and return of stolen property, or similar criminal justice objectives. The NCIC is also the telecommunication link to the automated system of Criminal History Record Information (CHRI) known as the Interstate Identification Index (III). Access to the III is essentially restricted to "criminal justice agencies" that perform the "administration of criminal justice" as defined in Title 28, Code of Federal Regulations (C.F.R.), Part 20, Subpart.

An FBI CJIS Division approved ORI is a nine-character identifier assigned by the FBI CJIS Division to an agency which has met the established qualifying criteria, the ORI will provide the correct level of access to the FBI CJIS systems, and will identify the agency in transactions on the NCIC System.

As well, the ORI file gives users the capability to inquire on any FBI approved ORI, to receive its translation (ZO) or to obtain additional information (QO) regarding the agency.

1.2 NCIC ORI REQUEST AND ASSIGNMENT POLICY

- Requests for an ORI assignment must always come from the respective state or federal CSA or the CSA's designee.
- The request must document the criminal justice authority, duties and functions of the agency. The documentation must support the contention that the primary function of the agency is that of criminal detention, apprehension, or criminal investigations of applicable laws as opposed to civil or administrative functions. Documents may include, but are not limited to, federal and state statutes, executive orders, current budgets, and law enforcement training and certifications.
- All requests must include the following:
 - Complete name of the agency
 - Complete mailing address of the agency
 - County the agency resides in
 - Telephone number of the agency
 - If available a fax number
 - If available an e-mail address for the agency

- Requests for FBI CJIS systems access may be sent via US mail, electronic mail or fax to the following.
- Federal Bureau of Investigation, Criminal Justice Information Services Division, NCIC Operations and Policy Unit, Module D3, 1000 Custer Hollow Road, Clarksburg, WV 26306, Attention: Systems Access.
- The NOPU's fax number is
- The NOPU's electronic address is
- Upon receipt, each request for access to the FBI CJIS systems will be evaluated by the FBI CJIS Division to determine if the agency meets the criteria. The CSA will be notified of the decision, once a determination is been made by the FBI CJIS Division.

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1.3 CRITERIA FOR ASSIGNMENT OF A FULL ACCESS ORI

- All NCIC files and the III are available to full access ORIs. To qualify for assignment of an ORI that would permit access to CHRI, a requesting entity must be authorized to access the NCIC pursuant to Title 28, United States Code (U.S.C), Section (§) 534, which provides that the exchange of criminal history records shall be "...with, and for the official use of, authorized officials of the federal government, including the United States Sentencing Commission, the states, cities, and penal and other institutions." The Department of Justice and federal courts have interpreted this language to restrict access to such criminal history records to criminal justice agencies for criminal justice purposes and to federal agencies authorized to receive them pursuant to a federal statute or executive.
- To be considered a criminal justice agency, an entity must meet the definition of a criminal justice agency as contained in Title 28, C.F.R., Part 20, Subpart A. Title 28, C.F.R. § 20.3(g) defines a criminal justice agency as "(1) Courts; [or] (2) A governmental agency or any subunit thereof which performs the administration of criminal justice pursuant to a statute or executive order, and which allocates a substantial part (interpreted to mean at more than 50 percent) of its annual budget to the administration of criminal justice." § 20.3(b) further states that "the administration of criminal justice means performance of any of the following activities: detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders."
- The definition of a criminal justice agency and the administration of criminal justice must be considered together. Included as criminal justice agencies would be traditional police, courts, and corrections agencies, as well as subunits of noncriminal justice agencies performing a function of the administration of criminal justice. These subunits would include agencies which have as their principal function the investigation of criminal provisions of applicable state laws (Appendix to Part 20, C.F.R. § 20.3[g]).

- Any court that hears civil cases only (with the exception of domestic violence and stalking cases as specified in 1.1.2.), and some probate courts do not qualify for access to the FBI CJIS systems.
- Any correctional facility that houses only juveniles who are not involved in the criminal justice process but who are orphaned or declared incorrigible do not qualify for access to the FBI CJIS systems.
- 28 CFR, Part 20, was amended to authorize access to NCIC and III by private agencies that have been contracted by criminal justice agencies to conduct criminal justice functions for the criminal justice agency.
- 28 C.F.R. § 20.33(a)(7) permits access to CHRI contained in the NCIC, III, and the Fingerprint Identification Records System to private contractors pursuant to a specific agreement with an agency identified in paragraphs (a)(1) or (a)(6) for the purpose of providing services for the administration of criminal justice pursuant to that agreement. The agreement between the criminal justice agency and the private contractor must incorporate the FBI CJIS Division's Security Addendum approved by the United States Attorney General. The Security Addendum specifically authorizes access to CHRI, limits the use of the information to the purposes for which it is provided, ensures the security and confidentiality of the information consistent with the regulations, provides for sanctions, and contains such other provisions as the Attorney General may require.

Access to the NCIC is limited by federal statutes and regulations, as well as policy promulgated by the Director of the FBI on the recommendation of the FBI CJIS Division's Advisory Policy Board. Although it is the policy that no criminal justice agency be denied access to NCIC, the policy is very restrictive in preventing access by private entities absent the above-mentioned documentation.

- A governmental regional dispatch center may qualify for an ORI assignment related to the NCIC files and III. A governmental regional dispatch center is a cooperative effort entered into by political subdivisions in a particular area for the purpose of providing consolidated and computer-assisted dispatch for the law enforcement community. In many cases, the law enforcement departments involved are abolishing their communications sections and turning the communications functions over to a consolidated regional system. Agencies meeting the above criteria are assigned an ORI ending with the alphabetic character "N".
- A nongovernmental railroad or campus police department is one which performs the administration of criminal justice and has arrest powers pursuant to a state statute, and allocates a substantial part (interpreted to mean more than 50%) of its annual budget to the administration of justice as defined by the Department of Justice Regulations on Criminal Justice Information Systems (28 C.F.R., Part 20, Subpart A), and meets all training requirements established by state law or ordinance for law enforcement officers. These agencies are assigned an ORI ending with the alphabetic character "E".

- Public Law 99-169 (as amended) the Security Clearance Information Act (SCIA) authorizes the Department of Defense, the Department of State, the Department of Transportation, the Office of Personnel Management, the Central Intelligence Agency, and the FBI to receive CHRI on individuals investigated by that agency for access to classified information or assignment to or retention in sensitive national security duties. For national security purposes, these agencies have access to all files; however, any inquiry resulting in a positive response must be immediately turned over to a proper law enforcement agency before proceeding with the SCIA investigation. Record entry and cancellations is prohibited. These agencies are assigned a special ORI ending with the alphabetic character “**R**” to clearly identify the SCIA agencies.
- The Adam Walsh Child Protection and Safety Act of 2006 (the Act), Public Law 109-248, was enacted into law on July 27, 2006. Section 151 of the Act requires the Attorney General to ensure access to FBI CHRI by Governmental Social Services (GSS) agencies with child protection responsibilities and the National Center for Missing and Exploited Children (NCMEC). States are authorized under Section 151 of the Act to provide GSS and NCMEC agencies with access to the NCIC and III.

Section 151 provides that access by GSS agencies with child protection responsibilities is be used only in investigating or responding to reports of child abuse, neglect, or exploitation.

Section 151 access by NCMEC agencies is to be used only within the scope of the Center’s duties and responsibilities under federal law to assist or support law enforcement agencies in administration of criminal justice functions.

GSS and NCMEC agencies are assigned an ORI ending with the alphabetic character “**F**”.

1.4 CRITERIA FOR ASSIGNMENT OF A LIMITED ACCESS ORI

FBI assigned ORIs may also be available to agencies such as State Department of Motor Vehicles, Coroners, and domestic violence courts. These agencies may qualify for access to the FBI CJIS systems only for specified NCIC files.

The Violent Crime Control and Law Enforcement Act of 1994 amended 28 U.S.C. § 534 to authorize the United States Attorney General to disseminate information from national crime information databases consisting of identification records, criminal history records, wanted person records, and protection orders for use in domestic violence and stalking cases. Civil courts may qualify for an FBI assigned ORI for access to the NCIC Wanted Person File and Protection Order File, and III for use in domestic violence and stalking cases only. These agencies are assigned an ORI ending with the alphabetic character “**D**”.

A nongovernmental agency or subunit thereof which allocates a substantial part of its annual budget to the administration of criminal justice, and whose regularly employed peace officers have full police powers pursuant to state law and have complied with the minimum employment standards of governmentally employed police officers as specified by state statute, may have direct terminal access to the NCIC Protective Interest File, Wanted Person File, Missing Person File, Stolen Property File, and Active Protection Order File records. Access must be approved by the FBI CJIS Systems Agency. These agencies are assigned an ORI ending with the alphabetic character “P”.

A governmental regional dispatch center, established by a state statute, resolution, ordinance, or executive order, which provides communication services to criminal justice agencies, may be authorized access to the NCIC Protective Interest File, Wanted Person File, Missing Person File, Stolen Property File, and Active Protection Order File records provided such access is approved by the FBI CJIS Systems Agency (CSA). These agencies are assigned an ORI ending with the alphabetic character “P”.

- Due to amendments to 28, C.F.R., Part 20, agencies currently assigned ORIs ending with the alphabetic character “P” may now qualify for a full access ORI. Prior to such amendments, many computer-assisted dispatch and communication or 911 centers, as well as railroad and campus police departments, was assigned limited access ORIs ending with the alphabetic character “P”.
- Dispatch centers may be authorized a full access ORI ending in the alphabetic character “N” (see section 1.1.1.).
- Railroad and campus police departments may be authorized a full access ORI ending in the alphabetic character “E” (see section 1.1.1.).
- Please refer to the All CJIS Systems Officer (CSO) letter dated February 25, 2005 for a detailed explanation.

The National Insurance Crime Bureau (NICB) is a nongovernmental, nonprofit agency that acts as a national clearinghouse for information on stolen vehicles. The NICB offers free assistance to law enforcement agencies concerning automobile thefts and identification and recovery of stolen vehicles. The NICB is provided limited access to the Vehicle File, Boat File, License Plate File, Article File, and Vehicle/Boat Part File. These agencies are assigned an ORI ending with the alphabetic character “O”.

A noncriminal justice governmental department of motor vehicles or driver license registry, established by a state statute, which provides vehicle registration and driver record information to criminal justice agencies and has an essential need to access the License Plate, Vehicle, and Vehicle/Boat Part Files, may be authorized direct access to NCIC Wanted Person, Missing Person, Unidentified Person, License Plate, Vehicle, and Vehicle/Boat Part Files. The CSA must approve access to these agencies. These governmental agencies perform civil functions and are required to execute an agreement with the state CSA ensuring compliance with all established NCIC policies and procedures. These agencies are assigned an ORI ending with the alphabetic character “V”.

The National Center for Missing and Exploited Children (NCMEC) is a nongovernmental, noncriminal justice agency set up by a government grant to aid the parents of missing and exploited children. NCMEC has an essential need to access the Unidentified Person, Missing Person, and Wanted Person Files. NCMEC has the ability to enter investigative interest supplemental records for Wanted Person, Missing Person, and Unidentified Person File records. The agency is assigned an ORI ending with the alphabetic character “W”.

A governmental child support enforcement agency, based on 42 U.S.C. § 666(a), by which states are mandated to have in effect laws requiring the use of certain procedures to increase the effectiveness of state child support enforcement. Section 315 of the Personal Responsibility and Work Opportunity Act of 1996, Public Law 104-193, entitled “Locator Information from Interstate Networks,” amends 42 U.S.C. § 666(a) to include a requirement that states have in place “procedures to ensure that all federal and state agencies conducting activities under this part have access to any system used by the state to locate an individual for purposes relating to motor vehicles or law enforcement.” Such agencies may be provided limited access to the Wanted Person, Missing Person, and Protection Order Files. These agencies are assigned an ORI ending with the alphabetic character “U”.

The Compact Council (Council) established pursuant to the National Crime Prevention and Privacy Compact Act of 1998, sets forth rules and procedures necessary to regulate the use of the III system for noncriminal justice purposes. In October, the Council established a rule to allow direct access to the III for a preliminary name check pending positive fingerprint identification. This access is authorized in limited situations when exigent circumstances exist that do not reasonably lend themselves to immediate fingerprinting. Authorized governmental agencies, e.g., agencies affiliated with the Department of Children and Family Services, may conduct name inquiries for the emergency placement of children in those limited instances when the primary caretaker (parent or custodian) is unavailable. As a prerequisite, the state must have a statute that has been approved by the FBI under the provisions of Public Law 92-544. Once the FBI on behalf of the Compact Council authorizes access, the FBI CJIS Division assigns an ORI ending in the alpha character “T” to the noncriminal justice governmental agency conducting the emergency child placement checks.

The USCIS has been authorized full access to all NCIC files, but not III, in order to fulfill their mission regarding the adjudication of petitions and applications for immigration benefits. The USCIS ORIs will reflect the characters “ASC” in positions 3, 4, and 5.

Some United State Military ORIs have been restricted to allow only certain agency ORIs entry capabilities. Please check with the Federal CJIS Systems Agency to determine what ORIs have entry capabilities.

1.5 ORI STRUCTURE AND USE

The ORI is a nine-character identifier assigned by FBI CJIS Division staff to an agency which has met the established qualifying criteria for ORI assignment to identify the agency in transactions on the NCIC System. The structure of law enforcement ORIs (those ORIs ending with a zero) and other criminal justice ORIs (those ORIs ending with an alphabetic character) are as follows:

STRUCTURE OF LAW ENFORCEMENT ORIS:

POSITIONS 1 and 2:

- Positions 1 and 2 of the ORI will be the alphabetic characters representing the state or country in which the agency is physically located.
- Example: **WV0020100**

POSITIONS 3, 4 and 5:

- Positions 3, 4, and 5 of the ORI are numeric characters indicating the county in which the agency is physically located.
- Example: **WV0020100**
- Some state level and federal agencies may have the acronym for that agency, in positions 3, 4, and 5, of the ORI. A few examples are **WVFBI0000** for the Federal Bureau of Investigations and **TXDPD0000** for the Dallas, Texas, Police Department. The assignment of vanity ORIs is strongly discouraged.

POSITIONS 6 and 7:

- The FBI CJIS Division will determine the numeric and alphabetic characters assigned to positions 6 and 7 of the ORI.
- Positions 6 and 7 of the ORI are used to distinguish one agency from another within the same county. Generally, these positions follow alphabetic or numeric order.
- Example: **WV0030000** , **WV0030100**, **WV0030200**, **WV0030300**

POSITIONS 8 AND 9:

- Positions 8 and 9 of a law enforcement ORI will always end in double zero.
- Example: **WV0030000**
- The CSA may vary the last two positions (8 and 9) of a law enforcement ORI for large agencies that have a need to identify internal divisions, units, substations, or multiple terminals for the same agency within the same city. This type of ORI is not assigned by the FBI CJIS Division, and will not entered in the NCIC system. The CSA is responsible for entering this type ORI in the Nlets system.
- Any variations of the last two positions of the law enforcement ORI is acceptable with the exception of an alphabetic character in the 9th position of the ORI.
- Example: **WV0010301**

STRUCTURE OF CRIMINAL JUSTICE ORIS:

POSITIONS 1 and 2:

- Positions 1 and 2 of the ORI will be the alphabetic characters representing the state or country in which the agency is physically located.
- Example: **WV002015J**

POSITION 3, 4 and 5:

- Positions 3, 4, and 5 of the ORI are numeric characters indicating the county in which the agency is physically located.
- Example: **WV002015J**
- Some state level and federal agencies may have the acronym for that agency, in positions 3, 4, and 5, of the ORI. A few examples are **WVDOT017Y** for the US Department of Transportation, Office of Inspector General's Office and **WVPO0017Y** for the US Postal Inspection, Office of Inspector General's Office. The assignment of vanity ORIs is strongly discouraged.

POSITIONS 6 and 7:

- The FBI CJIS Division will determine the numeric and alphabetic characters assigned to positions 6 and 7 of the ORI.
- Positions 6 and 7 of the ORI are used to distinguish one agency from another within the same county. Generally, these positions follow alphabetic or numeric order.
- Example: **WV003005C**, **WV003015C**, **WV003025C**, **WV003035C**

POSITIONS 8:

- Positions 8 for a criminal justice ORI is a unique numeric character indicating the level of government for the agency.
- For example: **WV002015J**. The numeric character **5** indicates a state level governmental agency.
- The level of government is explained in section 1.3.3.1.

POSITION 9:

- Position 9 for a criminal justice ORI is a unique alpha character indicating the type of agency.

- For example: WV002015J The alpha character J indicates this agency is a Court
- The alpha character for criminal justice ORIs is explained in section I.3.3.2.

DEFINITIONS FOR THE LEVEL OF GOVERNMENT:

- 1 – Local, Municipal, City
- 2 – Foreign Local
- 3 – County
- 4 – Foreign State
- 5 – State
- 6 – Foreign Federal
- 7 – Federal
- 9 – Nongovernmental/private

DEFINITIONS FOR THE ALPHA CHARACTERS:

A - Prosecuting Attorney=s Offices to include District Attorneys and Attorney General Offices.

- This does not include public defenders offices or defense attorney offices.

B - Pretrial Services and pretrial release agencies.

C - Correctional Institutions to local, county, state, and federal jails, prisons and detention centers.

D - Civil courts for use in domestic violence and stalking cases. Limited access to the Wanted Person File and Protection Order File, and III may be granted to civil courts for use in domestic violence and stalking cases only.

- The authority is found in the Violent Crime Control and Law Enforcement Act of 1994 amended 28 U.S.C. ' 534 to authorize the United States Attorney General to disseminate information from national crime information databases consisting of identification records, criminal history records, wanted person records, and protection orders for use in domestic violence and stalking cases.

E - Nongovernmental railroad and private campus police departments.

- Both railroad and private campus police must have arrest powers pursuant to a state or federal statute and allocate a substantial part) interpreted to mean more than 50 %) of their annual budget to the administration of criminal justice. If a specific statute, law or ordinance exists that requires specific training in order to be considered a law enforcement officer those railroad and campus police officers must meet those training requirements.

F - Governmental Social Services agencies with child protection responsibilities qualify for all NCIC files, and III.

- As required in Section 151 of the Adam Walsh Child Protection and Safety Act of 2006. Section 151 provides that access by governmental social services agencies with child protection responsibilities is to be used only in investigation or responding to reports of child abuse, neglect, or exploitation. The applicable CSO must contact a member of the Compact Council to request access. Upon approval, the request will be referred to the FBI CJIS Division for assignment of the ORI.

G - Probation and Parole offices.

H - The Department of State National Visa Center.

- Access to III was granted in 1994 and is restricted to the purpose code AV@ for visa checks. Access is restricted to III, Criminal History (AQH@) inquiries only. All other inquiries will be rejected.

I - Interpol.

- The ORI allows for limited access to the Vehicle File, the Boat File, the License Plate File, and the Vehicle/Boat Part File Only. The ORI will always have a numeric character "9" in the 8th position of the ORI.

J - Criminal courts and magistrates offices.

K - Coroners and medical examiners offices.

- These ORIs allow direct access to Missing and Unidentified Person Files only. The ORI allows the agency to make entries to the Missing and Unidentified Person Files.

M - Medical examiners offices which are criminal justice in function (as defined in the C.F.R.), and pursuant to a state statute may qualify for full access ORI and law enforcement subunits of custodial facilities in medical or psychiatric institutions may also be assigned this type of ORI, if proper documentation is submitted.

- The medical examiner's office must verify that the primary duty of the agency is that of the investigation of the actual crime.

N - Dispatch/911 communication centers.

- These agencies are usually on a local or county level and are considered noncriminal justice agencies that provide dispatch functions for criminal justice agencies. It is the responsibility of the CSA to have the proper security and controls in place.

O - The National Insurance Crime Bureau (NICB).

- The NICB, formerly known as the National Auto Theft Bureau (NATB), is a nongovernmental, nonprofit agency that acts as a national clearinghouse for information on stolen vehicles. NICB offers free assistance to law enforcement agencies concerning automobile thefts and identification and recovery of stolen vehicles. The NICB is provided limited access Vehicle File, the Boat File, the License Plate File, and the Vehicle/Boat Part File Only.

P - Nongovernmental law enforcement or dispatch/911 communications centers.

- These agencies are nongovernmental agencies or subunit of that agency that allocates a substantial part of its annual budget to the administration of criminal justice, and employee's peace officers that have full police powers pursuant to state law and have complied with the minimum employment standards of governmentally employed police officers as specified by state statute.
- This ORI allows for direct terminal access to the Protective Interest File, the Wanted Person File, the Missing Person File, the Stolen Property File, and the active Protection Order File records.
- This ORI is restricted from accessing III.
- This ORI does not have the capability to enter records.
- These agencies must execute an agreement with the state CSA assuring compliance with established policies and procedures.
- An example is North Carolina has in place an approved statute for nongovernmental Company Police with full police powers and has been assigned several AP@ ORIs.

Q - Public Housing Authority Agencies.

- Public Law 104-120, enacted in March 1996, permits the approved Public Housing Authorities (PHAs) access to name searches QH on the III. These agencies are not be permitted direct access to NCIC terminals; law enforcement agencies will conduct the III name search and will inform the PHA whether the name check reveals that an applicant may have a criminal history indexed in III. These ORIs are assigned A "9" in position eight of the ORI.
- The CSO cannot modify any information in the ORI File for this type of ORI. For modifications please contact the FBI CJIS Division.

R - The U.S. Department of Defense, the U.S. Department of State , the U.S. Department of Transportation and, the U.S. Office of Personnel Management.

- These ORIs are assigned pursuant to the Security Clearance Information Act (SCIA), Title 5, United States Code, Section 9101.
- Public Law 99-169 (as amended), authorizes the above agencies to receive criminal history record information on individuals investigated by them for access to classified information or assignment to or retention in sensitive national security duties.
- For national security purposes, these agencies have access to all files. Any inquiry resulting in a positive response must immediately be turned over to a proper law enforcement agency(s) before proceeding with the SCIA investigation.
- Purpose code AS@ must be used when conducting these transactions.
- Other NCIC access, e.g., record entry/cancellation, is prohibited.
- The Central Intelligence Agency and The FBI are authorized to perform SCIA checks; however, are not assigned "R" ending ORIs rather these agencies will use their law enforcement ORIs already assigned. When using the law enforcement ORI a purpose code of "S" will be used.

T- Authorized governmental agencies such as the Department of Children and Family Services.

- In April 2001, the Compact Council established a rule to allow access of the III for a preliminary name check pending positive fingerprint identification, based on the National Crime Prevention and Privacy Compact Act of 1998. This type of ORI authorizes access in limited situations when exigent circumstances exist that do not reasonably lend themselves to immediate fingerprinting.

- Authorized governmental agencies such as the Department of Children and Family Services, may conduct name inquiries for the emergency placement of children for those limited instances when the primary caretaker is unavailable.
- The Purpose Code AX@ is to be used in conducting III checks involving the emergency placement of children when unaccompanied by the immediate submission of fingerprints on the surrogate care provider.

U - Governmental child support enforcement agencies.

- Based on 42 U.S.C. ' 666(a), by which states are mandated to have in effect, laws requiring the use of certain procedures to increase the effectiveness of state child support enforcement. Section 315 of the Personal Responsibility and Work Opportunity Act of 1996, Public Law 104-193, entitled ALocator Information from Interstate Networks,@ amends 42 U.S.C. ' 666(a) to include a requirement that states have in place A procedures to ensure that all federal and state agencies conducting activities under this part have access to any system used by the state to locate an individual for purposes relating to motor vehicles or law enforcement.
- This type of ORI allows for access to the Wanted Person File, Missing Person File, and the Protection Order File.

V - A noncriminal justice governmental department of motor vehicles, boat, or driver license registry, established by a state statute, which provides vehicle registration and driver record information to criminal justice agencies and has an essential need to access the License Plate, Vehicle, and Vehicle/Boat Part Files.

- These ORIs are authorized direct access to the NCIC Wanted File, the Missing Person File, the Unidentified Person File, the License Plate File, the Vehicle File, and the Vehicle/Boat Part Files.
- These agencies will be required to execute an agreement with the state CSA ensuring compliance with all established NCIC policies and procedures.

W - National Center for Missing and Exploited Children (NCMEC).

- The NCMEC is a nongovernmental, noncriminal justice agency set up by a government grant to aid the parents of missing and exploited children.
- The NCMEC has an essential need to access the Unidentified Person File and the Missing Person File records for individuals under the age of 18 at the time the record was entered.

Y - Local, county, state, or federal agencies that meet the criteria of criminal justice agencies as defined by the C.F.R. but do not fall into one of the above categories.

- An example is the Arkansas Crime Information Center and Office of Inspector General's Offices

1.6 Z ORIs

The FBI's authority to collect and exchange CHRI is generally predicated upon 28, U.S.C. § 534. Public Law 92-184, 85 Stat. 627, 642 (1971), superseded by Public Law 92-544, 86 Stat. 1115 (1972), which authorized the exchange of FBI identification records with officials of federally chartered or insured banking institutions to maintain the security of those institutions and, if authorized by state statute approved by the Attorney General, to officials of state and local governments for purposes of employment and licensing. Agencies that do not meet the above criteria but are authorized by statute to submit fingerprints in order to receive CHRI from the FBI CJIS Division may qualify for an ORI that ends in the alpha character "Z". These ORIs are restricted from accessing the NCIC files and III. Requests for "Z" ORIs must be submitted to the FBI's Office of General Counsel for review of the statute.

1.7 VALIDATION

ORIs are validated on a biennial basis. As part of the NCIC validation process, each ORI record is contained in a \$.C. administrative message, with all \$.C. administrative messages for a CSA grouped together in a file. The CSA is notified by a \$.B. administrative message that its file is ready for retrieval.

Each CSA is responsible for verifying the accuracy of every ORI accessing NCIC through the respective state/federal system. The validation process includes verifying an agency's status and authority, as well as the other information listed in the ORI record, e.g., telephone number, street address, and ZIP code.

An example of the \$.C. administrative message for ORI validation follows:

\$.C.

NCIC VALIDATION REQUEST (19990925). YOU MUST VERIFY THE
COMPLETENESS, ACCURACY, AND VALIDITY OF YOUR ORI RECORD.

ORI/FL0130000 ATR/ANYCITY PD
COJ/DADE TYP/1 CT1/40/ 555-1212
CT2/40/ 555-1313 CT3/40/ 555-1414
AN1/METRO-DADE AN2/POLICE DEPARTMENT
SNJ/1320
SNA/N W 14TH STREET CTY/MIAMI ST/FL
ZIP/99999-1234
NLC/0001 TUC/0001 OMC/0085 CDC/0085 DTE/19/90510 1200 EDT DLJ/20080510 1600 EDT
VLD/20061210 VLN/TOOLMAN, TIM

Additional information concerning Validation can be found in the Introduction chapter of this manual.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency, 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.

1.8 MESSAGE FIELD CODES, EDITS, AND DEFINITIONS

The following table represents a listing of all message field codes, translations, field sizes, and applicable edits for the data elements found in an ORI record. Fields are listed in alphabetical order by code and not in the order by which they appear in the record.

Message Field Code	Field	Field Size	Edits and Definitions
AN1 AN2 AN3	Agency Name (line 1) Agency Name (line 2) Agency Name (line 3)	1-30	Must be alphabetic and/or numeric. Special characters allowed. May be one to three lines of up to 30 characters each. Appropriate MFC should precede each line.
ATR	Agency Translation	1-47	Must be alphabetic and/or numeric. Represents the agency name and city or an abbreviation thereof.
CDC	<i>NCIC Code Manual</i> Count	1-4	Must be numeric field. Number of code manuals needed.
COU	County	1-20	Must be alphabetic. Name of county in which the ORI is physically located.
CRY	Country	1-30	Must be alphabetic. Must be included if FPP is used. Designates ORI location when it is other than the U.S.
CTY	City Name	1-20	Must be alphabetic. The city in which the ORI is physically located and receives mail.

CT1 CT2 CT3	Confirmation Telephone Numbers (Primary) (Secondary) (Tertiary)	12-21	U.S. (including Territories) and Canada (including Provinces) ORI telephone numbers must be three numerics, one space, three numerics, one hyphen, four numerics and if applicable, one space, and an alphabetic character "X" followed by the numeric extension; or one space, followed by the alphabetic characters "FAX". International ORI telephone numbers may be any combination of numerics, spaces, and hyphens to accommodate the telephone number and possible extension. Represents up to three telephone or facsimile numbers for the agency.
DLU	Date of Last Update	8-8	System generated. Represents date of last update (YYYYMMDD).
EML	E-mail Address	3-80	May be alphabetic, numeric, and special characters except period (.). Represents E-mail address of agency.
FOC	FBI Field Office Code	4-4	Must be alphabetic. Represents the FBI Field Office that has jurisdiction over the area in which the agency is located.
FPP	Foreign Postal Code	6-6	Must be alphabetic and/or numeric. Should be entered without hyphens or spaces. Must not include FPP if ZIP is included.
NLC	Newsletter Count	1-4	Must be numeric. Number of CJIS newsletters needed.
OMC	NCIC Operating Manual Count	1-4	Must be numeric. Number of operating manuals needed when a revision is printed.
ORI	Originating Agency Identifier	9-9	Must be a valid NCIC- assigned ORI.
SNA	Street Name or Post Office Box	1-25	Must be alphabetic, numeric, and/or the special characters of space, hyphen, and/or ampersand. A hyphen entered in this field indicates that the agency has a valid two-line address which consists of name, city, state, and ZIP.

SNU	Street Number	1-7	Must be alphabetic, numeric, and/or the special characters of hyphen and/or slash. If post office box number is entered in the SNA, the SNU should be blank. Indicates the location of the ORI on a particular street.
STA	State Name	2-2	Must be alphabetic. Must match the two characters of the ORI unless the first two characters are NB or US, the TYP is 7, or the first seven characters are DCFBIWA. If NB, NE is allowed in the STA Field. If US, DC, IL or MD are allowed. If DCFBIWA, DC or WV is allowed. Represents postal abbreviation for state.
TNO	Telephone Number	12-12	Must be three numerics, one space, three numerics, one hyphen, and four numerics. Represents telephone number of agency.
TUC	Technical and Operational Update (TOU) Count	1-4	Must be numeric. Number of TOUs needed.

TYP	Type	1-1	Must be alphabetic and/or numeric. Valid values are 1-9, A, B, C, E, F, G, R, S, Y, and Z. 1 - state agency; 2- county agency; 3 - local or city; 4 - federal; 5 - ORIs ending in D, H, I, K, N, O, P, Q, R, U, V, or W; 6 - criminal justice; 7 - foreign/local; 8 - federal, noncriminal justice agency (SCIA) 9 – foreign state agency; A, B, C are Canadian; E - editorial; F - FSC; G – foreign federal agency; R - retired; S - State CSA; Y- CR; and Z - Identification Division. Indicates kind of agency to which the ORI is assigned.
VLN	Name of Validator	3-30	Free text. Unique identifier of the person responsible for validating a record.
ZIP	ZIP Code	5-5	Must be five numerics or five numerics, a hyphen, and four numerics. Must not include ZIP if FPP included. Represents ZIP code of agency.

SECTION 2--ENTRY

All ORI record entries are made by the FBI CJIS staff.

SECTION 3--MODIFICATION

3.1 WHEN TO USE AN ORI MODIFICATION MESSAGE

- A modification transaction is used to add, delete, or change a data field within the ORI File.
- A modification transaction can be made by the FBI CJIS Division; the agency assigned the ORI, or the CSO.

- Telephone numbers in the ORI File are reflected in the hit confirmation responses; therefore, users are strongly urged to keep their telephone numbers current in the ORI File.
- The ORI File is used for various CJIS mailings; therefore, users are strongly urged to keep their mailing addresses current in the ORI File.
- For NCIC validation, a name of validator may be added to the name of validator (VLN) field of an ORI to indicate that the record has been validated. When data is entered into the VLN, NCIC stores the current date in the Date of Last Validation (VLD) Field. If the user attempts to delete or modify the VLN to all blanks, the message will be rejected. Each CSO can determine the specific data to be included in the VLN field.
- The E-mail Address (EML) Field should contain the primary e-mail address of the agency. The user must use "(DOT)" to represent the period "." in the EML Field. For example: CJISDIVISION@FBI(DOT)GOV.

3.2 EXAMPLE OF AN ORI RECORD MODIFICATION MESSAGE

1N01HEADER.MO.MD1012600.ORI/MD1012600.CT1/301 555-3000

Acknowledgment:

1L01HEADER MD1012600 ORI/MD1012600 HAS BEEN SUCCESSFULLY UPDATED

The above modification transaction example contains: header (1N01HEADER), message key (MO), the ORI making the modification (MD1012600), the identifier of the record to be modified preceded by the message field code (ORI/MD1012600), the field being modified, and the modification (CT1/301 555-3000).

3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
COUNTRY	OPTIONAL	CRY	1-30	ALPHABETIC

STREET NUMBER	OPTIONAL	SNU	1-7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STREET NAME	OPTIONAL	SNA	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITY NAME	OPTIONAL	CTY	1-20	ALPHABETIC
ZIP CODE	OPTIONAL	ZIP	5-5	NUMERIC
			10-10	NUMERIC, SPECIAL CHARACTERS
FOREIGN POSTAL CODE	OPTIONAL	FPP	6-6	ALPHABETIC, NUMERIC
CONFIRMATION TELEPHONE NUMBER (PRIMARY)	OPTIONAL	CT1	12-21	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CONFIRMATION TELEPHONE NUMBER (SECONDARY)	OPTIONAL	CT2	12-21	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CONFIRMATION TELEPHONE NUMBER (TERTIARY)	OPTIONAL	CT3	12-21	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
E-MAIL ADDRESS	OPTIONAL	EML	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS [EXCEPT PERIOD (.)]

3.4 MANDATORY FIELDS FOR MODIFICATION

To modify information in an ORI record, the transaction must contain the following: HDR, MKE, (MO) ORI, ORI, and any modifiable field.

3.5 ADDITIONAL GUIDELINES FOR NCIC MODIFICATION

1. NEW MFCS

NCIC Code Manual Count (CDC) has replaced CMC as the MFC for the Code Manual Update Field in NCIC formatted messages. CDC, rather than CMC, will be returned on all ORI responses regardless of the format used for inquiry.

The MFCs CT1, CT2, and CT3 have replaced TNO as the Telephone Number Field in NCIC formatted messages. They are the MFCs for the primary, secondary, and tertiary confirmation telephone numbers. The CT1 Field represents the main telephone number of the ORI. The CT2 and CT3 Fields signify alternate or facsimile telephone numbers for the ORI. To indicate a telephone extension, the complete telephone number should be used, followed by a space, the alphabetic X, and extension number. To indicate a facsimile number, the complete telephone number should be used, followed by a space and the alphabetic string FAX. International telephone numbers can be included using any combination of numerics, spaces, and hyphens. Unless blank, these MFCs, rather than TNO, will be returned on all responses regardless of the format used for inquiry.

2. NAME OF VALIDATOR (VLN) FIELD

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of an ORI record to indicate that the record has been validated. When data are entered into the VLN Field, NCIC stores the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

```
1N01HEADER.MO.MD1012600.ORI/MD1012600.VLN/JONES, DAVID E
```

Acknowledgment:

```
1L01HEADER MD1012600 VALIDATE ORI/MD1012600
```

3. The E-mail Address (EML) Field should contain the primary e-mail address of the agency.
4. "(DOT)" represents a period "." in the EML Field (e.g., EML/MNMHP@MN(DOT)STATE(DOT)US).

SECTION 4--CANCELLATION

Only FBI CJIS staff can cancel (delete) an ORI record. Cancellation (deletion) only occurs when the record cannot be modified or should not be in file.

SECTION 5--INQUIRY

5.1 WHEN TO USE AN INQUIRY

- Inquiries into the ORI File are used to display the translation of the agency assigned the ORI or to determine the agency's address and telephone number.
- Two types of inquiries can be performed a QO transaction which will display all the information contained with the ORI of record, and a ZO transaction which will only display the agency's name.

5.2 EXAMPLE OF ZO INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

1N01HEADER.ZO.DCFBIWA00.ORI/MNMHP0000

Negative Response:

1L01HEADER
DCFBIWA00
NO RECORD ORI/MNMHP0000

Positive Response:

1L01HEADER
DCFBIWA00
ORI/MNMHP0000 IS DPS-SP CENTRAL OFF ST PAUL MN

5.3 EXAMPLE OF QO INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

1N01HEADER.QO.DCDOJWA00.ORI/MNMHP0000

Negative Response

1L01HEADER
DCDOJWA00
NO RECORD ORI/MNMHP0000

Positive Response

1L01HEADER
DCDOJWA00

ORI/MNMHP0000 ATR/DPS-SP CENTRAL OFF ST PAUL
TYP/1 CT1/612 582-1516
AN1/DEPARTMENT OF PUBLIC AN2/SAFETY STATE PATROL

AN3/CENTRAL OFFICE SNJ/1500
 SNA/W COUNTY RD B-2 RM 181 CTY/ROSEVILLE STA/MN
 ZIP/55113
 FOC/MNMP
 EML/MNMHP@MN (DOT) JS
 NLC/0001 TJC/1 OMC/10 CDC/10 DTE/19/00510 0000 EDT DLJ/20000510 1600 EDT

5.4 MESSAGE FIELD CODES FOR INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

5.5 REQUIREMENTS FOR QO/ZO INQUIRY

The following fields are required to obtain an ORI translation or an ORI record: HDR, MKE (QO or ZO), ORI, and ORI being inquired upon preceded by the MFC.

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

Total Deleted Page(s) = 19

Page 30 ~ b7E;
Page 31 ~ b7E;
Page 32 ~ b7E;
Page 33 ~ b7E;
Page 34 ~ b7E;
Page 35 ~ b7E;
Page 36 ~ b7E;
Page 37 ~ b7E;
Page 38 ~ b7E;
Page 39 ~ b7E;
Page 40 ~ b7E;
Page 41 ~ b7E;
Page 42 ~ b7E;
Page 43 ~ b7E;
Page 44 ~ b7E;
Page 45 ~ b7E;
Page 46 ~ b7E;
Page 47 ~ b7E;
Page 49 ~ b7E;

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X For this Page X
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SECTION 1--FILE TRANSFER DECISION (FT)

1.1 GENERAL INFORMATION

The File Transfer Decision transaction is used when a \$.B. File Transfer Ready notification has been sent by NCIC to notify the user that a file is available and the user is ready to initiate the file transfer.

1.2 EXAMPLES OF FILE TRANSFER DECISIONS

File Transfer Ready Notification:

```
$.B.  
NCDCI0000  
FILE CONTAINS SPRQ RESULTS FOR CTN/D123456789. FOR TRANSACTION:  
1N01HEADER.SPRQ.NCDCI0000.ACT..DET SMITH.101 MAIN ST ANYCITY NC.9  
BATCH FILE SIZE: 15,000 BYTES, READY FOR DOWNLOAD.  
PLEASE REQUEST FILE NAME F123456  
USE THE FT MKE TO RETRIEVE THE FILE OR FTP WITH THE BINARY OPTION.
```

This notification applies to a file in response to a Global Inquiry.

For a validation file, the notification is slightly different in that the ORI is not included and the file name follows a standardized format:

```
$.B.  
  
FILE CONTAINS $.C REQUEST FOR VALIDATION NOTIFICATIONS  
BATCH FILE SIZE: 15,000 BYTES, READY FOR DOWNLOAD.  
PLEASE REQUEST FILE NAME NC320901  
USE THE FT MKE TO RETRIEVE THE FILE OR FTP WITHOUT THE BINARY OPTION.
```

File Transfer Message:

```
1N01000005.FT.MD1012600.JDC/P.FLN/F243534.CPY/2. ATN/SMITH, JOHN
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
FILE TRANSFER REQUEST RECEIVED
```

In this transaction, the user is requesting two copies of File Number (F243534) to be printed and mailed (P).

1.3 FILE TRANSFER DECISION FORMAT

FIELD NAME	RECORD ENTRY REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
USER DECISION CODE	MANDATORY	UDC	1-1	ALPHABETIC
FILE NUMBER	MANDATORY	FLN	1-8	ALPHABETIC, NUMERIC
NUMBER OF COPIES	OPTIONAL	CPY	1-1	NUMERIC
ATTENTION FIELD	OPTIONAL	ATN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

1.4 REQUIREMENTS

The following are mandatory for the File Transfer (FT) Decision format: HDR, MKE, ORI, UDC, and FLN. The UDC and FLN Fields must be preceded by the proper MFCs.

1.5 ADDITIONAL GUIDELINES

1. NUMBER OF COPIES (CPY)

The CPY Field is only used when the UDC Field is P. If the UDC Field is P and the CPY Field is blank, the default is 1. If the UDC Field is not P and the CPY Field is entered, the value in the CPY Field is ignored.

2. FILE NUMBER (FLN)

The FLN Field is assigned by the System and provided in the \$.B. notification.

3. USER DECISION CODE (UDC)

The UDC Field must contain a valid NCIC -assigned code.

Code	Translation
D	Delete
P	Print and Mail
S	Send electronically

If the UDC code Field is S and the file size exceeds 32,000 bytes, the following error message will be transmitted:

```

1L01000005
MD1012600
REJECT - FILE GREATER THAN 32,000 BYTES
RESUBMIT WITH JDC/P OR JDC/T
1N01000005.FT.MD1012600.JDC/S.FLN/F243534.ATN/JONES, PAUL

```

With this message, the user is urged to resubmit the transaction requesting retrieval of the file as a printout or on tape.

ATTENTION (ATN) FIELD

The ATN Field must identify the recipient of the file.

SECTION 2--ONE CRIME INQUIRY TRANSACTION (QI)

2.1 GENERAL INFORMATION

This transaction enables users to submit an inquiry for all information related to a crime based on ORI and date of entry and/or case number. The inquiry can be directed to one, more than one, or all file types.

2.2 EXAMPLE OF A ONE CRIME INQUIRY TRANSACTION

```
1N01HEADER.QI.TN04/0010.ORI/VA1230022.DTE/19991225
```

Negative Response:

```

1L01HEADER
TN04/0010
NO RECORD ORI/VA1230022 DTE/19991225

```

Positive Response:

```

1L01HEADER
TN04/0010

```

* * * * *

```

WARNING - THE SUBJECT IDENTIFIED IN THIS RECORD NIC/W000039244 IS
KNOWN TO USE THE FOLLOWING STOLEN OR FALSE (S/F) IDENTIFICATION
DOCUMENTS. USE CAUTION IN VERIFYING THE IDENTITY OF THIS PERSON.
S/F NAM/BLAKE, FRANK
S/F NAM/JENSEN, MARK

```

S/F NAM/TOMPSON, JERRY
 S/F DOB/19340911
 S/F DOB/19320821
 S/F DOB/19310719
 S/F SOC/555334444
 S/F SOC/111556666
 S/F SOC/333228888
 S/F MNJ/AS-555667777
 S/F MNJ/AS-333222444
 S/F MNJ/AS-444112222
 S/F OLN/ID555667777 DC 1993
 S/F OLN/ID333661111 MD 1992
 S/F OLN/ID532865555 DC 1993
 MKE/WANTED PERSON - CAUTION
 CMC/00 - ARMED AND DANGEROUS
 EXL/1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD
 ORI/VA1230022 NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19311012
 HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK
 SMT/SC R HD
 FPC/121011C0141159TTCI13 MNJ/AS-123456789 SOC/123456789
 OLN/34862561 OLS/MD OLY/1984
 OFF/HOMICIDE-WILLFJL KILL-POL OFF-GJN
 DOW/19991223 OCA/611112131
 MIS/ALSO KNOWN TO BE INVOLVED IN DRUG TRAFFIC
 LIC/ABC123 LIS/WI LIY/1999 LIT/PC
 VIN/2F3Z/P351519 VYR/1977 VMA/PONT VMO/LEM VST/2D VCO/WHI
 ORI IS US MARSHALS SERVICE HEADQUARTERS MCLEAN VA 703 555-8147
 DOB/19541111
 AKA/SMITH, WILLIAM
 AKA/THOMPSON, ROBERT
 SMT/TAT R ARM
 MNJ/AS-987654321
 SOC/123456789
 LIC/ABC654 MD 1999 PC
 LIC/345678 MD 1999 PC
 VIN/3J5/K5D112345 1975 OLDS CUT 2T BLJ
 VIN/A9C437C103980 1979 AMER GRE 2D TRQ
 IMT/M IMN/I435461801
 NIC/W000039244 DTE/19991225 0001 EST DLJ/20010202 0845 EST
 IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
 MKE/STOLEN VEHICLE - OCCJPANT(S)ARMED/HOLD FOR LATENTS
 ORI/VA1230022 LIC/ABC123 LIS/AZ LIY/1999 LIT/PC
 VIN/1FTDF15Y/FPA36160 VYR/1982 VMA/PORS VMO/356 VST/CV VCO/GRN DOT/19991223
 OCA/112233445566
 MIS/CAR CUSTOM PAINTED WITH YELLOW FLAMES AROUND THE SIDES
 IMT/I IMN/I005234987
 NIC/V000100823 DTE/19991225 0031 EST DLJ/20010205 0846 EST
 ORI IS US MARSHALS SERVICE HEADQUARTERS MCLEAN VA 703 555-8147
 IMMED CONFIRM RECORD WITH ORI

 MKE/STOLEN GUN
 ORI/VA1230022 SER/1289341 MAK/REM CAL/308 MOD/1234
 TYP/RC DOT/19991223 OCA/3018006750
 MIS/GUN WAS IN STOLEN CAR
 NIC/G000101214 DTE/19991225 0100 EST DLJ/20010205 0847 EST
 ORI IS US MARSHALS SERVICE HEADQUARTERS MCLEAN VA 703 555-8147
 IMMED CONFIRM RECORD WITH ORI

In the above example, three records were returned each with the same owning ORI
 (VA1230022) and DTE (19991225) from three separate file types: person, vehicle, and gun.

2.3 MESSAGE FIELD CODES FOR ONE CRIME INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE AND TIME OF ENTRY	CONDITIONAL	DTE	8-8	NUMERIC
DATABASE NAME	OPTIONAL	DBN	1-1	ALPHABETIC

2.4 REQUIREMENTS

All information related to One Crime Inquiry must contain the following: HDR, MKE, ORI, and ORI being inquired upon preceded by MFC and followed by OCA and/or DTE which must be preceded by MFC.

2.5 ADDITIONAL GUIDELINES

1. The Database Name (DBN) is used to specify the file from which data are requested. This field is repeatable up to eight times. The MFC must precede the DBN code for each file requested (DBN/G, DBN/W, etc.). DBN codes and their translations are as follows:

Code	Translation
A	Article File
G	Gun File
S	Securities File
M	Missing Person File

W	Wanted Person, Gang, Known or Suspected Terrorist, Identity Theft, Protection Order, Protective Interest, Violent Person, Immigration Violator, Supervised Release, and Foreign Fugitive Files and National Sex Offender Registry
U	Unidentified Person File
B	Boat and Vehicle/Boat Part Files
P	License Plate File
R	Canadian Vehicle Index
V	Vehicle and Vehicle/Boat Part Files

2. If not specified, the inquiry will search all files. The same file code may not be used more than once.
3. Images cannot be retrieved through the QI inquiry.
4. The inquiry will return up to 20 hits on-line. If the hit response contains more than 20 responses, the following will be included to indicate a file is being created with up to an additional 100 hit responses.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in this chapter of this manual contains additional information on retrieving the file.

SECTION 3--DATE AND TIME OF ENTRY INQUIRY (ZE)

3.1 GENERAL INFORMATION

1. This transaction is used to inquire upon the date and time of entry of a record and date and time of last update to a record. The ZE transaction is available to all users. If a record was entered in NCIC prior to July 11, 1999, then the inquiry result will feature a date of entry only. If a record was entered on or after July 11, 1999, then the response returned will include the date and time the record was entered.
2. The exact date of entry can be obtained for all records on file except wanted person records entered prior to March 29, 1971, and gun records entered prior to April 5, 1971.
3. The date of entry for all wanted person and gun records entered prior to the above dates will be returned as January 1 and the actual year of entry, e.g., January 1, 1971, or January 1, 1969, etc.
4. NCIC includes this information as part of a positive response directly following the NIC.

3.2 EXAMPLE OF A DATE AND TIME INQUIRY

1N01HEADER.2E.MD1012600.NIC/V000039206

Negative Response:

1L01HEADER
MD1012600
NO RECORD NIC/V000039206

Positive Response:

For a record entered on or after July 11, 1999:

1L01HEADER
MD1012600
NIC/V000039206 ENTERED SEPTEMBER 24, 1999 2300 EDT
LAST UPDATED DECEMBER 15, 2008 1310 EST

For a record entered prior to July 11, 1999:

1L01HEADER
MD1012600
NIC/V000039206 ENTERED SEPTEMBER 24, 1993
LAST UPDATED DECEMBER 15, 1995

3.3 MESSAGE FIELD CODES FOR DATE AND TIME OF ENTRY INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC

3.4 REQUIREMENT

Date and Time of Entry Inquiry must contain the following: HDR, MKE, ORI, and NIC preceded by NIC MFC.

SECTION 4--BENEFITS AND EFFECTIVENESS DATA ENTRY TRANSACTIONS (LRBD/CRBD)

4.1 GENERAL INFORMATION

1. More information concerning general concepts for benefits and effectiveness data can be found in the Introduction chapter of this manual. Specific details concerning entry of benefits and effectiveness data can also be found in the locate, clear, and cancel sections of each NCIC file.
2. Although the entry of benefits and effectiveness data is optional, the user is expected to enter these data at the time of a locate, clear, or cancel. However, when the user clears or locates a record without providing any benefits data and the System is in statistics mode, the System will issue a notification (\$.R.) to remind the user that benefits and effectiveness data have not been provided. The user would then submit a separate transaction via the LRBD (enter benefits data after a locate transaction) or CRBD (enter benefits data after a clear transaction) message with the required data.

The \$.R. Transmit Benefits Data notification format is as follows:

```
$.R.  
<ORI>  
THE <status> TRANSACTION WITH HEADER  
INFOIHEADER FOR THE FOLLOWING  
RECORD DID NOT CONTAIN BENEFITS DATA  
<affected record>  
TRANSMIT BENEFITS DATA AS SOON AS POSSIBLE
```

3. The <ORI> contains the ORI that entered the locate/clear transaction. The <status> contains LOCATED if the update transaction was a locate message or CLEARED if the update transaction was a clear message. The <affected record> contains the record that was updated by the locate or clear transaction.
4. The **statistics mode** is set periodically by FBI CJIS staff, and the user is notified by an unsolicited message (\$.S.). This message includes the period of time the statistics mode will cover.

The \$.S. Statistics Mode notification format is as follows:

```
$.S.  
  
STATISTICS MODE NOTICE  
ALL REMOVALS OF NCIC RECORDS  
MUST CONTAIN REASON FOR RECORD REMOVAL AND  
APPROPRIATE BENEFITS DATA FOR PERIOD  
<hhmm> EST <yyyymmdd> TO <hhmm> EST  
<yyyymmdd>
```

4.2 EXAMPLES OF BENEFITS DATA ENTRY TRANSACTIONS AFTER LOCATE (LRBD) OR CLEAR (CRBD)

1. Following a locate person transaction:

```
1N01HEADER.LRBD.MD1012600.NIC/W000039206.OCA/2/590177538.RPS/HIT NCIC
19991225.PAR/1.HIT/4.NPA/3.VOR/10000.VRC/50000
```

Acknowledgment:

```
1L01HEADER
MD1012600
BENEFITS DATA APPENDED NIC/W000039206
```

In the above example, benefits data indicate that the recovery was made following a hit response received on NCIC on December 25, 1999 (RPS/HIT NCIC 19991225). The subject of the arrest was armed (PAR/1). The wanted person was held for extradition (HIT/4). Three people were apprehended in the same incident (NPA/3). The value of other recovered property was \$10,000 (VOR/10000), and the value of recovered contraband was \$50,000 (VRC/50000).

2. Following a clear vehicle transaction:

```
1N01HEADER.CRBD.MD1012600.NIC/V001131106.OCA/2/590177538.RPP/HIT NCIC
19991225.NPA/2.VNP/10000.VRC/50000
```

Acknowledgment:

```
1L01HEADER
MD1012600
BENEFITS DATA APPENDED NIC/V001131106
```

In the above example, benefits data indicate that the recovery was made following a hit response received on NCIC on December 25, 1999 (RPP/HIT NCIC 19991225). Two people were apprehended as a result of the recovery (NPA/2). The value of recovered property was \$10,000 (VNP/10000), and the value of recovered contraband was \$50,000 (VRC/50000).

4.3 MESSAGE FIELD CODES FOR BENEFITS DATA ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC

ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
REASON FOR PERSON RECORD REMOVAL	MANDATORY ¹	RPS	1-20	ALPHABETIC, NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	MANDATORY ²	RPP	8-21	ALPHABETIC, NUMERIC
PERSON ARMED	OPTIONAL ¹	PAR	1-1	NUMERIC
WANTED/MISSING PERSON HIT RESULTS	OPTIONAL ¹	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

¹ Person transactions only

² Property transactions only

4.4 REQUIREMENT FOR ENTRY

Benefits and effectiveness data entry transactions must contain the following: HDR, MKE, ORI, NIC preceded by MFC, and applicable data fields preceded by MFC.

SECTION 5--BENEFITS AND EFFECTIVENESS ANALYSIS REQUEST TRANSACTION (RBED)

5.1 GENERAL INFORMATION

This transaction allows CSAs to initiate an on-line request for benefits and effectiveness data accumulated for specified month within the last year. NCIC acknowledges the request when it is received. When the benefits and effectiveness report is ready, the CSA is notified via a \$.B. File Transfer Ready notification. The CSA can then request the response file via the FT transaction or FTP.

5.2 EXAMPLE OF A BENEFITS AND EFFECTIVENESS DATA REQUEST

```
1N01HEADER.RBED.MD1012600.SBE/MDDPS++++.DBE/200801
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
REQUEST FOR BENEFITS AND EFFECTIVENESS DATA RECEIVED
```

5.3 EXAMPLE OF A BENEFITS AND EFFECTIVENESS REPORT

```
1N01HEADER  
MD1012600  
SBE/MDDPS++++
```

SUMMARY OF BENEFITS AND EFFECTIVENESS DATA COLLECTION

PERIOD: 20080101-20080131

DATABASE: ARTICLE

ADMIN CLOSING - 1

CASE DROPPED - 10

HIT LOCAL - 20

	LOCATE	VALJE	CLEAR	VALJE	CANCEL	TOTAL	VALJE
NPA	2	2	5	7		7	9
VNP			10	5123		10	5123
VOR			8	7020		8	7020
VRC			10	10550		10	10550

HIT NCIC - 8

	LOCATE	VALJE	CLEAR	VALJE	CANCEL	TOTAL	VALJE

NPA	2	2		2	2
VNP	6	4250		6	4250
VOR					
VRC					

HIT STATE - 16

	LOCATE	VALJE	CLEAR	VALJE	CANCEL	TOTAL	VALJE
NPA	10	18				10	18
VNP	8	15350				8	15350
VOR	7	8155				7	8155
VRC	5	9250				5	9250

NOT STOLEN - 30

NOT LOST - 2

PREVIOUS RECOVERY - 2

OTHER MEANS - 14

DATABASE: WANTED PERSON

ADMIN CLOSING - 8

CASE DROPPED - 4

HIT LOCAL - 154

	LOCATE	VALJE	CLEAR	VALJE	CANCEL	TOTAL	VALJE
NPA	2	2	123	16 /		125	169
VNP			2	1050		2	1050
VOR			1	210		1	210
VRC			3	524		3	524
PAR (1)			10				
PAR (2)			88				
PAR (3)			35				
HIT (1)			2				
HIT (2)			8				
HIT (3)			6				
HIT (4)			3				
HIT (5)			11				
HIT (6)			1				
HIT (7)			1				
HIT (9)			4				

HIT NCIC - 62

	LOCATE	VALJE	CLEAR	VALJE	CANCEL	TOTAL	VALJE
	-----	-----	-----	-----	-----	-----	-----
NPA	58	62				58	62
VNP	2	1050				2	1050
VOR	1	75				1	75
VRC	3	515				3	515
PAR(1)	5						
PAR(2)	8						
PAR(3)	12						
HIT(1)	2						
HIT(2)	1						
HIT(3)	6						
HIT(4)	3						
HIT(5)	1						
HIT(6)	1						
HIT(7)	1						
HIT(9)	4						

HIT STATE - 119

	LOCATE	VALJE	CLEAR	VALJE	CANCEL	TOTAL	VALJE
	-----	-----	-----	-----	-----	-----	-----
NPA	21	25				21	25
VNP	3	1325				3	1325
VOR	1	875				1	
B / S							
VRC	5	10500				5	10500
PAR(1)	10						
PAR(2)	25						
PAR(3)	5						
HIT(1)	2						
HIT(2)	8						
HIT(3)	6						
HIT(4)	3						
HIT(5)	1						
HIT(6)	1						
HIT(7)	1						
HIT(9)							

LOCATED - 17

	LOCATE	VALJE	CLEAR	VALJE	CANCEL	TOTAL	VALJE
	-----	-----	-----	-----	-----	-----	-----
PAR(1)	5		1				
PAR(2)	3		8				
PAR(3)	4		3				
HIT(1)	1		2				
HIT(2)	1		1				
HIT(3)	3		1				

HIT (4)	4	1
HIT (5)	2	1
HIT (6)	1	1
HIT (7)	1	1
HIT (9)	1	4

NOT WANTED - 128

PREVIOUSLY LOCATED - 3

	LOCATE	VALUE	CLEAR	VALUE	CANCEL	TOTAL	VALUE
	-----	-----	-----	-----	-----	-----	-----
PAR (2)	1						
HIT (6)			1				
HIT (9)	1						

WARRANT DISMISSED - 34

OTHER MEANS - 225

	LOCATE	VALUE	CLEAR	VALUE	CANCEL	TOTAL	VALUE
	-----	-----	-----	-----	-----	-----	-----
PAR (1)	45		23				
PAR (2)	68		64				
PAR (3)	10		13				
HIT (1)	11		22				
HIT (2)	23		18				
HIT (3)	34		21				
HIT (4)	46		16				
HIT (5)	23		31				
HIT (6)	17		15				
HIT (7)	41		61				
HIT (9)	21		42				

The Benefits and Effectiveness Data Report is sorted alphabetically primarily by file type and secondarily by the Reason for Property Record Removal (RPP) Field or the Reason for Person Record Removal (RPS) Field. The benefits and effectiveness data for the Number of Persons Apprehended (NPA), Number of Missing Persons Found (NPF), Value of Recovered Property (VNP), Value of Other Recovered Property, and Value of Recovered Contraband (VRC) Fields represent the number of occurrences and the accumulated value within that file and RPP/RPS code. For the Persons Armed (PAR) and Wanted/Missing Person Hit Results (HIT) Fields, the benefits and effectiveness data are the number of occurrences that each value is used in the field.

5.4 MESSAGE FIELD CODES FOR BENEFITS ANALYSIS REQUEST

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
SUBJECT OF BENEFITS AND EFFECTIVENESS PROFILE	OPTIONAL	SBE	9-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BENEFITS AND EFFECTIVENESS PROFILE	OPTIONAL	DBE	6-6	NUMERIC

5.5 REQUIREMENTS

1. The Benefits and Effectiveness Analysis Request (RBED) transaction must contain the following: HDR, MKE, and ORI without MFC. One ORI per CSA is authorized to perform RBED transactions. CSAs can only retrieve benefits and effectiveness data stored under their respective user codes.
2. The SBE Field enables the CSA to limit the RBED to a specific ORI or similarly structured ORIs using wildcard (+) characters. For example, to obtain all benefits and effectiveness data entered by the Department of Public Safety for the CSA's user code use ++DPS++++. If not used, the NCIC System provides all benefits and effectiveness data for the CSA.
3. The DBE Field enables the CSA to request any of the 12 previous month's Benefits and Effectiveness Data Reports. The format is YYYYMM. If not used, the NCIC System will provide the previous month's Benefits and Effectiveness Data Report.

SECTION 6--NCIC USAGE STATISTICS REQUEST (RSDU)

6.1 GENERAL INFORMATION

The RSDU transaction allows CSA to request usage statistics compiled for the previous month's transactions. These requests are limited to CSA and are restricted to transactions for

those agencies using NCIC through respective state/federal systems. The request can be designated for a specific user and/or transaction type.

The NCIC System acknowledges the request when it is received. When the usage analysis response is ready, the CSA is notified via a \$.B. File Transfer Ready notification. The CSA can then request the response file via the FT transaction.

6.2 EXAMPLE OF A USAGE ANALYSIS REQUEST

```
1N01HEADER.RSDJ.NJNSP0000.NJ++++++.QV
```

The request is for all vehicle inquiries by the state of New Jersey.

Acknowledgment:

```
1L01HEADERNJNSP0000
USAGE ANALYSIS REQUEST RECEIVED
```

6.3 EXAMPLE OF A USAGE ANALYSIS RESPONSE

```
1L01HEADER
NJNSP0000
MKE/STATISTICAL DATA ON USAGE 199909
ORI/NJ
SUBJECT IS NEW JERSEY
```

AVERAGES BY MESSAGE KEY									
MESSAGE KEY	SUN	MON	TUE	WED	THU	FRI	SAT	DAILY AVG	MONTHLY TOTAL
QV	50	61	103	55	79	155	176	97	679

6.4 MESSAGE CODES FOR USAGE ANALYSIS REQUEST

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
SUBJECT OF STATISTICAL DATA REQUEST	OPTIONAL	SDR	9-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

MESSAGE TYPE	MANDATORY	MTY	2-4	ALPHABETIC, SPECIAL CHARACTERS
--------------	-----------	-----	-----	--------------------------------------

6.5 REQUIREMENTS

The usage analysis request transaction must contain the following: HDR, MKE, ORI, and MTY without MFC.

6.6 ADDITIONAL GUIDELINES

1. MESSAGE TYPE (MTY)

1. The MTY Field indicates the message key for which the statistical data are requested. It must be a valid NCIC -assigned message key or ALL if statistics for all transactions are requested.
2. In response to an RSDU inquiry, the message type requested is broken down by MKEs or by groups of MKEs related by type. For example, EA and EAA would be grouped, as would ELG, ERG, and EG, but EV and EW would be shown on two different lines.
3. MKEs are reported in the following order: entry, query, cancel, clear, locate, modify, and miscellaneous transactions.

They are sorted in the following order: Vehicle, Vehicle/Boat Part, Article, License Plate, Gun, Wanted Person, Missing Person, Securities, Boat, Unidentified Person, ORI, Dental, Gang Reference, Gang, Known or Suspected Terrorist, Canadian Vehicle Index, Protection Order, National Sex Offender Registry, other person, QI, image, SPRQ, deferred request, miscellaneous, rejects, and NLETS.

4. Deferred requests include RSDU, RPDQ, RBED, etc. Miscellaneous includes ZE, LRBD, CRBD, etc.

2. SUBJECT OF STATISTICAL DATA REQUEST (SDR)

The SDR Field indicates the agency or agencies for which statistical data are requested. The wildcard (+) in a position indicates that anything in that position is acceptable. However, the wildcard cannot be used for all 9 positions of the SDR. (Additional information on the wildcard can be found in Section 8 of this chapter.) The following are examples of valid SDRs:

```
NJ1230001
NJ+++++++
NJ++++++H
NJ123++++
```


In the Usage Analysis Response, the SDR is translated as SUBJECT IS followed by the SDR input or the ORI translation.

For example:

SUBJECT IS ORLANDO POLICE DEPARTMENT

or

SUBJECT IS NJ++++++.

SECTION 7--ERROR TREND ANALYSIS REQUEST (RPDQ)

7.1 GENERAL INFORMATION

The RPDQ transaction allows CSA to request an Error Trend Analysis, data entry rejects and serious errors, compiled from the previous month's transactions. These requests are limited to CSA and are restricted to transactions for those agencies using NCIC through respective state/federal systems. The request can be designated for a specific user and/or transaction type.

The NCIC System acknowledges the request when it is received. When the Error Trend Analysis is ready, the CSA is notified via a \$.B. File Transfer Ready notification. The CSA can then request the response file via the FT transaction.

7.2 EXAMPLE OF AN ERROR TREND ANALYSIS REQUEST

1N01HEADER.RPDQ.NCDCI0002..ALL

Acknowledgment:

1L01HEADER
NCDCI0002
ERROR TREND ANALYSIS RECEIVED

7.3 EXAMPLE OF AN ERROR TREND ANALYSIS RESPONSE

1L01HEADER
NCDCI0002

MKE/DATA QUALITY PROFILE 199909
SUBJECT IS GUILFORD CO SO GREENSBORO, NC

MKE/WANTED PERSON

NMR/2600 NMJ/13 PRJ/5
RMS/REJECT FIELD ERROR NAM NOO/4
RMS/REJECT FIELD ERROR DOB NOO/3
RMS/REJECT FIELD ERROR HGT NOO/6

MKE/MISSING PERSON

NMR/300 NMJ/3 PRJ/1
 RMS/REJECT FIELD ERROR NAM NOO/1
 RMS/REJECT FIELD ERROR SEX NOO/1
 RMS/REJECT FIELD ERROR HGT NOO/1

MKE/UNIDENTIFIED PERSON

NMR/NO MESSAGES RECEIVED

MKE/STOLEN VEHICLE

NMR/500 NMJ/NO MESSAGES REJECTED

SET\THE VEHICLE IDENTIFICATION NUMBER -VIN- DOES NOT AGREE
 SET\WITH MANUFACTURE'S SPECIFICATION AND/OR WITH OTHER
 SET\AVAILABLE REFERENCES SUCH AS THE NATIONAL INSURANCE
 SET\CRIME BUREAU NRC\1

7.4 MESSAGE CODES FOR ERROR TREND ANALYSIS REQUEST

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
SUBJECT OF DATA QUALITY PROFILE	OPTIONAL	SDP	9-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
TYPE OF TRANSACTION	MANDATORY	TTY	2-4	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

7.5 REQUIREMENTS

The Error Trend Analysis Request must contain the following: HDR, MKE, ORI, and TTY without MFC.

7.6 ADDITIONAL GUIDELINES

1. SUBJECT OF DATA QUALITY PROFILE (SDP)

The SDP Field contains the agency or agencies for which the data quality profile is requested. The wildcard in a position indicates that anything in that position is acceptable. However, the wildcard cannot be used for all 9 positions of the SDP. The following are examples of valid SDPs:

NJ1230001
NJ++++++
NJ+++++H
NJ123++++

If SDP is not specified, the CSA will receive the analysis for traffic for the line.

2. TYPE OF TRANSACTION (TTY)

The TTY is a mandatory field specifying the message key for which data are requested. It must be a valid NCIC MKE or ALL when a profile of all transactions is requested or INV when a profile of all transactions with an invalid header or invalid message key is requested.

3. ERROR TREND ANALYSIS REPORT FIELDS

1. MKE/Wanted Person

MKE Message key translation

2. NMR/2600 NMJ/13 PRJ/5%

NMR Number of messages received. Contains a count of the messages received for the message type being reported or NO MESSAGES RECEIVED.

NMJ Number of messages rejected. Contains a count of the messages rejected for the message type being reported or NO MESSAGES REJECTED.

PRJ Percentage of messages rejected.

3. RMS/REJECT FIELD ERROR NAM NOO/4

RMS Reject Messages

NOO Number of occurrences.

4. SET/REVIEW OF ERRONEOUS SER INDICATES THAT THE NUMBER IS THE RIGHT LENGTH, BUT CONTAINS INVALID CHARACTERS. NRC/1.

SET Serious error type.

NRC Number of records canceled.

SECTION 8--GLOBAL INQUIRY (SPRQ)

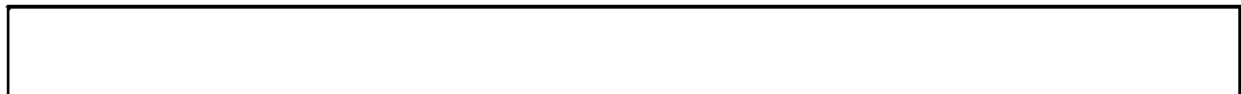
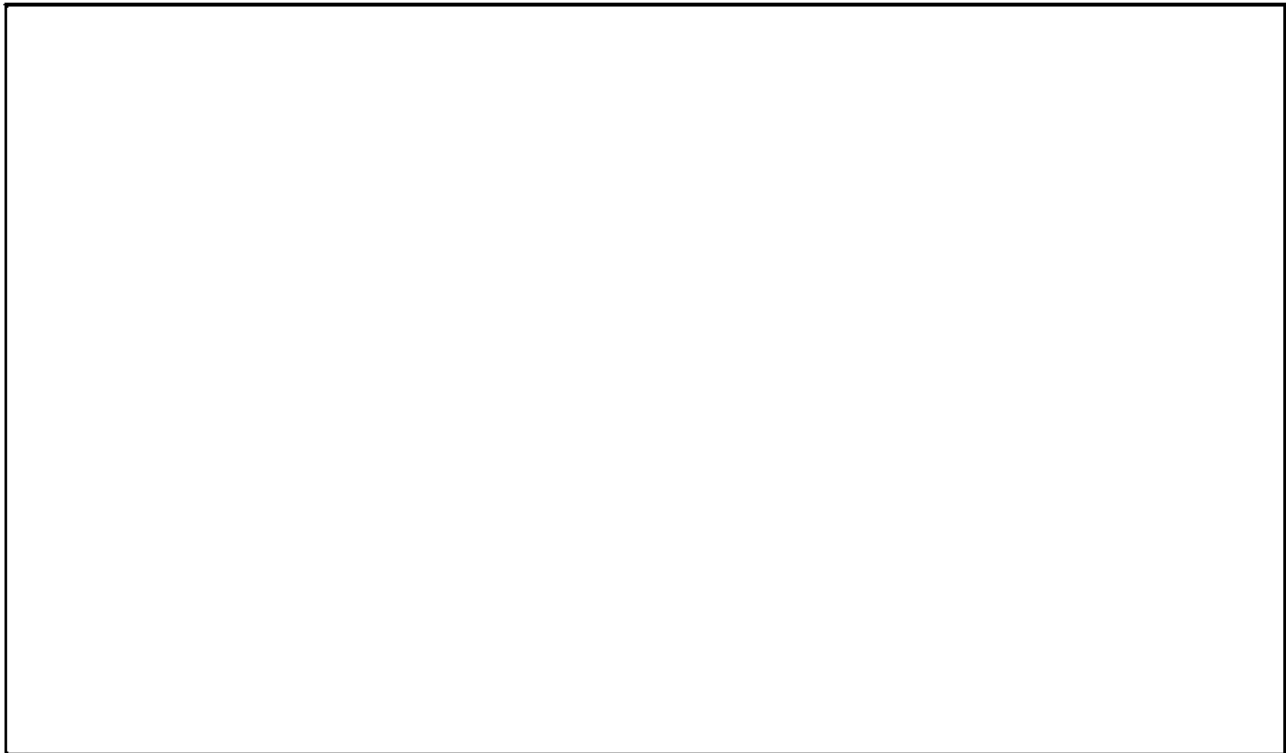
8.1 BACKGROUND

A large rectangular box with a black border, completely empty, indicating redacted content.

b7E

A large rectangular box with a black border, completely empty, indicating redacted content.

8.2 SPRQ MESSAGE FIELDS, EDITS, AND DESCRIPTIONS

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b7E



b7E

8.3 GENERAL GUIDELINES

1. 
2. 

b7E

[Redacted]

3.

[Redacted]

b7E

4.

5.

6.

[Redacted]

b7E

7.

8.

9.

[Redacted]

10.

11.

[Redacted]

8.4 WILDCARD CHARACTER (+) UTILIZATION

1.

2.

b7E

8.5 RANGE INDICATION AND BRANCH CONDITIONS (-, H, L)

1.

2.

b7E

3.

4.

8.6 ORI EXCLUSION (*.E)

b7E

1.

8.7 SORTING

1.

2.

3.

4.

5.

b7E



b7E

8.8 SEARCH CRITERIA (RSCH) MESSAGE FIELD CODE EDITS



b7E



b7E

8.9 MESSAGE FIELD CODES FOR GLOBAL INQUIRY



b7E

8.10 EXAMPLE OF A PERSON FILE SPRQ REQUEST



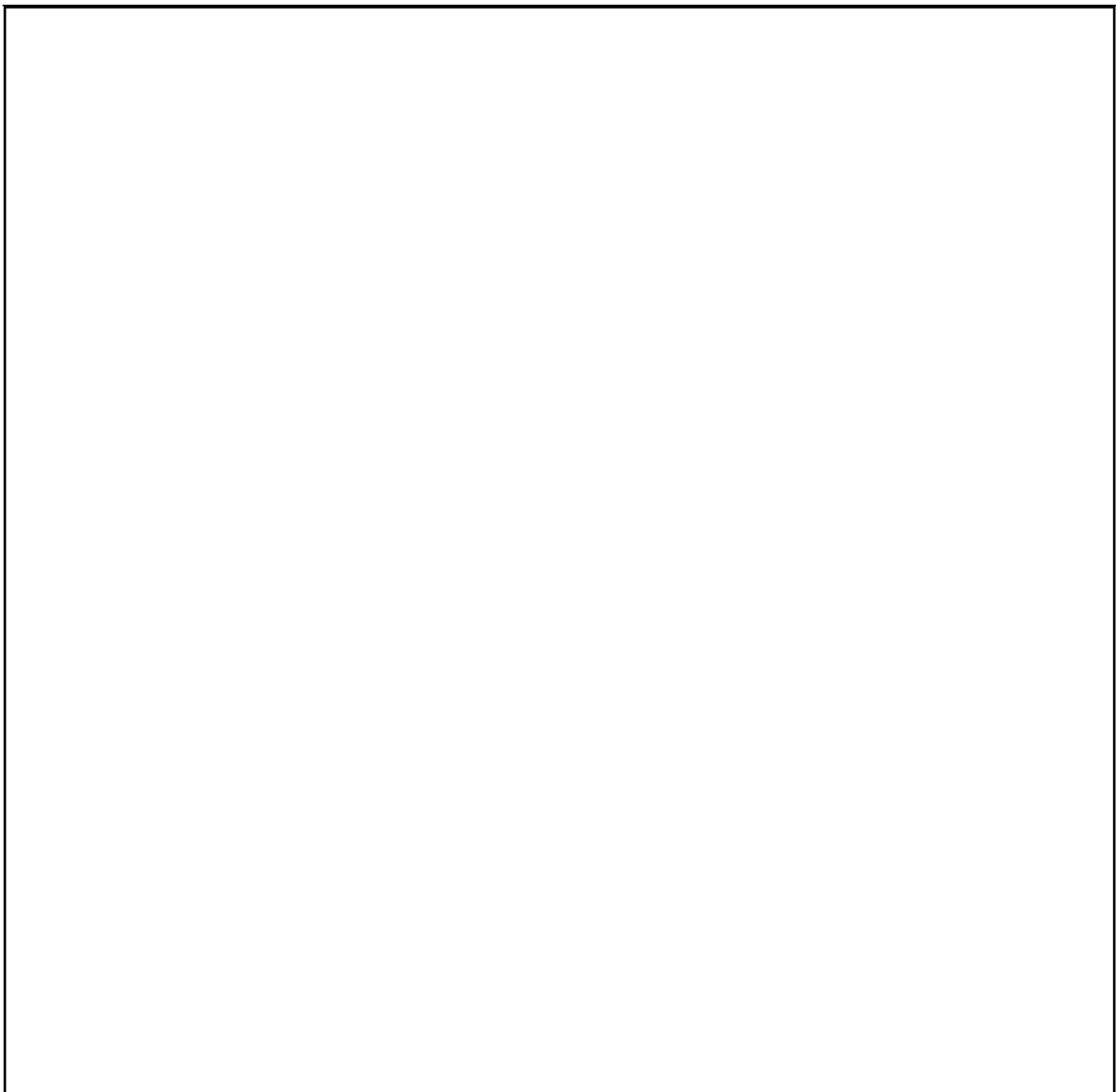
b7E

8.11 GENERAL GUIDELINES FOR A PERSON FILE SPRQ REQUEST

1.

2.

3.

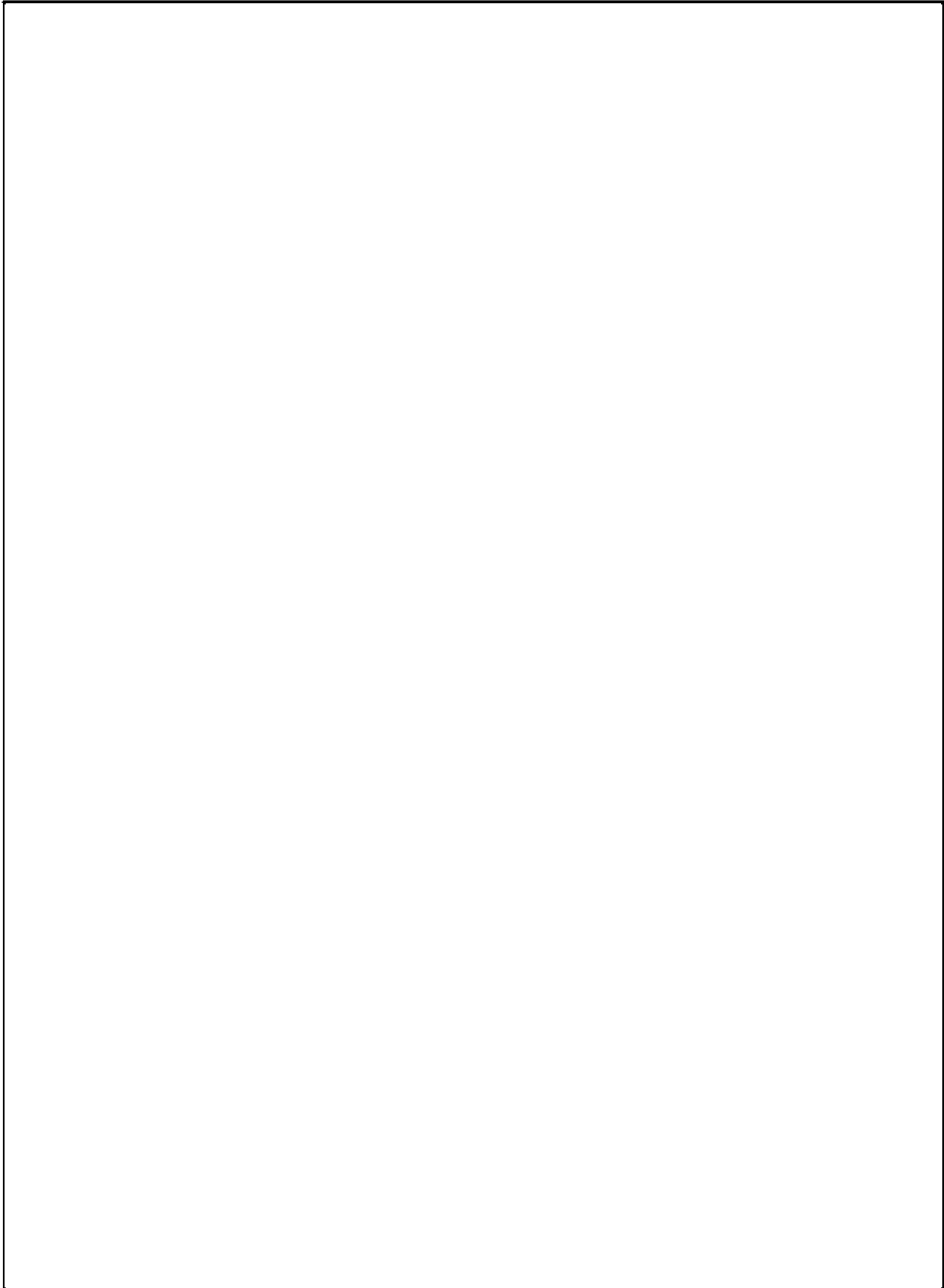


b7E



b7E

2.



b7E

4. DENTAL CHARACTERISTICS GUIDELINES

1.

2.

3.

5. WANTED PERSON RECORD SEARCHES

6.

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b7E

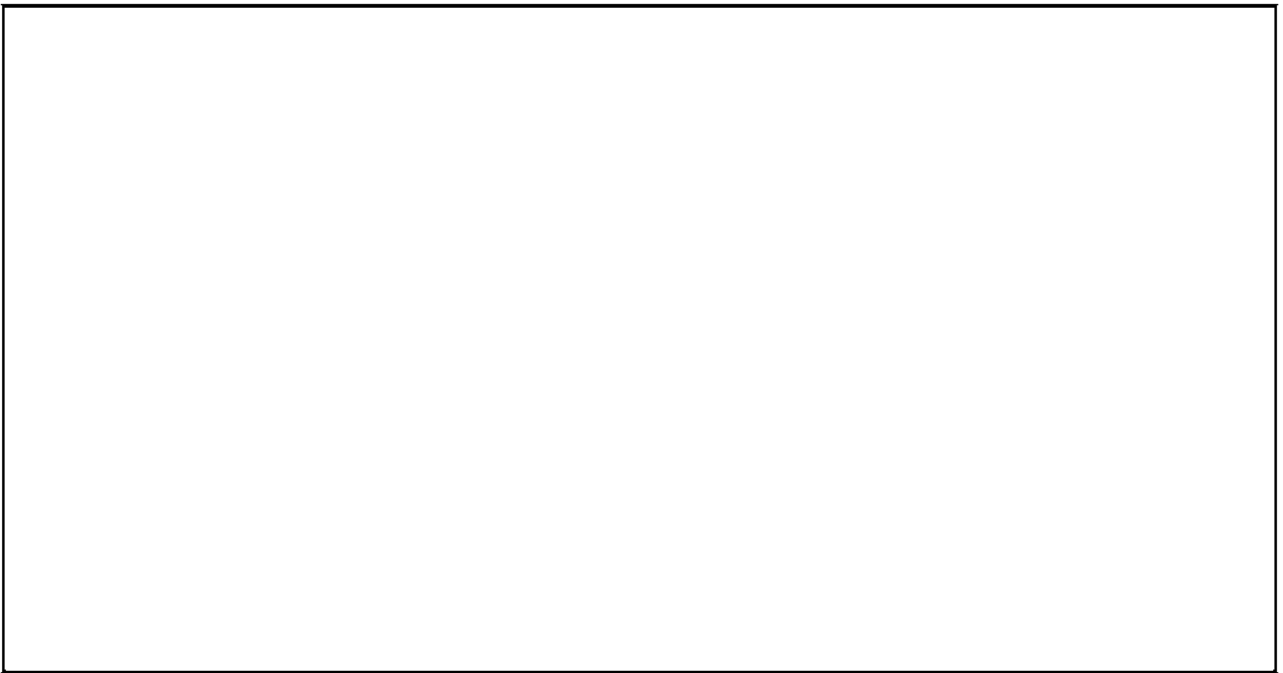
7. ADDITIONAL GUIDELINES FOR UNIDENTIFIED PERSON FILE

A large rectangular box with a black border, completely empty, representing redacted content.

b7E

8.12 EXAMPLE OF A PROPERTY FILE SPRQ REQUEST

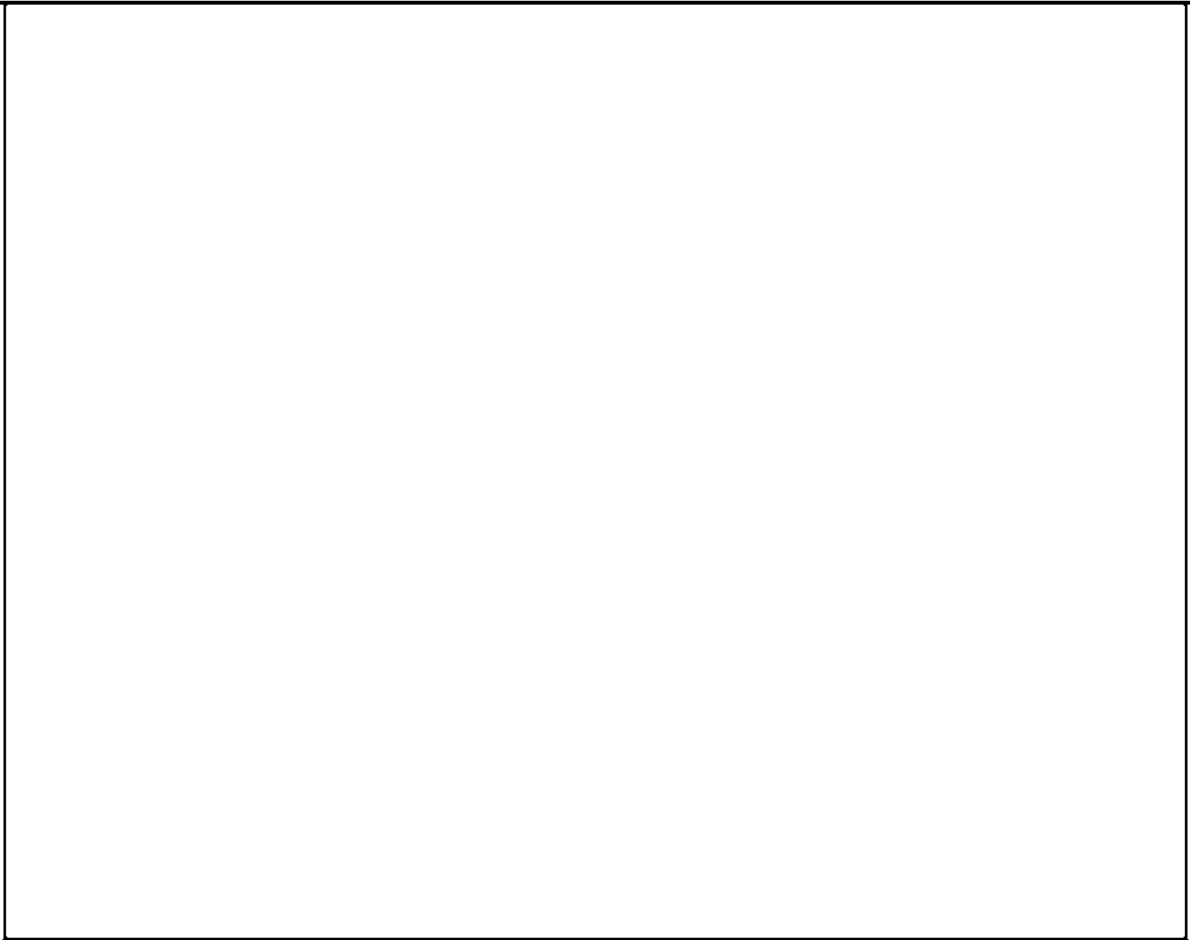
A rectangular box with a black border, completely empty, representing redacted content.



b7E

2.

3.



b7E

4.

A large rectangular box with a black border, representing redacted content.

b7E

5. GUIDELINES FOR ARTICLE AND SECURITIES FILES SPRQ TRANSACTIONS

A large rectangular box with a black border, representing redacted content.

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6. ADDITIONAL GUIDELINES FOR GUN FILE SPRQ TRANSACTIONS

A large rectangular box with a black border, representing redacted content.

7. GUIDELINE FOR GANG FILE SPRQ TRANSACTION

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b7E

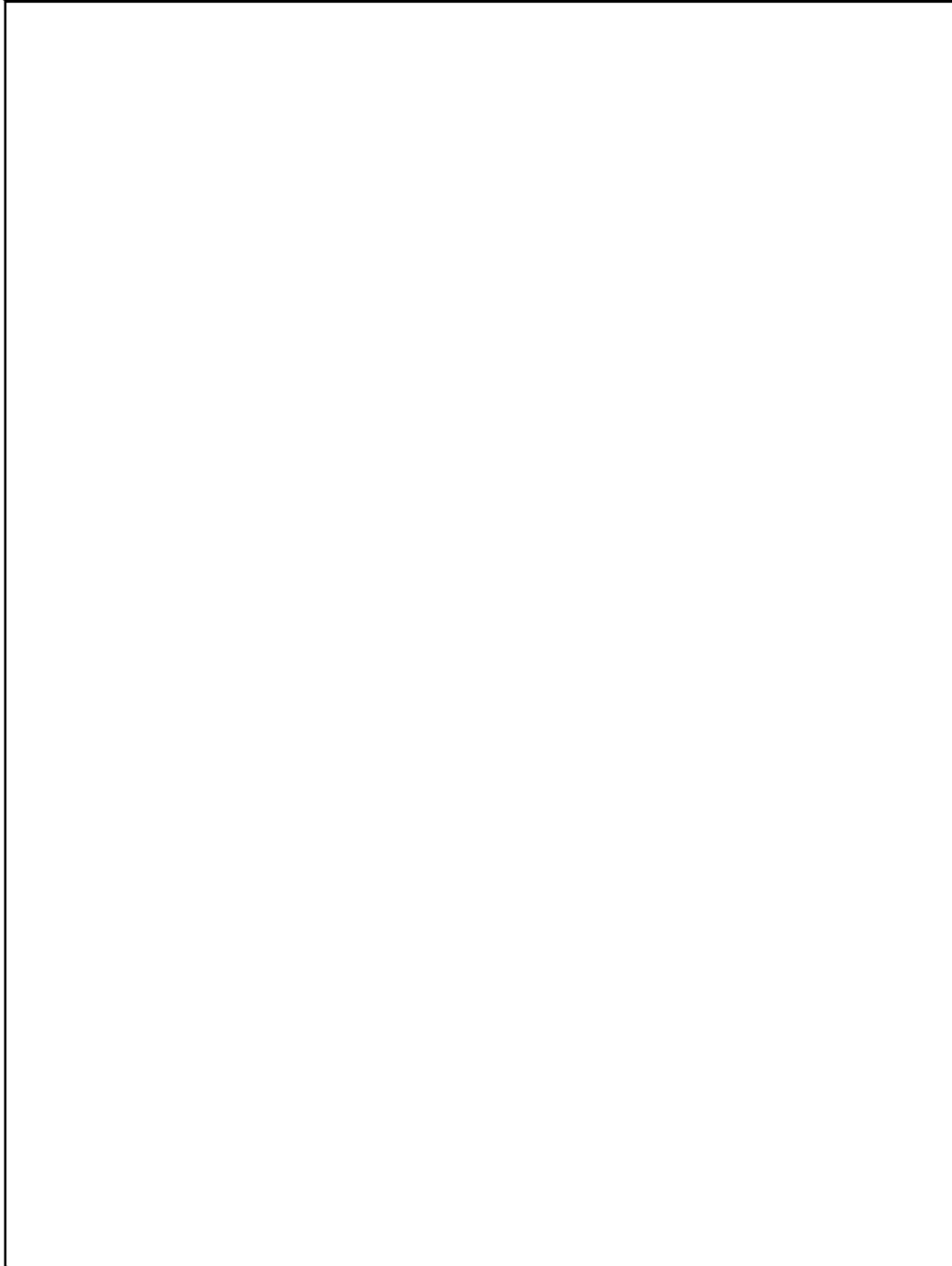
8.13 ORIGINATING AGENCY IDENTIFIER ACTIVE SPRQ REQUEST

A large rectangular box with a black border, representing redacted content.



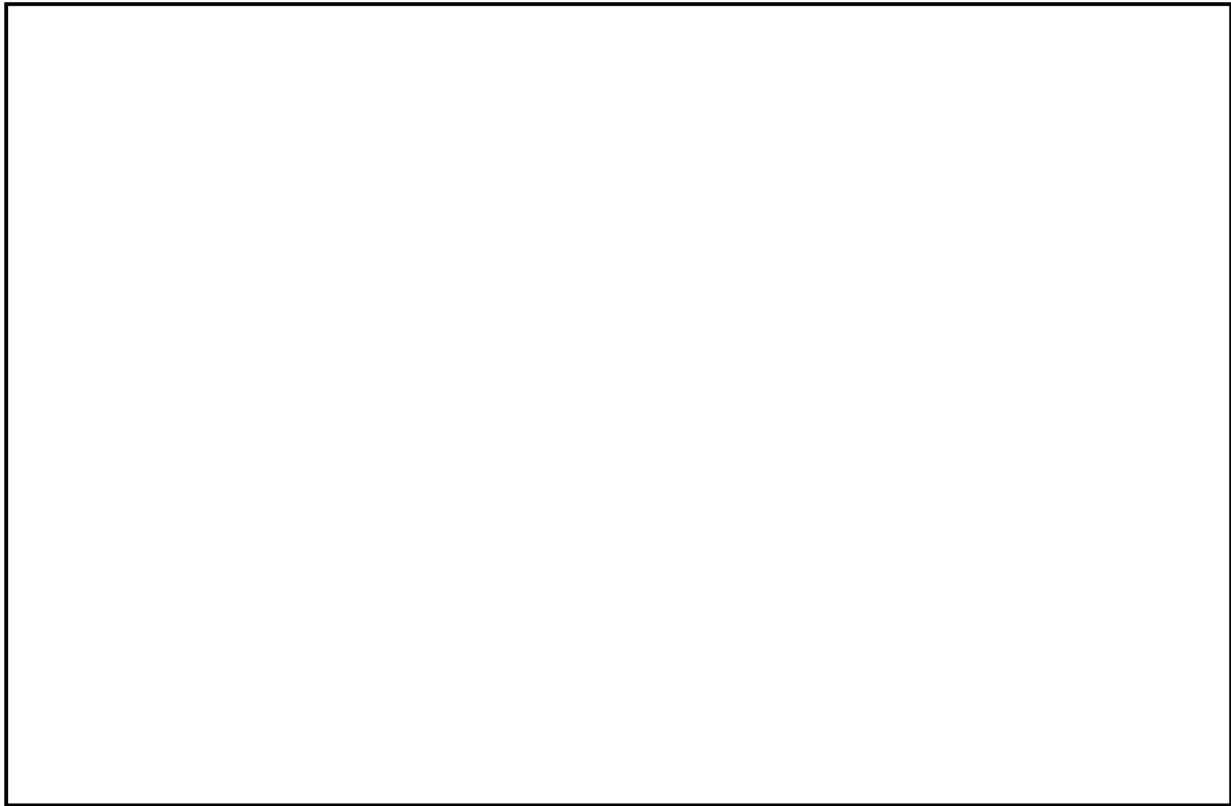
b7E

8.14 EXAMPLE OF AN ACTIVE SPRQ REPORT



b7E

8.15 EXAMPLE OF A PURGE SPRQ REPORT WITH EXCESSIVE RECORDS RETURNED



b7E

8.16 GLOBAL INQUIRY CANCEL (XSRQ) TRANSACTION



b7E

8.17 EXAMPLE OF XSRQ TRANSACTION



SECTION 9--UNIFORM CRIME REPORTING (UCR)/NATIONAL INCIDENT-BASED REPORTING SYSTEM (NIBRS) DATA TRANSACTION

9.1 GENERAL INFORMATION

This transaction allows the user to enter UCR data using an NCIC transaction. The MKE is UCR.

9.2 EXAMPLES OF UCR TRANSACTIONS

```
1N01HEADER.JCR.NCDCI0002.<data from JC1>.<data from JC2>.<data from  
JC3>.<data from JC4>.<data from JC4>.<data from JC4>.<data from JC5>.<data  
from JC6>.<data from JC7>.<data from JCL>
```

```
1N01HEADER.JCR.NCDCI0002.<data from JC0>
```

Acknowledgment:

```
1N01HEADER  
NCDCI0002  
JCR DATA RECEIVED AT 1400 EDT 19990912
```

Note: The National Incident-Based Reporting System, VOLUME 2: *Data Submission Specifications* contains more details concerning segment record layouts and field descriptions.

9.3 MESSAGE FIELD CODES FOR UCR TRANSACTION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
ZERO REPORTING LEVEL	CONDITIONAL	UC0	43-43	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ADMINISTRATIVE SEGMENT	CONDITIONAL	UC1	87-87	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OFFENSE SEGMENT	CONDITIONAL	UC2	63-63	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROPERTY SEGMENT	CONDITIONAL	UC3	307-307	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

VICTIM SEGMENT	CONDITIONAL	UC4	129-129	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OFFENDER SEGMENT	CONDITIONAL	UC5	45-45	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ARRESTEE SEGMENT	CONDITIONAL	UC6	110-110	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
GROUP "B" ARREST REPORT	CONDITIONAL	UC7	66-66	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LEOKA SEGMENT	CONDITIONAL	UCL	637-637	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

9.4 REQUIREMENTS

The UCR/NIBRS data transaction must contain the following: HDR, MKE, ORI, and at least one of the segments without MFC.

The maximum number of segments per UCR transaction are the following:

UC0 -1
UC1 -1
UC2 -10
UC3 -9
UC4 -50
UC5 -50
UC6 -50
UC7 -50
UCL -1

The file of data will be processed by UCR/NIBRS. Errors detected by UCR/NIBRS will be forwarded to the CTA.

SECTION 10 -- INVESTIGATIVE INTEREST

10.1 GENERAL INFORMATION

1. The investigative interest supplemental record allows agencies to indicate an investigative interest in an existing NCIC record. Up to ten agencies [other than the Originating Agency Identifier (ORI) of record] may add an investigative interest supplemental record to the base record.
2. The following NCIC files may have an investigative interest supplemental record appended to a base record: Article, Boat, Immigration Violator, Foreign Fugitive, Gun, License Plate, Missing Person, Protection Order, Securities, Supervised Release, Unidentified Person, Vehicle, Vehicle/Boat Part, Gang, Identity Theft, Violent Person, and Wanted Person Files and National Sex Offender Registry.

10.2 MESSAGE KEY (MKE) CODES

Message	MKE
Entry	EII
Cancel	XII

10.3 RECORD RETENTION PERIOD

Investigative interest supplemental records have the same record retention period as the base record. At the end of the retention period for the base record, the Investigative Interest Agency Identifier (IIA) is notified with a \$.I. Investigative Interest Notification that the record has been purged due to record retention.

10.4 VALIDATION

Investigative interest supplemental record information will be added to the validation format of the ORI of record. Validation requests will not be sent to validate their investigative interest records.

10.5 INVESTIGATIVE INTEREST MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
DII	Date Investigative Interest	Must be a valid Gregorian date (YYYYMMDD).
ICA	Investigative Interest Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the ICA cannot equal the first seven characters of the IIA. The only valid special character is the hyphen.

IIA	Investigative Interest Agency Identifier	Must be a valid NCIC -assigned ORI.
MIS	Miscellaneous	Must contain the reason of investigative interest.
MKE	Message Key	Must be a valid message key.
NIA	Notify Investigative Agency	Must be Y or N. Default is N.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (varies depending on the file) followed by nine numeric characters automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.

10.6 EXAMPLE OF AN INVESTIGATIVE INTEREST SUPPLEMENTAL RECORD ENTRY

1N01HEADER.EII.WA1230000.NIC/W146203706.OCA/92341244.123456789.20000108.Y.
WANTED FOR QUESTIONING IN CONNECTION WITH MURDER INVESTIGATION

Acknowledgment:

1N01HEADER
WA1230000
INVESTIGATIVE INTEREST NIC/W146203706 OCA/92341244

The above investigative interest supplemental record entry contains: Header (1N01HEADER), Message Key (EII), Investigative Interest Agency Identifier (WA1230000), NIC (W146203706), Originating Agency Case Number (92341244), Investigative Interest Case Number (123456789), Date Investigative Interest (20000108),

Notify Investigative Agency (Y), and the Miscellaneous Field information (WANTED FOR QUESTIONING IN CONNECTION WITH MURDER INVESTIGATION).

10.7 MESSAGE FIELD CODES FOR ENTRY

Field Name	Requirements	Message Field Code	Field Length	Data Type
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
INVESTIGATIVE INTEREST AGENCY IDENTIFIER	MANDATORY	IIA	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
INVESTIGATIVE INTEREST CASE NUMBER	MANDATORY	ICA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE INVESTIGATIVE INTEREST	MANDATORY	DII	8-8	NUMERIC
NOTIFY INVESTIGATIVE AGENCY	OPTIONAL	NIA	1-1	ALPHABETIC
MISCELLANEOUS	OPTIONAL	MIS	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

10.8 MANDATORY FIELDS FOR INVESTIGATIVE INTEREST SUPPLEMENTAL RECORD ENTRY

The following fields are mandatory to cause acceptance of an investigative interest supplemental record entry: HDR, MKE, ORI, NIC and OCA, or NIC and PNO (for Protection Order File records), ICA, and DII.

10.9 IDENTIFICATION OF A RECORD FOR INVESTIGATIVE INTEREST ENTRY

An NCIC record to which an investigative interest supplemental record is to be added must be identified by either NIC and OCA, in that order, or NIC and PNO for Protection Order File records, in that order, with each data element preceded by the proper MFC.

10.10 ADDITIONAL GUIDELINES FOR INVESTIGATIVE INTEREST SUPPLEMENTAL RECORD ENTRY

Entry of an investigative interest supplemental record to append to a base record may be made by any valid ORI with an investigative interest to the base record.

10.11 MODIFICATION

No one-step procedure is available to modify fields in an investigative interest supplemental record. To modify, the investigative interest supplemental record should be canceled and reentered. Cancellation procedures are set forth in this section, which also contains instructions on entering an investigative interest supplemental record.

10.12 CANCELLATION OF AN INVESTIGATIVE INTEREST SUPPLEMENTAL RECORD

A cancellation message is used when it is determined that the investigative interest record is invalid, was entered in error, modification of the information is needed, or there is no longer an interest.

A cancellation message may also be used to remove investigative interest data on a record when the Wanted Person File record is in detained status. The Investigative Interest Agency may delete investigative interest data from a Wanted Person File record that is in detained status by using the XII transaction.

10.13 EXAMPLE OF AN INVESTIGATIVE INTEREST SUPPLEMENTAL RECORD CANCEL

```
1N01HEADER.XII.WA1230000.NIC/W146203/06.OCA/92341244.123456/89
```

Acknowledgment:

```
1N01HEADER  
WA1230000  
CANCEL INVESTIGATIVE INTEREST NIC/W146203/06 OCA/92341244
```

The above cancel supplemental record transaction example contains: HDR (1N01HEADER), MKE (XII), ORI [(WA1230000), which is the investigative interest agency], NIC (W146203706), OCA (92341244), and ICA (123456789).

10.14 MESSAGE FIELD CODES FOR CANCELLATION

Field Name	Requirements	Message Field Code	Field Length	Data Type
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
INVESTIGATIVE INTEREST AGENCY IDENTIFIER	MANDATORY	IIA	9-9	ALPHABETIC, NUMERIC

NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
INVESTIGATIVE INTEREST CASE NUMBER	MANDATORY	ICA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

10.15 MANDATORY FIELDS FOR INVESTIGATIVE INTEREST SUPPLEMENTAL RECORD CANCELLATION

The following fields are mandatory to cause acceptance of an investigative interest supplemental record cancellation: HDR, MKE, ORI, NIC and OCA, NIC and PNO (for Protection Order File), and ICA.

10.16 IDENTIFICATION OF AN INVESTIGATIVE INTEREST SUPPLEMENTAL RECORD TO BE CANCELED

An NCIC record from which an investigative interest supplemental record is to be canceled must be identified by either NIC and OCA, in that order, or NIC and PNO for Protection Order File records, in that order, with each data element preceded by the proper MFC.

10.17 ADDITIONAL GUIDELINES FOR INVESTIGATIVE INTEREST SUPPLEMENTAL RECORD CANCELLATION

Cancellation of an investigative interest supplemental record is restricted to the IIA of the investigative interest supplemental record.

10.18 EXAMPLE OF AN INVESTIGATIVE INTEREST POSITIVE HIT RESPONSE RESULTING FROM AN INQUIRY

Below is an example of a Wanted Person record with an investigative interest supplemental record appended:

```

1N01HEADER
PA0450000
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS
FILES ARE SEARCHED WITHOUT LIMITATIONS.
MKE/WANTED PERSON
EXL/1 - FULL EXTRADITION UNLESS OTHERWISE NOTED IN THE MIS FIELD
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19511012
HGT/510 WGT/175 EYE/BRO HAI/BRO SKN/DRK SMT/SC R HND
FPC/121011C0141159TTCI13 MNJ/AS-123456789 SOC/123456789
OLN/11111111 OLS/MD OLY/2000
OFF/HOMICIDE - WILLFUL KILL-POL OFF-GJN
DOW/19981201 OCA/92341244
WNO/635F1129 CTI/MD101261J
MIS/KNOWN TO COLLECT, DRIVE AND STEAL CLASSIC CARS

```

LIC/ABC123 LIC/MD LIY/2000 LIT/PC
VIN/2Y2/H5LI00009 VYR/19/5
VMA/PONT VMO/VEN VST/2D VCO/BLJ
ORI IS ANY CITY PD MD 304 555-1212
DOB/19501012
NIC/W146203/06 DTE/19991205 1400 EST DLJ/20080616 1518 EDT
INVESTIGATIVE INTEREST AGENCIES:
IIA/WA1230000 ANY CITY PD WA 555 555-4321 ICA/123456789 DII/20010108
MIS/WANTED FOR QUESTIONING IN CONNECTION WITH MURDER INVESTIGATION
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

NCIC Operating Manual
PROTECTION ORDER FILE

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1.2 CRITERIA FOR ENTRY

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1.5 AUTOMATIC RETIREMENT

1.6 VALIDATION

1.7 MESSAGE FIELD CODES AND EDITS

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1.9 §.8. OUT-OF-STATE MESSAGE

1.10 IMAGE CAPABILITY

1.11 INVESTIGATIVE INTEREST

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2.3 MANDATORY FIELDS FOR ENTRY

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SECTION 1--INTRODUCTION

1.1 BACKGROUND

The Protection Order File (POF) contains court orders that are issued to prevent acts of domestic violence against a person or to prevent a person from stalking, intimidating, or harassing another person. Orders are issued by both civil and criminal state courts. The types of protection orders issued and the information contained in them vary from state to state.

1.2 CRITERIA FOR ENTRY

Each record in the POF **must** be supported by a protection order (electronic or hard copy). Protection orders must meet the following criteria before an entry can be made into the file:

1. The protection order includes
 - a. any injunction, restraining order, or any other order issued by a civil or criminal court for the purpose of preventing violent or threatening acts or harassment against, sexual violence or contact or communication with, or physical proximity to another person including any temporary and final orders issued by civil or criminal courts whether obtained by filing an independent action or as a *pendente lite* order in another proceeding so long as any civil order was issued in response to a complaint, petition, or motion filed by or on behalf of a person seeking protection and
 - b. any support, child custody or visitation provisions, orders, remedies, or relief issued as part of a protection order, restraining order, or stay away injunction pursuant to local, state, tribal, or territorial law authorizing the issuance of protection orders, restraining orders, or injunctions for the protection of victims of domestic violence, dating violence, sexual assault, or stalking.

Pendente Lite--During the proceeding or litigation; in a manner contingent on the outcome of litigation. (*Black's Law Dictionary*, 8th ed. 2004)

2. Additionally, reasonable notice and opportunity to be heard must be given to the person against whom the order is sought; **or**, in the case of *ex parte* orders, notice and opportunity to be heard must be provided within the time required by state laws, and in any event within reasonable time after the order is issued, sufficient to protect the respondent's due process rights.

Ex Parte--Done or made at the instance and for the benefit of one party only, and without notice to, or argument by, any person adversely interested; of or relating to court action taken by one party without notice to the other, usu. for temporary or emergency relief. (*Black's Law Dictionary*, 8th ed. 2004)

Please note: *Ex Parte* orders should be entered as **temporary** protection order records.

3. A Military Protective Order (MPO) that serves the same general purpose of a court-issued protection order issued in a civilian court qualifies for entry. An MPO is issued by a commissioned officer as a lawful order under Title 10, United States Code (U.S.C.), Article 90, Assaulting or willfully disobeying superior commissioned officer, of the Uniform Code of Military Justice (UCMJ 10 [U.S.C. Chapter 47]).

1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EPO	PROTECTION ORDER
	ETO	TEMPORARY PROTECTION ORDER
Modify	MPO	
	MTO	
Cancel	XPO	
	XTO	
Inquiry	QPO	
	QW QWA QWE QWF QWS	
	ZW	
	QWB	
	QWI	
	QV	
	ZV	
Clear	CPO	CANCELED PROTECTION ORDER
	CTO	CANCELED TEMPORARY PROTECTION ORDER
Expired	IPO	EXPIRED PROTECTION ORDER
	ITO	EXPIRED TEMPORARY PROTECTION ORDER
Entry of supplemental	ENPO	
Cancel supplemental	XNPO	

A caution indicator should be added to the message key EPO or ETO when it is known that an individual is armed and dangerous, is a drug addict, or whatever is appropriate to the particular circumstances of the individual. The message key will translate with - CAUTION after the translation listed above if the caution indicator has been used.

1.4 RECORD RETENTION PERIOD

1. A POF record (EPO or ETO) will remain active until it is canceled or cleared by the entering agency or until the order expires. Five days prior to an order's expiration date, an unsolicited \$.P. administrative message will be sent to the ORI of record. This message will serve to notify the agency of the order's impending expiration date (EXP). It also serves to remind the agency that the record will have to be modified if the EXP is changed by the court.
2. If no action is taken by the entering agency to modify the EXP, the record will expire after the fifth day. Inactive records (cleared or expired) will be maintained on-line for the remainder of the year plus At the end of that time, NCIC will not notify the ORI of record. Records that are in inactive status cannot be modified or cleared; however, inactive records can be canceled.
3. Nonexpiring Records:

b7E

Records for protection orders that have no expiration are referred to as nonexpiring records (NONEXP). These records will remain active until cleared or canceled by the entering agency.

4. Inactive Records:

Inactive records (expired or cleared) will be accessible, via the QPO message, for the remainder of the year in which the record was cleared or expired plus

b7E

Example of \$.P. Message - Inactive Status

\$.P.
MD1012600

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

MKE/PROTECTION ORDER
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/MD DOB/19701010
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4 SKN/FAR SMT/SC L EAR
FPC/121011C0141159TTCI13 MNJ/AS-123456/89 SOC/123456/89
OLN/N222333444 OLS/MD OLY/1995
ENO/PO12345 BRD/Y ISD/20120728 EXP/20180728 CTI/MD056013J
PPN/SMITH, JANE L PSX/F PPR/W PPB/19760107
PCO/04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE,
PCO/PROPERTY, SCHOOL OR PLACE OF EMPLOYMENT.
PCO/OF THE PROTECTED PERSON OR OTHER FAMILY OR HOUSEHOLD MEMBER
OCA/14-017289
MIS/100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR
MIS/VISITATION, SUBJECT IS PROHIBITED FROM POSSESSING A HUNTING KNIFE
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2G2PM37A2G2208042 VYR/1992
VMA/DODG VMO/INT VST/4T VCO/BLK

PCO/01 - THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A
PCO/FIREARM OR OTHER WEAPONS AS IDENTIFIED IN THE MISCELLANEOUS FIELD.
NIC/H146203706 DTE 19970810 0000 EDT DLJ/20120903 1600 EDT

1.5 AUTOMATIC RETIREMENT

Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a POF base record or supplemental record for the year of entry plus from the date of entry of the base record regardless when the license plate data is entered. If the purged license plate is the only searchable identifier in the POF record, then the entire record will be removed.

b7E

A nonexpiring license plate (LIY/NX) contained in a POF record will remain on file until action is taken by the originating agency to remove the license data or clear or cancel the entire record, or when the record expires.

1.6 VALIDATION

For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

The Name of Validator (VLN) Field will be returned 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
AKA	Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. Coding instructions can be found in Personal Descriptors, <i>NCIC Code Manual</i> .
BRD	Brady Indicator	Must be Y, N, or U. Must be N if MKE is ETO or ETOC. If MKE is ETO or ETOC and field is blank, it will default to N. (Optional—no default for MKE/EPO or EPOC.)
CTI	Court Identifier	Must be a valid NCIC-assigned ORI.
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 if it is the only numeric identifier (YYYYMMDD). The DOB cannot be later than the current date. If the DOB is not the only numeric identifier, 00 is valid for the month and day when the actual date is unknown. More information available in Personal Descriptors, <i>NCIC Code Manual</i> .
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
EBS	Expanded Date of Birth Search	Must be 1, 2, 3, or blank. The default value is blank. If 2 or 3 is entered, the day of birth in the DOB Field must be 12 or less.
EXP	Expiration Date	Must be a valid Gregorian date (YYYYMMDD) or NONEXP. The year must be equal to or greater than the year of entry. Must be greater than the date of issue (ISD). NONEXP should be entered for nonexpiring orders or when the expiration date is unknown.
EYE	Eye Color	Must be a valid code as listed in Personal Descriptors, <i>NCIC 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 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 a valid 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 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 available in Personal Descriptors, <i>NCIC Code Manual</i> .
ISD	Date of Issue	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
LIC	License Plate	The characters UNK, UNKN, or UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI CJIS Division staff. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds 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 Number	Must be a valid code as listed in State and Country Data Codes, <i>NCIC Code Manual</i> .
LIT	License Plate Type	Must be a valid 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.
MIS	Miscellaneous	SVIN must be entered in MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN. Must contain explanation if PCO is 08. Free text.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be a valid code as listed in Personal Descriptors, <i>NCIC Code Manual</i> . The third character must be a hyphen. Entry of one zero only or a run of zeros only is prohibited in positions 4 through 15. An originating agency police or identification number or identification number (prefix code OA) in MNU cannot be the only numeric identifier in the record. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.

NAM	Name	The name may include alphabetics, numerics, a comma, hyphen(s), and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The <i>NCIC Code Manual</i> , Personal Descriptors, provides coding instructions.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (H in the Protection Order File) followed by nine numeric characters which is automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify record in a subsequent transaction.
NOA	Notify Originating Agency	May contain a Y or an N. System will default to N if left blank.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
OLN	Operator's License Number	One zero only or a run of zeros only indicating a license is unknown may not be used. More information available in Personal Descriptors, <i>NCIC Code Manual</i> .
OLS	Operator's License State	Must be a valid code as listed in State and Country Codes, <i>NCIC Code Manual</i> .
OLY	Operator's License Year of Expiration	Must represent the year the license expires (XXXX), the alphabetics NX to represent nonexpiring, or the code UNKN for unknown. More information in Personal Descriptors, <i>NCIC Code Manual</i>
ORI	Originating Agency Identifier	Must be a valid ORI.
PCO	Protection Order Conditions	Must be 01, 02, 03, 04, 05, 06, 07, 08 or 09.
PNO	Protection Order Number	A unique number assigned by the court. A hyphen is permitted in addition to alphabetics and numerics. Must not contain a single zero, a run of zeros only, or the word NONE.
POB	Place of Birth	Must be a valid code as listed in State and Country Codes, <i>NCIC Code Manual</i> . More information also available in Personal Descriptors, <i>NCIC Code Manual</i> .
PPB	Protected Person Date of Birth	Must be a valid Gregorian date (YYYYMMDD).

PPN	Protected Person Name	The name may include alphabetics, numerics, a comma, hyphen(s), and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The <i>NCIC Code Manual</i> , Personal Descriptors, provides coding instructions.
PPR	Protected Person Race	Must be a valid code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
PSN	Protected Person Social Security Number	Must 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 available in Personal Descriptors, <i>NCIC Code Manual</i> .
PSX	Protected Person Sex	Must be a valid code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
RAC	Race	Must be a valid code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
SEX	Sex	Must be a valid 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 code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
SMT	Scars, Marks, Tattoos, and Other Characteristics	Must be a valid code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
SOC	Social Security Number	Must 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 available in Personal Descriptors, <i>NCIC Code Manual</i> .
VCO	Vehicle Color	Must be a valid 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. The Vehicle File Chapter of this manual has additional edits on the VIN Field. If state-assigned or a nonconforming 17-character VIN, SVIN must be entered in the first four characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field.
VMA	Vehicle Make	The VMA Field can be up to 24 characters. The first four characters must be alphabetic and a valid code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions three and/or four should be blanks. The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, 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 a manufacturer-assigned VIN, the VMA code must be ASVE.
	(Jeep)	If the VMA code is JEP, the VYR must be 1969 or less. If the VMA code is AMER, the VYR must be 1988 or less. If the VMA code is JEEP, the VYR must be 1989 or greater.
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO

	(all-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobile)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYCL or one of the approved VMA codes for snowmobiles or motorcycles listed in the <i>NCIC Code Manual</i> , Vehicular Data Codes. If VST is MV, the VMA code must be SPEC, ATV, CYCL or one of the approved VMA codes for snowmobiles or motorcycles listed in the <i>NCIC Code Manual</i> , Vehicular Data Codes. If VMA code is ATV or SPEC, the VST must be EB, EN, MV, or OP, and the name of the manufacturer must be entered in the MIS Field.
VMO	Vehicle Model	Spaces cannot be skipped. Hyphens or symbols can be used. More information available in Vehicular Data Codes, <i>NCIC 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.
VST	Vehicle Style	Must be a valid code listed in Vehicular Data Codes, <i>NCIC Code Manual</i> .
VYR	Vehicle Year	Must be four numeric characters representing the production (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than one year beyond the current model year. For entries of model year 1981 or later, and when the VIN is 17 characters, the 10th position (vehicle year) of a VIN must represent the VYR.

WGT	Weight	Minimum of 050 and maximum of 499. More information is available in Personal Descriptors, <i>NCIC Code Manual</i> .
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1.8 CRITERIA FOR REJECTING DUPLICATE RECORDS

1. If the following fields of an NCIC POF or temporary POF entry message are the same as those field codes of an active POF record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI, PNO, and ORI; FBI, OCA, and ORI; NAM, MNU, PNO, and ORI; NAM, MNU, OCA, and ORI; NAM, SOC, PNO, and ORI; NAM, SOC, OCA, and ORI; OLN, OLS, PNO, and ORI; OLN, OLS, OCA, and ORI; NAM, PNO, and ORI; or NAM, OCA, and ORI. (The PNO and OCA are only part of the criteria if the fields contain a value other than spaces). Essentially, NCIC will accept records for multiple protection orders on one subject or one protection order with multiple subjects.
2. Whenever the message REJECT ON FILE is sent by NCIC, the record on file will also be transmitted.
3. A duplicate record will be accepted if the ORI in the second entry is different or the person type is other than Protection Order, e.g., Wanted or Missing Person Files, Gang File, etc. A duplicate record will also be accepted if there are vehicle data in the POF message that match data in the Vehicle File. In those cases, the duplicate record(s) will be furnished with the entry/modify acknowledgment.

1.9 \$.8. OUT-OF-STATE MESSAGE

NCIC will **not** transmit a \$.8. message when there is an entry, modification, clearance, or cancellation of a POF record containing data on a vehicle registered in a state other than the ORI of record. Additional information on the \$.8. administrative message can be found in the Introduction chapter of this manual.

1.10 IMAGE CAPABILITY

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC.

1.11 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 PROTECTION ORDER FILE ENTRY

1N01HEADER.EPO.MD1012600.SMITH, JOHN J.M.W.MD.20180728.510.175.BRO.BRO.416249J4.FAR.SC
L EAR.121011CO141159TTCI13.AS-123456789.123456789.N222333444.MD.1995.03.Y.20120728.14
01/289.100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR
VISITATION.Y.ABC123.MD.2000.PC.2G2PM3/A2G2208042.1996.DODG.INT.4T.RED.P012345.MD056013
J.SMITH, JANE L.F.W.19700302..555225555.Y.FBI LAB, QUANTICO, VA 703-632-4000,
VA1234567, MTDNA, CODIS NUMBER - ABC-JHR-123456789...1.20060403.20120903..MD99999999

Acknowledgment

1L01HEADER
MD1012600
NAM/SMITH, JOHN J NIC/H123456789
OCA/14-01/289

Note: For records that do not include OCA data, PNO data will be used.

2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS 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 EXPIRATION	MANDATORY	EXP	6-6 8-8	ALPHABETIC, NUMERIC
HEIGHT	OPTIONAL	HGT	3-3	NUMERIC
WEIGHT	OPTIONAL	WGT	3-3	NUMERIC

EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN <i>NCIC 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 (4) OR ALPHABETIC (2) OR NUMERIC (4)
PROTECTION ORDER CONDITIONS	MANDATORY	PCO	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
BRADY INDICATOR	OPTIONAL	BRD	1-1	ALPHABETIC
DATE OF ISSUE	MANDATORY	ISD	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	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	2-4 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>
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
COURT IDENTIFIER	OPTIONAL	CTI	9-9	ALPHABETIC, NUMERIC
PROTECTED PERSON'S NAME	CONDITIONAL SET	PPN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROTECTED PERSON'S SEX	OPTIONAL WITHIN SET	PSX	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
PROTECTED PERSON'S RACE	OPTIONAL WITHIN SET	PPR	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
PROTECTED PERSON'S DATE OF BIRTH	CONDITIONAL WITHIN SET	PPB	8-8	NUMERIC

CAUTION AND MEDICAL CONDITION	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
PROTECTED PERSON'S SOCIAL SECURITY NUMBER	CONDITIONAL WITHIN SET	PSN	9-9	NUMERIC
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
SERVICE INFORMATION	OPTIONAL	SVC	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
SERVICE DATE	OPTIONAL	SVD	8-8	NUMERIC
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

2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory in a POF record: MKE, ORI, NAM, SEX, RAC, EXP, PCO, and ISD. In addition, records must have either OCA or PNO for entry.

POF records must also have at least one of the following numeric identifiers: DOB, FBI, MNU, SOC, OLN (if OLN is used, OLS and OLY are also required), LIC (if LIC is used, LIY, LIS, and LIT are required), VIN (if VIN is used, VYR, VMA, and VST are required), or PPN (if PPN is used, either PPB or PSN are required).

2.4 ADDITIONAL GUIDELINES

1. The entering agency (ORI) must account for all fields in the POF record format. In the original entry, all available data called for in the record must be entered. In addition, all available critical data should be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MPO or MKE/MTO).

Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a POF record are located in Section 8 of this chapter.

2. For training and administrative purposes, agencies may enter test records into NCIC by using the header TN01. The test records will not generate any notifications, nor will batch processing be performed in the test system.
3. All numerical identifiers except the OCA, PNO, and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA and PNO, and a hyphen is used to separate the first two 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.
4. Records containing **only** the protected person's information as the numeric identifier will not be hit upon when the inquiry is on the subject of the record. Many protection orders disqualify the subject from possessing, purchasing, or receiving a firearm. To ensure that these individuals are prevented from purchasing a firearm, every effort should be made to obtain the numeric identifiers (specifically the date of birth) for the subject of the record.
5. When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, 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.

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 CODES FOR ENTRY

1. DATE OF EXPIRATION (EXP)

The EXP is the date the protection order (final, temporary, or emergency) expires. If the protection order does not have an expiration date, NONEXP should be entered.

2. PROTECTION ORDER CONDITIONS (PCO)

The terms and conditions of the protection order are indicated in the PCO Field. An additional eight conditions may be added by entering a supplemental record. Specific details of terms and conditions are placed in the MIS Field. PCO codes are the following:

PCO Code	Translation
01	01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING, HARASSING, FOLLOWING, INTERFERING WITH, OR STALKING THE PROTECTED PERSON AND/OR THE CHILD OF THE PROTECTED PERSON.
02	02 - THE SUBJECT MAY NOT THREATEN A MEMBER OF THE PROTECTED PERSON'S FAMILY OR HOUSE-HOLD.
03	03 - THE PROTECTED PERSON IS GRANTED EXCLUSIVE POSSESSION OF THE RESIDENCE OR HOUSEHOLD.
04	04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE, PROPERTY, SCHOOL, OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON OR OTHER FAMILY OR HOUSEHOLD MEMBER.
05	05 - THE SUBJECT IS RESTRAINED FROM MAKING ANY COMMUNICATION WITH THE PROTECTED PERSON, INCLUDING BUT NOT LIMITED TO, PERSONAL, WRITTEN OR TELEPHONE CONTACT, OR THEIR EMPLOYERS, EMPLOYEES, FELLOW WORKERS, OR OTHERS WITH WHOM THE COMMUNICATION WOULD BE LIKELY TO CAUSE ANNOYANCE OR ALARM THE VICTIM.
06	06 - THE SUBJECT HAS VISITATION OR CUSTODY RIGHTS OF THE CHILD(REN) NAMED.
07	07 - THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A FIREARM OR OTHER WEAPONS AS IDENTIFIED IN THE MISCELLANEOUS FIELD.
08	08 - SEE THE MISCELLANEOUS FIELD FOR COMMENTS REGARDING THE TERMS AND CONDITIONS OF THE ORDER.
09	09 - THE PROTECTED PERSON IS AWARDED TEMPORARY EXCLUSIVE CUSTODY OF THE CHILD(REN) NAMED.

3. BRADY RECORD INDICATOR (BRD)

1. Protection orders meeting certain criteria disqualify an individual from possessing, purchasing, or receiving a firearm per Federal Law 18, USC 922.
2. An order that restrains an individual from harassing, stalking, threatening, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or a child of the partner disqualifies that individual from possessing, purchasing, or receiving a firearm providing that the order:

- 1a. Was issued after a hearing, of which the subject received actual notice, and at which such person had an opportunity to participate, and;
- 2a. Includes a finding that the subject represents a credible threat to the physical safety of an intimate partner or child.
 - b. Explicitly prohibits the use, attempted use, or threatened use of physical force against an intimate partner or child that would reasonably be expected to cause bodily injury.
3. If the criteria are met and the subject is considered Brady disqualified, Y should be entered in the BRD Field. This will cause a caveat to be generated as part of a response to an NCIC inquiry. The caveat follows the protection order alert but precedes the NCIC record and reads:

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

4. Only a final protection order record (MKE/EPO or EPOC) can contain a Brady indicator of Y or U (unknown). Emergency or temporary orders (MKE/ETO or ETOC) issued *ex parte* do not meet the criteria specified by law, and, therefore, N must be entered in the field.
5. Prior to entering the record, an entering agency should make every attempt to determine the firearm disqualification status. The U code should be used when the status remains unknown after reviewing all available documentation. When no attempt is made to determine the disqualification status, a BRD code should not be included in the record (MKE/EPO or EPOC).
6. The federal firearm prohibition does not apply unless the relationship between the subject of a protection order (respondent) and the protected person (petitioner) is that of an intimate partner or child of an intimate partner.

Intimate Partner--with respect to a person, the spouse of the person, a former spouse of the person, an individual who is a parent of a child of the person, and an individual who cohabit or has cohabited with the person.

Cohabitation--requires a live-in relationship (or former live-in relationship) between two (2) individuals (can be same sex) which, in essence, is a sexual/romantic relationship, **NOT** merely a roommate.

The following chart contains relationships frequently encountered on protection orders and the corresponding value for the BRD Field.

PROTECTED PERSON	SUBJECT	BRD
Spouse	Spouse	Y
Former spouse	Former spouse	Y
Unmarried Child in Common	Unmarried Child in Common	Y
Unmarried Currently or formerly living together unless documentation of cohabitation exists	Unmarried Currently or formerly living together unless documentation of cohabitation exists	U
Child	Parent	Y
Stepchild	Stepparent	Y
Currently or formerly cohabiting	Currently or formerly cohabiting	Y
Parent	Child	N
Nephew/Niece	Uncle/Aunt	N
Uncle/Aunt	Nephew/Niece	N
Grandchild	Grandparent	N
Grandparent	Grandchild	N
Brother/Sister	Brother/Sister	N
Cousins	Cousins	N
Roommates	Roommates	N
Neighbors	Neighbors	N
Stepparent	Stepchild	N
Boyfriend/Girlfriend unless cohabitation exists	Boyfriend/Girlfriend unless cohabitation exists	N
Same sex cohabiting, intimate relationship	Same sex, cohabiting, intimate relationship	Y
Stranger	Stranger	N

4. PROTECTED PERSON NAME (PPN)

The PPN contains the name of the person protected by the order. If the name of the protected person and his/her date of birth and/or Social Security number is known, the data should be placed in the corresponding fields. The *NCIC Code Manual*, Personal Descriptors, provides detailed instructions on the coding of a name. When only the name of the protected person is known, it can be placed in the MIS Field.

5. PROTECTED PERSON DATE OF BIRTH (PPB)

For NCIC-formatted messages, this field is mandatory if information is placed in the PPN Field.

6. MISCELLANEOUS (MIS) FIELD

1. Aliases, nicknames (monikers), vehicle data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional

searchable data should be entered as a supplemental record (MKE/EPNO) illustrated and explained in Section 8 of this chapter, as this procedure increases the chances of a hit on the record.

2. If the entry contains an FBI Number/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.
3. When an agency enters a POF record with a protection order condition of 08, the terms and conditions must be entered in the MIS Field.
4. This field should be used to further explain the conditions of an order. For example, if the terms and conditions of the PCO state that the subject is restrained from entering the residence, property, school, or place of employment of the protected person(s) or of the other family or household members of the protected person, then such information is shown in the MIS Field. For example:

MIS/100 FEET OFF MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN
MIS/FOR VISITATION

Additionally, the MIS Field should contain details regarding service of the order.

5. When an agency enters a POF record with a protection order condition of 07 and the weapon is not a firearm, the weapon must be identified in the MIS Field.
6. When an agency enters a POF record with an MPO, protection order condition 08 will be used with the following mandatory caveat in the MIS Field:

“THIS IS A MILITARY PROTECTIVE ORDER AND MAY NOT BE ENFORCEABLE BY NON-MILITARY AUTHORITIES. IF SUBJECT IS IN POSSIBLE VIOLATION OF THE ORDER, ADVISE THE ENTERING AGENCY (MILITARY LAW ENFORCEMENT).”

7. When an agency enters a POF records with a Criminal Bail Protection Order, protection order condition 08 will be used with the following mandatory caveat in the MIS Field: “CRIMINAL BAIL PROTECTION ORDER”

7. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

8. SERVICE INFORMATION DATA (SVC and SVD)

When the SVD Field is populated with the date the protection order was served; the SVC Field must contain 1.

9. STATE IDENTIFICATION NUMBER (SID)

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

10. CAUTION AND MEDICAL CONDITIONS (CMC)

When a POF record is entered with a caution indicator, the MKE ends with C, and the CMC Field must contain a valid caution and medical code. Section 8 of this chapter describes the process for entry of additional CMC codes as supplemental records to a POF record. The following are the allowable CMC codes and their translations.

00 = Armed and Dangerous	55 = Alcoholic	90 = Diabetic
05 = Violent Tendencies	60 = Allergies	01 = Other-Explain in MIS Field
10 = Martial Arts Expert	65 = Epilepsy	
15 = Explosive Expertise	70 = Suicidal	
20 = Known to abuse drugs	80 = Medication Required	
25 = Escape Risk	85 = Hemophiliac	
30 = Sexually Violent Predator – Contact ORI for Detailed Information		
40 = International Flight Risk		
50 = Heart Condition		

11. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the subject of the POF record is known, Y should be entered into the NOA Field.

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.

12. 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.

13. 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 even characters of the LKI.

SECTION 3--MODIFICATION

3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in the base record.

A modification message to delete information in a field of the base record will cause the same data in the supplemental record to move up to the base record, **except** for vehicle, license, protected person, AKA, and image data.

3.2 EXAMPLE OF A MODIFICATION MESSAGE

```
1N01HEADER.MPO.MD1012600.NAM/SMITH, JOHN J.NIC/H146203706.SOC/123456789.  
PNO/P012354
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
MODIFY NAME/SMITH, JOHN J NIC/H146203706
```

The above modification example contains: header (1N01HEADER), message key (MPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/H146203706), the fields being modified, and the data being changed (SOC/123456789 and PNO/P012354).

3.3 MESSAGE FIELD CODES FOR MODIFICATION

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
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY 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; NIC and OCA, in that order; or NAM and PNO, in that order, followed by the fields to be modified. All fields, other than the HDR, MKE, and ORI, must be preceded by the appropriate MFC and a slash. The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

1. Further instructions to modify an alias and/or an additional identifier previously appended to a POF record by means of a supplemental record are provided in Section 8 of this chapter.
2. If an agency has entered a temporary protection order record, it can be modified (MKE/MTO) to a regular protection order record by modifying the MKE to EPO.
3. An agency modifying a POF record to insert the FBI Number/UCN may also request a copy of the subject's identification record by adding SIR as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field. Only the agency that entered the record may request a copy of the identification record through this means.
4. If a court should make a change to a protection order that is the basis for a POF record and is not the entering agency, that court must notify the agency that entered the record of the change.
5. If a court changes the expiration date of an order, but the change does not occur until after a record expires, the record must be reentered.
6. Five days prior to the expiration of a protection order (date shown in the EXP), the ORI of record will receive a \$.P. message. This unsolicited message from NCIC is a reminder to the agency to make any needed modifications to the EXP in the event that the date was changed by a court.
7. POF records that have been cleared or expired and are in an inactive status cannot be modified.
8. 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 protection order can be modified individually.
 3. The LKI and LKA Fields must be deleted as a pair; otherwise, the message will be rejected.

3.6 MODIFICATION TO REMOVE VEHICULAR DATA FROM A RECORD

1. TO REMOVE ALL VEHICULAR DATA

When vehicular data are included in a POF record, a special modification message may be used to remove all the vehicular data without identifying each individual field. The characters LIC-VCO/. follow the two record identifiers. LIC-VCO/. causes NCIC to delete the fields LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO.

```
1N01HEADER.MPO.MD1012600.NAM/SMITH, JOHN J.NIC/H123456780.LIC-VCO/.
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
MODIFY NAM/SMITH, JOHN J NIC/H123456780
```

The above modification example to remove all vehicular data contains: header (1N01HEADER), message key (MPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/H123456780), and the fields being removed (LIC-VCO) immediately followed by slash period (/.).

2. TO REMOVE PART OF VEHICULAR DATA

The special modification message explained above cannot be used to remove less than all of the vehicular data from a POF record. If, for example, only the four fields of license plate data (LIC, LIS, LIY, LIT) are to be deleted from the record, the usual modifying procedure must be followed, with each field to be deleted explicitly set forth in the modification message. For example:

```
1N01HEADER.MPO.MD1012600.NAM/SMITH, JOHN J.NIC/H123456780.LIC/.LIS/.LIY/.LIT/.
```

3.7 VALIDATION GUIDELINES FOR NCIC MODIFICATION

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a POF record to indicate that the record has been validated. When data are entered into the VLN Field, the NCIC enters the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modification message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

```
1N01HEADER.MPO.MD1012600.NAM/SMITH, JOHN J.NIC/H123456780.VLN/JONES, DAVID E
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
VALIDATE NAM/SMITH, JOHN J NIC/H123456780
```

SECTION 4--CANCELLATION

4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message will immediately retire the POF record. These records are not available in the inactive database. POF records that have been expunged or are determined to be inaccurate should be canceled. Active, expired, and cleared records can be canceled.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

1N01HEADER.XPO.MD1012600.NAM/SMITH, JOHN J.NIC/H146203706.19991205

Acknowledgment:

1L01HEADER
MD1012600
CANCEL NAM/SMITH, JOHN J NIC/H146203706

The above cancellation example contains: header (1N01HEADER), message key (XPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/H146203706), and date of cancellation (19991205).

4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	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; NIC and OCA, in that order; or NAM and PNO, in that order, preceded by the proper MFCs. The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. Cancellation date must follow the two record identifiers.

4.5 ADDITIONAL GUIDELINES

When a POF record is canceled, any supplemental information or images appended to that record will be canceled automatically.

Inactive records (expired and cleared) can be canceled. If the two record identifiers used in the cancellation message are NAM and OCA or NAM and PNO, the NCIC System will cancel the oldest matching record on file, which could be an inactive record.

4.6 ADDITIONAL GUIDELINE FOR NCIC CANCELLATION

Benefits and effectiveness data are not applicable to the POF record.

SECTION 5--INQUIRY

5.1 EXAMPLE OF AN INQUIRY FOR RECORD SUBJECT

The message key QPO is used for Protection Order File (POF) inquiries. It will search the Protection Order File and will retrieve POF records which are active, expired, or cleared. If the QPO includes MNU, SOC, or OLN, the NCIC System will search them against the SER of the Article File personal identifier records.

```
1N01HEADER.QPO.MD0100010.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19701010
```

Negative Response:

```
1L01HEADER
MD0100010
```

```
NO NCIC PROTECTION ORDER DOB/19701010 NAM/SMITH, JOHN J SEX/M RAC/W
```


Positive Response:

(Response will contain any active, cleared, or expired records that may be identical with the subject of the query.)

1L01HEADER
MD0100010

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

MKE/PROTECTION ORDER
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/MD
DOB/19701010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4 CTZ/JS
SKN/FAR SMT/SC L EAR
FPC/121011C0141159TTTCI13 MNJ/AS-123456789 SOC/123456789
OLN/N222333444 OLS/MD OLY/1995
SVC/1 - SERVED SVD/20120903
PNO/PO12345 BRD/N ISD/20120728 EXP/20180728 CTI/MD056013J
PPN/SMITH, JANE L PSX/F PPR/W PPB/19701010 PSN/111665555
PCO/01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING, HARASSING, FOLLOWING, INTERFERING, OR STALKING THE PROTECTED PERSON AND/OR THE CHILD OF THE PROTECTED PERSON.
OCA/14-017289 SID/MD999999999
LKI/MD1240000 LKA/MD-2255
MIS/100 FEET FROM RESIDENCE EXCEPT WHEN PICKING UP CHILDREN FOR MIS/VISITATION
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2G2PM37A2G2209042 VYR/1992
VMA/DODG VMO/INT VST/4T VCO/BLK
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555
NIC/H146203706 DTE 19980801 0000 EDT DLJ/20120728 1600 EDT

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

MKE/EXPIRED PROTECTION ORDER
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/MD
DOB/19701010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A
SKN/FAR SMT/SC L EAR
FPC/121011C0141159TTTCI13 MNJ/AS-123456789 SOC/123456789
PNO/PO33333 BRD/N ISD/19980517 EXP/19990517 CTI/MD010023D
PPN/SMITH, RITA R PSX/F PPR/W PPB/19700319 PSN/111223333
PCO/01 - THE SUBJECT IS RESTRAINED FROM ASSAULTING, THREATENING, ABUSING, HARASSING, FOLLOWING, INTERFERING, OR STALKING THE PROTECTED PERSON AND/OR THE CHILD OF THE PROTECTED PERSON
OCA/14-556678 SID/MD999999999
MIS/SUBJECT IS PROHIBITED FROM CONTACTING PROTECTED PERSON AND MJST
MIS/VACATE RESIDENCE
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555
NIC/H147359010 DTE 19980521 0000 EDT DLJ/20080301 1600 EDT

5.2 MESSAGE FIELD CODES FOR AN INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER/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
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL SET	VIN	1 -20	ALPHABETIC, NUMERIC
ORIGINATING CASE AGENCY NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC SPECIAL CHARACTER
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC

IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH	OPTIONAL	EBS	1-1	NUMERIC

5.3 REQUIREMENTS FOR AN INQUIRY

1. An inquiry of the Protection Order File may be made by name and one, more than one, or all of the following alphanumeric identifiers: complete DOB (including year, month, and day), FBI, MNU, SOC, and OLN, with each data element preceded by the proper MFC. Additionally, inquiries may be made using vehicle data, NAM and OCA only, NAM and PNO only, or NIC only, with each data element preceded by the proper MFC.

Note: Exact spelling of the name as contained in the entry is required when inquiring with only NAM and OCA or NAM and PNO. An inquiry with NAM and DOB will also search the PPN and PPB Fields, respectively. Additionally, an inquiry with SOC will search the PSN Field.

2. When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the exact date of birth in a record before a record will be retrieved. When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC will search for all matching records that contain the exact DOB and a surname that is a New York State Identification and Intelligence System match to the surname in the inquiry.

Sex and race should be included to minimize multiple hits by limiting the scope of the name search. Including sex will cause NCIC to search only those records containing the same SEX code as the SEX code in the inquiry. Also, the inclusion of race in an inquiry can limit the search made by NCIC. A list of the Race Field codes and the race codes that will be searched when each is included in an inquiry follows.

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. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search.

4. If an alphanumeric identifier is not available, an alphabetical search by NAM can be performed by requesting a Global Inquiry (SPRQ) from the CTA/FSC if additional descriptive identifiers are known.
5. An inquiry can provide a secondary hit response only from within the Protection Order File when the primary hit contains a SOC, FBI, or VIN, and those fields were not part of the original search criteria. A second computer search is automatically generated on the SOC, FBI, and VIN contained in the primary record response. A QPO transaction will not cause a cross-search of any other file.
6. An inquiry of the Wanted Person (QW, QWA, QWE, QWF, QWS, ZW, QWB, and QWI) and/or Vehicle (QV, ZV, QVB) Files will result in the automatic cross-search of the POF. Active records will be returned in a positive response; inactive records will not. QW queries based on NAM and DOB will also search the PPN and PPB Fields. Additionally, QW inquiries on SOC will also search the PSN Field. The Wanted Person and Vehicle File Chapters contain details regarding use of the above MKEs.
7. If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be included after the first 20 hit responses to indicate a file is being created with up to an additional 100 hit responses.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

8. If an inquiry hits on more than 100 records, the NCIC System will discontinue processing the response and return the first 100 records with the following caveat.

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

To modify the search parameters to possibly prevent excessive hits, omit DOB and use NAM and a different numeric identifier. Also, using SEX and RAC with NAM and DOB may reduce the number of hits. To request a Global Inquiry, contact your CSA or the FBI's CJIS Division.

9. A Protection Order File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, SID, operator's license data, license plate data, vehicle identification data, protected person data, protection order conditions, and image data. All supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the fields will be sorted as follows: operator's license data by OLS, license plate data by LIS, vehicle data by VIN, protected person data by PPN, and image data by IMN.

5.4 EXAMPLE OF A QW USING NAME OF PROTECTED PERSON

1N01HEADER.QW.MD0100010.NAM/SMITH, JANE L.SEX/F.RAC/W.DOB/19/10101

Negative Response:

1L01HEADER
MD0100010

NO NCIC WANT DOB/19/10101 NAM/SMITH, JANE L SEX/F RAC/W
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS
FILES ARE SEARCHED WITHOUT LIMITATIONS.

Positive Response: (with supplemental information)

1L01HEADER
MD0100010

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

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

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

MKE/PROTECTION ORDER
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/MD
DOB/19/1010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A
SKN/FAR SMT/SC L EAR
FPC/121011C0141159TTCI13 MNJ/AS-123456789 SOC/123456789
OLN/N222333444 OLS/MD OLY/1995
SVC/1 - SERVED SVD/20120903
PNO/PO12345 BRD/Y ISD/20120728 EXP/20180728 CTI/MD056013J
PPN/SMITH, JANE L PSX/F PPR/W PPB/19/10101 PSN/777665555
PCO/04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE, PROPERTY,
PCO/SCHOOL OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON OR OTHER
PCO/FAMILY OR HOUSEHOLD MEMBER
OCA/14-017289
MIS/100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR
MIS/VISITATION, SUBJECT IS PROHIBITED FROM POSSESSING A HUNTING KNIFE
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2G2PM3/A2G2208042 VYR/1992
VMA/DODG VMO/INT VST/4T VCO/BLK
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555
PCO/07 - THE SUBJECT IS PROHIBITED FROM POSSESSING AND/OR PURCHASING A
PCO/FIREARM OR OTHER WEAPONS AS IDENTIFIED IN THE MISCELLANEOUS FIELD.
NIC/H146203/06 DTE 19980728 0000 EDT DLJ/20120728 1600 EST

5.5 ADDITIONAL GUIDELINES FOR NCIC INQUIRY

1. IMAGE INDICATOR (IND)

1. QPO inquiries may also contain an Image Indicator (IND) to specify whether an image should be returned if available. If the image indicator is Y, image data related to each primary hit response will be returned if available.

IN01HEADER.QPO.WA1230000.NAM/SMITH,JOHN J.
SEX/M.RAC/W.DOB/19691012.IND/Y

2. The following would be returned for a POF record with a mug shot image:

IMR/MNAM:SMITH, JOHN J DOB:19691012
RAC:W HGT:510 WGT:165 DOI:19821210
NIC:H000069216 IMN:I000001233
MIS:MUGSHOT FROM 1982 ARREST

00256
<image>.

3. The Image Response (IMR) is composed of the following data: the Image Type (M for mug shot) and standard person MFCs (NAM, DOB, RAC, HGT, and WGT). The Date of Image (DOI) is next, followed by the NIC of the base record and the Image NCIC Number (IMN). Following the IMN is the Image MIS Field, then image size in bytes (00256), and, last, <image> would be replaced with the actual image.

2. RELATED SEARCH HIT (RSH)

1. QPO inquiries may also contain a Related Search Hit (RSH) Field. If the RSH is Y, secondary hit responses will be returned for all linked POF records. The NCIC System links records when: 1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other and 2) the LKI/LKA are the same as ORI/OCA contained in the primary hit response.
2. If the hit response contains more than ten secondary hit responses, the following will be included in the hit response to indicate a file is being created with up to an additional 100 hit responses.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

3. A \$.B. notification will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

3. EXPANDED NAME SEARCH (ENS)

A QPO inquiry may also contain an Enhanced Name Search indicator (ENS) to specify that when the NAM and DOB identifiers are used, the enhanced name search function should be performed. If the ENS is Y, primary hits will be determined using each entered name part as a last name, interchanging the remaining name parts as given names.

```
IN01HEADER.QPO.WA1230000.NAM/FRANK,MILES.SEX/M.RAC/W.DOB/19691012.  
ENS/Y
```

The following hit response based on ENS would be returned:

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

```
MKE/PROTECTION ORDER  
ORI/MD1012600 NAM/MILES, FRANK L SEX/M RAC/W ETN/H POB/MD  
DOB/19691012 HGT/550 WGT/155 EYE/BRO HAI/BRO  
SKN/FAR SOC/123456789  
SVC/1 - SERVED SVD/20120903  
PNO/PO34512345 BRD/N ISD/19980/28 EXP/19990/28 CTI/MD056013J  
PPN/SMITH, JANE L PSX/F PPR/W PPB/19/10101  
PCO/04 - THE SUBJECT IS REQUIRED TO STAY AWAY FROM THE RESIDENCE,  
PCO/PROPERTY, SCHOOL, OR PLACE OF EMPLOYMENT OF THE PROTECTED PERSON  
PCO/OR OTHER FAMILY OR HOUSEHOLD MEMBER  
OCA/14-01/289  
MIS/100 FEET OFF 110 MANOR DRIVE EXCEPT WHEN PICKING UP CHILDREN FOR  
MIS/VISITATION  
ORI IS ANNAPOLIS POLICE DEPARTMENT MD 301 555-5555  
NIC/H134566/06 DTE 19980/28 0000 EDT DLJ/20120/28 1600 EST
```

4. EXPANDED DATE OF BIRTH SEARCH (EBS)

When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB. When an inquiry transaction includes the numeric 2 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact year of birth with the month and day transposed. When the inquiry transaction includes the numeric 3 in the EBS Field, the expanded date of birth search will return the following: records with the exact input DOB, records with the exact month and day and a range of plus or minus 1 year of the input DOB, and records with the exact year of birth with the month and day of the input DOB transposed.

5. DELAYED-INQUIRY HIT NOTIFICATION (\$.H.)

1. A \$.H. is sent only to the entering/modifying agency for POF records.
2. A \$.H. will be returned only if the entering/modifying and inquiring agencies are different.

6. MISCELLANEOUS NUMBER FIELD

If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The MIS Field in the hit response should be reviewed to confirm that the first 15 characters are the same as the complete MNU.

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

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

5.6 PROCEDURES FOR HANDLING A HIT

1. The entering agency must be able to confirm the status and terms of a protection order to any criminal justice agency that makes an inquiry. If the entering agency does not operate 24 hours a day, seven days a week, it must make arrangements with another agency through a written agreement to provide responses to hit confirmation requests.

Requirements for hit confirmation responses are based on two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.

2. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.
3. For MPOs hit confirmation would not be required, as NCIC policy only requires hit confirmation when taking official action based on the order. However, local, state, federal, and tribal authorities would be aware of the military protective order which would enhance officer safety, and could then notify the entering agency (military law enforcement) that would take appropriate action.

In addition, the entering military law enforcement agency should include a Y in the Notify Originating Agency (NOA) Field of the POF record so they will be notified of all hits via a \$.H. Originating Agency Notification.

SECTION 6--LOCATE

There are no locate procedures for the Protection Order File.

SECTION 7--CLEAR

7.1 WHEN TO USE A CLEAR MESSAGE

When a court notifies the owner of the record that the protection order has been canceled, the entire corresponding POF record must be cleared. The clear transaction will change the status of the POF record from active to inactive. Clearance of a POF record is restricted to the agency that entered the record.

Expired records cannot be cleared.

7.2 EXAMPLE OF A CLEAR MESSAGE

```
1N01HEADER.CPO.MD1012600.NAM/SMITH, JOHN J.NIC/H146203706.20000531
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
CLEAR NAM/SMITH, JOHN J NIC/H146203706
```

The above clear example contains: header (1N01HEADER), message key (CPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/H146203706), and date of clear (20000531).

7.3 MESSAGE FIELD CODES FOR RECORD CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING 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
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	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; NIC and OCA, in that order; or NAM and PNO, in that order, preceded by the proper MFC. The name used in identifying the record to be cleared must be set forth with the exact spelling and spacing as shown in the record on file. The date of clear must follow the two record identifiers.

7.5 ADDITIONAL GUIDELINES

When a Protection Order File record is cleared, any supplemental information appended to that record will be cleared automatically.

When a POF record is cleared, its status will be changed to inactive. During this period of time, the record can be accessed via the QPO transaction. Inactive records cannot be modified. The record will remain on file for the remainder of the year plus 5 years at which time the record will be retired.

Benefits and effectiveness data are not applicable to the POF record.

SECTION 8--SUPPLEMENTAL DATA

8.1 MESSAGE FIELD CODES FOR A SUPPLEMENTAL RECORD

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PROTECTION ORDER NUMBER	CONDITIONAL	PNO	3-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <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		
PROTECTED PERSON SET	OPTIONAL SET	PPN ⁴		
PROTECTION ORDER CONDITIONS	OPTIONAL	PCO	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
IMAGE NCIC NUMBER	OPTIONAL SET	IMN ⁵		

CAUTION AND MEDICAL CONDITION	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
CITIZENSHIP	OPTIONAL	CTZ	9-9	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

¹OLN/<OLN>.<OLS>.<OLY>

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

²LIC/<LIC>.<LIS>.<LIY>.<LIT>

⁴PPN/<PPN>.<PSX>.<PPR>.<PPB><PSN*>

⁵IMN/<IMN>.<IMT>

8.2 ENTRY OF A SUPPLEMENTAL RECORD

Only the agency that entered the original record may add additional identifiers to a record. This applies to either permanent or temporary Protection Order File records.

8.3 EXAMPLE OF A SUPPLEMENTAL ENTRY

```
1N01HEADER.ENPO.MD1012600.NAM/SMITH, JOHN J.OCA/14-01/289.
DOB/19681010.19/11109.VIN/2G2PM39B2J2208195.1986.PONT..4T..PPN/SMITH,
PRINCESS...19900102.432567890.PPN/SMITH, PRINCE...19900102.432483232
```

The above entry example contains: header (1N01HEADER), message key (ENPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and OCA/14-01/289), two additional dates of birth (19681010.19711109), vehicle identification number (2G2PM39B2J2208195), vehicle year (1986), vehicle make (PONT), vehicle style (4T), protected person name (SMITH, PRINCESS), protected person date of birth (19900102), protected person Social Security number (432567890), second protected person name (SMITH, PRINCE), and second protected person date of birth (19900102), and second protected person Social Security number (432483232).

8.4 IDENTIFICATION OF A RECORD FOR ENTRY OF A SUPPLEMENTAL RECORD

The POF record to which a supplemental record alias and/or another additional identifier is to be added must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; NAM and PNO, in that order; or NAM and OCA, in that order, with each data element preceded by the proper MFC. Identifiers used in the above example are name and originating agency case number. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

1. The data fields which may be included in a supplemental record with their field codes and the maximum number allowable for a POF record are the following:

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
Protected Person Name, Sex, Race, Date of Birth, and Social Security Number * (entered as a set; either date of birth or social security number are required; sex and race are not required but should be entered if known)	PPN	9
Protection Order Condition	PCO	8
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

2. IMN and IMT Fields (up to 12: 1 mugshot, 1 signature, 10 identifying images) are added to the supplemental record when an image is entered and the NIC of the base record is included in the entry transaction. Additional information can be found in the the Image File Chapter of this manual.

3. A record relating to John J. Smith might have appended supplemental data consisting of three other names (AKAs), nine dates of birth, five scars, two miscellaneous numbers (an army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, one set of vehicle data concerning an automobile known to be in his possession, three sets of data describing persons covered by the protection order, four additional conditions of the protection order, and two caution and medical conditions.
4. Entry of these additional data would require several supplemental record entry messages as all of these additional identifiers could not be included in one supplemental record entry message.

8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each alias (or variation of name spelling); date of birth; scar, mark, tattoo, etc.; miscellaneous number; Social Security number; citizenship; state identification numbers; protection order condition; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, a license plate, vehicle, protected person or image is likewise counted as one identifier.

8.7 ADDITIONAL GUIDELINES FOR A SUPPLEMENTAL RECORD ENTRY

1. After the POF record has been identified, each field included in a supplemental record entry, except those entered in sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data. The data elements must be separated by a period and each field must end with a period. Fields that are not a part of sets of data may be entered in any order in a supplemental record entry.
2. The field in the main record must contain information before any supplemental entry for that same field will be accepted. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the main record does not contain a Social Security number in the SOC Field.
3. All numeric identifiers excluding originating agency case number, protection order number, and miscellaneous number are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA and PNO Fields, and a hyphen must be used to separate the two alphabets from the number itself in the MNU Field.
4. Personal Descriptors, State and Country Codes, and Vehicular Data Codes, *NCIC Code Manual*, contain appropriate coding of personal identifiers and license and vehicle data.

8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY

1. ALIAS FIELD (AKA)

1. Field code AKA followed by a slash is used to identify an alias(es). An alias includes any name in which any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, i.e., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.
2. An alias is to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial if any, space, and suffix meaning seniority, if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the MFC AKA.
3. Nicknames (monikers) are to be entered in the AKA Field of the protection order record. The term nickname in NCIC is defined as a name added to or substituted for the proper name of a person, such as their street name (i.e., Shorty). It is not a familiar form of a proper name, such as Jim for James.

The nickname is to be entered in the AKA Field, followed by a comma (space after comma is optional), then an X (i.e., Peanut, X).

2. OPERATOR'S LICENSE SET (OLN)

Field code OLN followed by a slash is used to identify additional operator's license data in an entry. The three data elements making up this set are operator's license number, state of issue, and year of expiration. All three elements must be included in the order listed and must be separated by a period. For example:

OLN/ L234526677238.VA.1976.

In the event more than one operator's license is to be entered at the same time, each set of operator's license data must be preceded by MFC OLN/.

3. LICENSE PLATE SET (LIC)

Field code LIC followed by a slash is used to identify additional license plate data in an entry. This set contains four data elements: LIC, LIS, LIY, and LIT. Elements must be entered in the order listed and must be separated by a period. For example:

LIC/CBA321.MD.1999.TK.

In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data must be preceded by MFC LIC/.

4. VEHICLE IDENTIFICATION NUMBER (VIN) SET

1. Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This set contains six data elements: VIN, VYR, VMA, VMO, VST, and VCO.
2. The VIN, VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods and each data element must be accounted for. For example:

VIN/1L69X6J023456.1976.CHEV.IMP.4D.BLK.

Or

VIN.1D3/Q6R001225.1976.CHEV..2D..

3. In the event that data related to other vehicles are entered at the same time, each set of vehicular data must be preceded by MFC VIN/.

5. PROTECTED PERSON SET (PPN)

1. Field code PPN followed by a slash is used to identify an additional protected person in a supplemental entry. This set contains four data elements: for NCIC formatted messages: PPN, SEX, RAC, and DOB or five data elements for NCIC formatted messages: PPN, SEX, RAC, DOB, and PSN. The PPN and DOB or PSN are required for entry. However, all fields should be entered in proper order when available.
2. Elements must be separated by periods and each data element must be accounted for. For example:

PPN/DALE, ROGER J.M.W.19930917. 123456789

Or

PPN/DALE, ROGER J...19930917

Or

PPN/DALE, ROGER J...123456789

3. In the event that data related to other protected persons are entered at the same time, each set of protected person data must be preceded by MFC PPN/. If a protection order lists the names of more than ten protected persons, the additional names should be placed in the MIS Field.

6. PROTECTION ORDER CONDITIONS (PCO)

An additional seven protection order conditions can be entered in a supplemental record. The details of the conditions should be included in the MIS Field of the base record.

If condition number 08 is entered, the MIS Field is mandatory. PCO codes entered in a supplemental record will be translated in the NCIC response.

7. ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

Additional dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers; protection order conditions; citizenships; and caution and medical conditions follow the field codes DOB/, SMT/, MNU/, SOC/, PCO/, CTZ/, and CMC/, respectively, without repeating the MFC and separated only by periods. For example:

DOB/19370102.19350823.SMT/SC L CHK.POCKMARKS.MNU/AF-2252333.SOC/303055378.

8.9 MODIFICATION OF INFORMATION IN A SUPPLEMENTAL RECORD

No one-step procedure is available to modify fields in a POF supplemental record.

To modify, the incorrect field should be canceled and reentered. Cancellation procedures are set forth in this section which also contains instructions on entering the correct data.

8.10 EXAMPLE OF SUPPLEMENTAL RECORD INFORMATION CANCELLATION

1N01HEADER.XNPO.MD1012600.NAM/SMITH, JOHN J.NIC/H000069216.AKA/ROE, EDWARD.JONES, EDWARD.DOB/19651012.19630912

Acknowledgment:

1L01HEADER
MD1012600
CANCEL SUPP NAM/SMITH, JOHN NIC/H000069216
AKA/ROE, EDWARD
AKA/JONES, EDWARD
DOB/19651012
DOB/19630912

The above example of a cancellation of information in a supplemental record to a POF record contains: header (1N01HEADER), message key (XNPO), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/H000069216), and data to be canceled (AKA/ROE, EDWARD.JONES, EDWARD and DOB/19651012.19630912).

8.11 IDENTIFICATION OF RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS

When canceling information contained in a supplemental record, the POF record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; NIC and OCA, in that order; NAM and OCA, in that order; or NAM and PNO, in that order, with each data element preceded by the proper MFC. The example shown uses NAM and NIC and supplemental data to be canceled, with each field preceded by the proper MFC.

8.12 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE

A maximum of nine identifiers of various kinds may be canceled in one cancellation message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA (or name spelling variation), DOB, SMT, MNU, CMC, PCO, CTZ, SID, or SOC is counted as one identifier. Each set of OLN, OLS, VIN, IMN, or PPN is counted as one identifier.

8.13 ADDITIONAL GUIDELINES FOR CANCELLATION OF SUPPLEMENTAL DATA

1. Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; protection order conditions; caution and medical conditions; citizenships, state identification numbers; and/or Social Security numbers to be canceled are to be set out in the cancel message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.
2. Each set of operator's license, license plate data, image data or protected person data (multiple data element fields) must be preceded by OLN/, LIC/, IMN/, or PPN/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicle data, only the vehicle identification number and make are required following VIN/, with a period to account for the intervening VYR Field. For example:

VIN/1L69X6J023456..CHEV

When canceling information on a protected person, only the PPN and both PPB and PSN (when entered) are required after the MFC/; however, a period must be entered to account for the intervening PSX and PPR and PPB (if blank). For example:

PPN/SMITH, PRINCESS...19931121.43256/890

Or

PPN/SMITH, PRINCESS....43256/890

Or

PPN/SMITH, PRINCESS...19931121

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

NCIC
PROTECTIVE INTEREST FILE

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SECTION 1--INTRODUCTION

1.1 BACKGROUND

The Protective Interest File (PIF) has been designed to aid law enforcement agencies in their protective mission. Only law enforcement agencies with a protective mission as specified within municipal, state, or federal statutes, regulations, or other appropriate legal authority may enter and update records in the PIF. A record entered into the PIF will assist agencies in determining the threatener's location and may provide the record owner with information related to the threatener's criminal activity.

1.2 CRITERIA FOR ENTRY

Only law enforcement agencies with a protective mission as specified within municipal, state, or federal statutes, regulations, or other appropriate legal authority may enter and update records in the PIF. A record may be entered into the PIF for an individual for whom the authorized agency reasonably believes, based on its law enforcement investigation, may pose a threat to the physical safety of a protectee or their immediate family. Documentation (electronic or hard copy) must be on file to support a PIF entry.

1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EPI	POTENTIALLY US TO U.S. SECRET SERVICE PROTECTEE
		POTENTIALLY DANGEROUS TO USMS PROTECTEE
		POTENTIALLY DANGEROUS TO PROTECTEE
	EPIC	POTENTIALLY DANGEROUS TO U.S. SECRET SERVICE PROTECTEE – CAUTION
		POTENTIALLY DANGEROUS TO USMS PROTECTEE – CAUTION
		POTENTIALLY DANGEROUS TO PROTECTEE - CAUTION
Modify	MPI	
Cancel	XPI	
Entry of supplemental record	ENPI	

Cancellation of supplemental record	XNPI	
Entry of stolen/fraudulent identifiers	ENPS	
Cancellation of stolen/fraudulent identifiers	XNPS	

*There is no specific MKE to query the Protective Interest File; however, a wanted person inquiry will return a hit response on this file if a match occurs.

A caution indicator should be added to the MKE EPI when it is known that a PIF subject is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances. The reason for the caution must be entered in the Caution and Medical Conditions (CMC) Field.

1.4 RECORD RETENTION PERIOD

PIF records have an unlimited retention period. A PIF record will remain on file indefinitely or until action is taken by the entering agency to cancel the record.

Other exceptions to the record retention periods will occur in the event a serious error is detected in the record on file.

1.5 AUTOMATIC RETIREMENT

Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a PIF record or supplemental record for the year of entry plus 4 years from the date of entry of the base record regardless of when the license plate data is entered. Entering agencies are **not** notified of records from which expired license data are retired. If the purged license plate is the only searchable identifier in the PIF record, the entire record will be removed, and the originating agency will **not** be notified.

A nonexpiring license plate (LIY/NX) contained in a PIF record will remain on file until action is taken by the originating agency to remove the license data or cancel the entire record.

1.6 VALIDATION

For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

The Name of Validation (VLN) Field will be returned when the requester 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
AKA	Alias	May include alphabetic, 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.
CMC	Caution and Medical Conditions	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 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	Must be either a Y or N. N is the default value. If Y Indicator is entered, then the DLO Field must contain data.
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date. If the DOB is not the only numeric identifier, 00 may be entered for the month and/or day when the actual date is unknown. More information in Personal Descriptors, <i>NCIC Manual Code</i> .
DTT	Date of Threat	Must be valid Gregorian date (YYYYMMDD) equal to or less than current date.
ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 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 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 711. More information in Personal Descriptors, <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 valid check digit.
IMT	Image Type	Must be a valid NCIC-assigned code as listed in the Image File chapter of this manual.
LIC	License Plate Number	The characters UNK, UNKN, UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI CJIS Division staff. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds ten characters, only the 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	Must be a valid four-character year (YYYY) or the of Expiration alphabets NX to represent a nonexpiring registration.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros a single alphabetic only, or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System.)
LKI	Linkage Agency Identifier	Must be a valid ORI.
MIS	Miscellaneous	May include alphabets, numerics, and special characters.
MKE	Message Key	Must be a valid message key.
MNU	Miscellaneous Number	The first two characters must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 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 alphabets, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The <i>NCIC Code Manual</i> , Personal Descriptors, provides coding instructions.
NIC	NCIC Number	A self-checking number automatically assigned by NCIC to each accepted record and consists of an alphabetic character (K in the Protective Interest File) followed by nine numeric characters. Must have valid check digits when used to identify the record in a subsequent transaction.
OCA	Originating Agency Case Number	Must not contain a single zero only, run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
OLN	Operator's License Number	One zero only or run of zeros only may not be used. More information in Personal Descriptors, <i>NCIC 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 alphabetic NX to represent a nonexpiring license. 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 the State and Country Codes, <i>NCIC Code Manual</i> . More information also 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> .
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> .
VCO	Vehicle Color	Must be 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 alphabetic only, or spaces cannot be used. The Vehicle File chapter has additional edits on the VIN Field. If state-assigned or nonconforming 17-character VIN, SVIN must be entered in the first four characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field.
VLN	Name of Validator	Any valid characters representing validator.

VMA	Vehicle Make	The VMA Field can be up to 24 characters. The first four characters must be alphabetic and a valid code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blanks. The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, 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 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 approved golf cart, and snowmobiles) If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYCL, or one of the 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.
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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 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.
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> .

1.8 CRITERIA FOR REJECTING DUPLICATE RECORD ENTRIES

1. If the following fields of a PIF entry message are the same as the corresponding fields of an active PIF record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; or DOB, NAM, and ORI.
2. Whenever the message REJECT ON FILE is received, the record on file will also be transmitted.
3. A duplicate record will be accepted if the ORI in the second entry is different or the person type is different, e.g., Wanted Person, etc. In this case, the first entry will be furnished as a response to the second entry.

1.9 \$.H.TTP THREAT TO PROTECTEE NOTIFICATION

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

```
$.H.TTP. THREAT TO PROTECTEE NOTIFICATION
MDJSM0123
HIT NOTIFICATION ON NCIC PROTECTIVE INTEREST FILE RECORD AT
1600 EST 20111215
QW.PASP01000.NAM/SMITH. JOHN J.SEX/M.RAC/W.DOB/19511012

RESULTED IN A HIT ON THE FOLLOWING RECORD:

MKE/POTENTIALLY DANGEROUS TO USMS PROTECTEE
ORI/MDJSM0123 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/JS SKN/DRK
SMT/SC R HND
FPC/121011C0141159TTCI13 MNJ/AS-123456789 SOC/123456789
OLN/11111111 OLS/MD OLY/1999
DTT/20100103 OCA/123456273
MIS/KNOWN TO THREATEN FEDERAL JUDGE IN 1ST DISTRICT, WASHINGTON, DC
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2Y27H5LI00009 VYR/1975
VMA/PONT VMO/VEN VST/2D VCO/BLJ
NIC/K146203706 DTE/20101201 DLJ/20101203 1815 EST
```

1.10 \$.8. OUT-OF-STATE MESSAGE

NCIC will not transmit a \$.8. message when there is an entry, modification, or cancellation of a PIF record containing data on a vehicle registered in a state other than the ORI of record. Additional information on the \$.8. administrative message can be found in the Introduction of this manual.

1.11 IMAGE CAPABILITY

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC.

1.12 INVESTIGATIVE INTEREST

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC.

SECTION 2--ENTRY

2.1 EXAMPLE OF AN ENTRY

```
1N01HEADER.EPIC.MDJSM0123.SMITH, JOHN J.M.W.TX.US.19511012.510.175.BRO.  
BRO..DRK.SC R HND.121011C0141159TTC113..204111111.C313456.MD.2002.  
123456/89.20120103.VAUSM0100.987654321.N..00.ABC123.MD.2010.PC.  
2Y2/H5L000009.1975.PONT.SUN.2D.BLJ.KNOWN TO BE VERY AGGRESSIVE WITH LAW  
ENFORCEMENT OFFICERS.H.MD99999999
```

Acknowledgment:

```
1L01HEADER  
MDJSM0123  
NAM/SMITH, JOHN J NIC/K123456/89  
OCA/123456/89
```

Note: When vehicular data have been entered, all entries and modifications will cross-search all person files (except the NICS Denied Transactions and Unidentified Person Files), and Vehicle, Vehicle/Boat Part, and License Plate Files.

2.2 MESSAGE FIELD CODES FOR ENTRY

The following is a list of the PIF data fields and the order of the fields for an entry transaction.

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC 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>
CITIZENSHIP	OPTIONAL	CTZ	2-2	MUST BE VALID NCIC ASSIGNED COUNTRY CODE AS LISTED IN STATE AND COUNTRY CODES, <i>NCIC CODE MANUAL</i>
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN <i>NCIC 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)
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF THREAT	MANDATORY	DTT	8-8	NUMERIC
LINKAGE AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	OPTIONAL	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC 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	2-4	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	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME	OPTIONAL	NAM*	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB*	8-8	NUMERIC
SOCIAL SECURITY NUMBER	OPTIONAL	SOC*	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU*	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN*	1-20	ALPHABETIC, NUMERIC

OPERATOR'S LICENSE STATE	SET	OLS*	2-2	ALPHABETIC
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY*	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DFINED IN <i>NCIC CODE MANUAL</i>
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

*Fraudulent data

2.3 MANDATORY FIELDS FOR ENTRY

1. The following fields are mandatory to cause acceptance of a PIF entry into NCIC:

HDR, MKE, ORI, NAM, SEX, RAC, HGT, WGT, EYE, HAI, OCA, DTT, and at least one of the following numeric identifiers: DOB (including year, month, and day); FBI; MNU (other than originating agency police or identification number); SOC; OLN with OLS and OLY; LIC with LIS, LIY, and LIT; VIN with VYR, VMA, and VST; or S/F NAM and S/F DOB, (a S/F NAM is required if a S/F DOB is entered as the only searchable numeric identifier); S/F MNU (other than originating agency police or identification number); S/F SOC; or S/F OLN with S/F OLS and S/F OLY.

2. The mandatory fields for entry of a record permit entry when the only known numerical identifier for an individual is a S/F identifier. Since S/F identifiers are processed as a supplemental record, and since at least one unique numeric identifier is required to enter a base record, the PIF record entry format allows an entering agency to transmit both the base record and one of each type of S/F identifier (NAM, DOB, MNU, SOC, and OLN with OLS and OLY) in one transaction. This provides for the inclusion of a numeric identifier for record entry purposes. If the S/F DOB is the only numeric identifier, the S/F NAM must be included as well, or the record will be rejected.
3. The mandatory fields for entry of a record permit entry when the only known numerical identifier for an individual is a S/F identifier. Since S/F identifiers are processed as a supplemental record, and since at least one unique numeric identifier is required to enter a base record, the PIF record entry format allows an entering agency to transmit both the base record and one of each type of S/F identifier (NAM, DOB, MNU, SOC, and OLN with OLS and OLY) in one transaction. This provides for the inclusion of a numeric identifier for record entry purposes. If the S/F DOB is the only numeric identifier, the S/F NAM must be included as well, or the record will be rejected.

4. Any agency transmitting a base record entry message for an individual who is known to be using an S/F identification and whose real identifiers are unknown must include a minimum of one S/F numerical identifier, SOC, MNU, OLN with OLS and OLY, or NAM and DOB with the base record entry message. For example:

```
1N01HEADER.EPIC.MDJSM0123.DOE,JOHN.M.W...510.150.BRO.BRO..
FAR.....2012-0002.20120201.MD101/83J.12-15243...00.....
BELIEVED TO BE USING HOMICIDE VICTIM PETER SMITH DRIVERS
LICENSE AND SSN.SMITH,PETER.19451212.899001234..DC123456.DC.2014
```

5. The base record entry format includes one of each of the S/F identifiers fields. These fields immediately follow the VCO Field and are entered in the following order: S/F NAM; S/F DOB; S/F SOC; S/F MNU; and S/F OLN, OLS, and OLY. Any agency transmitting a base record entry message may optionally include one of each type of the S/F identifiers. The following is an example of an entry with base numerical identifiers as well as S/F data:

```
1N01HEADER.EPI.MDJSM0123.JONES,RANDY.M.W.VA.JS.19450123.510.150.BRO.BRO..FAR.
SC JL ARM.11121314151514131211.AF-123456/89.123456/89.MD182/3645.MD.2014.12
15243.20120228.MD-101/83J.12-0034/.N.....PETER SMITH DRIVERS LICENSE
AND SSN TAKEN DURING BURGLARY.SMITH,PETER.19451212.899001234..A444444.WV.2015
```

6. Although the S/F fields are appended to the base record entry message, NCIC will process the data therein as a supplemental S/F identifier record entry message. Thus, S/F identifiers included in a base record entry message cannot be changed or deleted with a modify message, i.e., MKE MPI. Stolen/fraudulent identifiers can be changed or deleted only by using the supplemental S/F identifier record entry and cancel transactions, i.e., MKE ENPS, XNPS, respectively.
7. To preclude the illogical association of a S/F name with a true date of birth, NCIC does not cross-index S/F names and dates of birth with base record names and dates of birth or supplemental aliases and dates of birth.

2.4 ADDITIONAL GUIDELINES FOR ENTRY

1. The entering agency must account for all fields in the PIF record format. All available data called for in the record format must be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MPI). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a PIF record are located in Section 8 of this chapter.
2. For training and administrative purposes, agencies may enter test records into NCIC by using the header TN01. The test records will not generate any notifications, nor will batch processing be performed in the test system.
3. If a DOB is the only known numerical identifier, it must be a valid Gregorian date (YYYYMMDD) or the entry will be rejected.

4. All numerical identifiers except the OCA and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen is used to separate the first two alphabets from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
5. A record in the PIF may contain a minimum number of personal descriptors, license, and vehicular data because little was known of the individual at the time of entry. This lack of information limits the chance of a hit on the record.

One possible source of additional identification data may be the Interstate Identification Index (III). Thus, an inquiry (MKE/QH) should be made prior to or soon after making the protective interest entry to determine if the criminal history record of the subject is in III. A positive response to this inquiry may reveal not only physical descriptors, identifying numbers, and aliases not known to the inquirer, but also arrest, court, and/or custody-supervision data which might provide investigative leads.

When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity; date of birth; scars, marks, tattoos; photographs; Social Security number; 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.

6. An ORI attempting to enter a record on a person it already has entered will receive a reject message. An entry on the same individual will be accepted providing the originating agencies are different. The agency making the second entry will receive the record already on file at the time the second entry is acknowledged. This notification should lead to some form of communication between the two agencies, as valuable lead information might be available.
7. The entry of invalid and/or unissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error. For example:

ATTENTION: THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.

2.5 MESSAGE FIELD CODE EDITS FOR ENTRY

1. The ORI represents the agency responsible for maintaining the PIF record.

2. PERSONAL DESCRIPTORS

Entry instructions and valid codes for name; sex; race; ethnicity; date of birth; height; weight; eye color; hair color; skin tone; scars, marks, and tattoos; fingerprint classification; miscellaneous number; Social Security number; operator's license number; and caution and medical conditions can be found in the Personal Descriptors, *NCIC Code Manual*. Codes for entering the place of birth and citizenship can be found in State and Country Codes, *NCIC Code Manual*.

3. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

4. LINKAGE DATA (LKI and LKA)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. An agency entering a record which shares the same incident of a record entered by a different ORI and/or OCA can link the records by entering the associated ORI and OCA in the linkage fields (LKI and LKA). The NCIC System will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry. The message will be rejected if the first seven characters of the LKA are the same as the first seven characters of the LKI.

5. DNA DATA (DNA and DLO)

The DNA Field has a default value of N, meaning no DNA data are available. When the user sets the DNA Field to Y, indicating DNA data are available, then specific information regarding the location of the DNA sample must be included in the DLO Field. The DLO Field can include contact information, type of DNA sample, and other information deemed appropriate by the agency. If the DNA Field is set to Y and the DLO is blank, then the record will be rejected.

6. VEHICLE OR LICENSE PLATE DATA

Entry instructions for vehicle and license plate formation 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*.

7. MISCELLANEOUS (MIS) DATA

1. Aliases, nicknames (monikers), vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered in a supplemental record (MKE/ENPI), as illustrated and explained in Section 8 of this chapter, as this procedure increases the chance of a hit on this record. Information in the MIS Field is not searchable.
2. When specific information required for a mandatory field is not available, similar information should be substituted in that field with appropriate comments in the MIS Field.

8. STATE IDENTIFICATION NUMBER (SID)

Guidelines for the entry of additional SIDs as a supplemental record to a Protective Interest 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 PIF record. For online validation, a modification message is also used to validate a record.

3.2 EXAMPLE OF A MODIFICATION MESSAGE

```
1N01HEADER.MPI.MDUSM0123.NAM/SMITH, JOHN J.NIC/K146203706.SOC/375145249.OLY/2014
```

Acknowledgment:

```
1L01HEADER  
MDUSM0123  
MODIFY NAM/SMITH, JOHN J NIC/K146203706
```

The above modification example contains: header (1N01HEADER), message key (MPI), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH JOHN J and NIC/K146203706), the fields being modified, and the data being changed (SOC/375145249 and OLY/2014).

3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION (except fraudulent data)				

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The record to be modified must be identified by NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, followed by the fields to be modified. All fields, other than the HDR, MKE, and ORI, must be preceded by the appropriate MFC and a slash. The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

Section 8 of this chapter contains information on modifying an alias and/or additional identifiers previously appended to a PIF record by means of a supplemental record.

If an entering agency subsequently learns that the person is using one of the S/F identifiers with one of his “true” identifiers, the record must be modified to add the identifier to the appropriate “true” identifier field.

3.6 MODIFICATION TO REMOVE VEHICULAR DATA

1. TO REMOVE ALL VEHICULAR DATA

When all vehicular data from a PIF base record needs to be deleted, a special message field code may be used to remove all vehicular data without identifying each individual field. When the characters LIC-VCO/. are included in the modification transaction, the NCIC System will delete the following fields: LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO.

```
1N01HEADER.MPI.MDUSM0123.NAM/SMITH, JOHN J.NIC/K146203706.  
LIC-VCO/.
```

Acknowledgment:

```
1L01HEADER  
MDUSM0123  
MODIFY NAM/SMITH, JOHN J NIC/K146203706
```

The above modification example to remove all vehicular data from the record contains: header (1N01HEADER), message key (MPI), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH, JOHN J and NIC/K146203706), and the fields being removed (LIC-VCO) immediately followed by slash period (/.).

2. TO REMOVE PART OF VEHICULAR DATA

The special modification message explained above cannot be used to remove less than all of the vehicular data from a PIF base record. For example, if only the four fields of license plate data (LIC, LIS, LIY, LIT) are to be deleted from the record, the usual modification procedure must be followed with each field to be deleted explicitly set forth in the modify message. For example:

```
1N01HEADER.MPI.MDUSM0123.NAM/SMITH, JOHN J.NIC/K146203706.  
LIC/.LIS/.LIY/.LIT/.
```

3.7 VALIDATION GUIDELINES FOR NCIC MODIFICATION

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a PIF record to indicate that the record has been validated. When data are

included in the VLN Field, NCIC places the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

```
1N01HEADER.MPI.MDUSM0123.NAM/SMITH, JOHN J.NIC/K000069216.VLN/JONES, DAVID E
```

Acknowledgment:

```
1L01HEADER  
MDUSM0123  
VALIDATE NAM/SMITH JOHN J NIC/K000069216
```

SECTION 4--CANCELLATION

4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined that the record is invalid or the entering agency determines the subject no longer poses a threat to the protectee.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

```
1N01HEADER.XPI.MDUSM0123.NAM/SMITH, JOHN J.NIC/K146203706.20120423
```

Acknowledgment:

```
1L01HEADER  
MDUSM0123  
CANCEL NAM/SMITH, JOHN J NIC/K146203706
```

The above cancellation example contains: header (1N01HEADER), message key (XPI), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH JOHN J and NIC/K146203706), and date of cancellation (20120423).

When a PIF record is canceled, the entire record, including all data appended to the record by means of a supplemental record entry, is automatically canceled.

4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC

4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

The record to be canceled must be identified by NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC. The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. The cancellation date (without MFC) must follow the two record identifiers and be equal to the current date or the current date minus one.

4.5 ADDITIONAL GUIDELINES FOR CANCELLATION

Benefits and effectiveness data are not applicable to the PIF records.

SECTION 5--INQUIRY

5.1 NCIC INQUIRY PROCESSING

When an agency transmits an NCIC wanted person inquiry (QW, QWA, QWE, QWF, QWS, or ZW), the data in the Protective Interest File will be searched in addition to all other NCIC person files (except the NICS Denied Transaction and Unidentified Person Files). If vehicle identifiers are included in the inquiry, the Article, License Plate, Vehicle, and Vehicle/Boat Part Files will be searched as well. Additional information can be found in the Wanted Person File chapter.

5.2 EXAMPLE OF INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

Wanted Person File Inquiry (QW/ZW)

```
1N01HEADER.QW.WA1230000.NAM/SMITH JOHN J.SEX/M.RAC/W.DOB/19511012.
VIN/ABC123DEF45678901
```

Negative QW/ZW Response

```
1L01HEADER
WA1230000
```

```
NO NCIC WANT DOB/19511012 NAM/SMITH, JOHN J SEX/M RAC/W
NO RECORD VIN/ABC123DEF45678901
***VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
```

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

Positive QW Response

If the record contains ORI/DCSS802Q1, the following response will be returned:

```
1L01HEADER
WA1230000
```

```
WARNING-DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION.
MKE/POTENTIALLY DANGEROUS THREAT TO U.S. SECRET SERVICE PROTECTEE
CMC/05 - VIOLENT TENDENCIES
ORI/DCSS802Q1 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456789 CTZ/JS
SKN/DRK SMT/SC R HND
FPC/121011C0141159TTCI13 MNJ/AS-123456789 SOC/123456789
OLN/11111111 OLS/MD OLY/1999
DTT/20110803 OCA/12345627 SID/DC99999999
MIS/KNOWN TO THREATEN PRESIDENT
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2Y27H5LI00009 VYR/1975
VMA/PONT VMO/VEN VST/2D VCO/BLJ
ORI IS U.S. SECRET SERVICE INTELLIGENCE DIV WASHINGTON 202-406-5731
NIC/K146203706 DTE/20110804 DLJ/20110804
```

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

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

If the record contains ORI/ ++USM++++, the following response will be returned:

1L01HEADER
WA1230000

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

MKE/POTENTIALLY DANGEROUS TO USMS PROTECTEE
CMC/05 - VIOLENT TENDENCIES
ORI/MDJSM0123 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/121011C0141159TTCI13 MNJ/AS-123456789 SOC/123456789
OLN/11111111 OLS/MD OLY/199
DTT/20110803 OCA/123456273 SID/MD99999999
MIS/KNOWN TO THREATEN FEDERAL COURT JUDGE
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2Y2/H5LI00009 VYR/1975
VMA/PONT VMO/VEN VST/2D VCO/BLJ
ORI IS US MARSHALS SERVICE BALTIMORE FIELD OFFICE 301-307-6100
NIC/K146203706 DTE/20110804 DLJ/20110804

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

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

If the record contains any other ORI, the following response will be returned:

1L01HEADER
WA1230000

WARNING-DO NOT ARREST OR DETAIN BASED SOLELY UPON THIS INFORMATION. OBTAIN
IDENTIFYING INFORMATION. IMMEDIATELY CONTACT AGENCY FOR FURTHER INFORMATION.
MKE/POTENTIALLY DANGEROUS TO PROTECTEE

CMC/05 - VIOLENT TENDENCIES
ORI/VASP01000 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456789 CTZ/US
SKN/DRK SMT/SC R HND
FPC/121011C0141159TTCI13 MNJ/AS-123456789 SOC/123456789
OLN/11111111 OLS/MD OLY/1999
DTT/20110803 OCA/123456273 SID/VA99999999
MIS/KNOWN TO THREATEN GOVERNOR
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2Y2/H5LI00009 VYR/1975
VMA/PONT VMO/VEN VST/2D VCO/BLJ
ORI IS VA STATE POLICE ROANOKE OFFICE 703-555-1212
NIC/K146203706 DTE/20110804 DLJ/20110804

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

FOR CRIMINAL JUSTICE PURPOSES.

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

5.3 REQUIREMENTS FOR INQUIRY

1. The capability to query only the Protective Interest File does not exist; however, the same procedures used to search the Wanted Person File will also search the Protective Interest File. Complete details can be found in the Wanted Person File chapter.
2. In a positive response, Wanted Person and Foreign Fugitive File records will appear first, followed by Missing Person, Gang, Known or Suspected Terrorist, Violent Person, National Sex Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, License Plate, Vehicle, Vehicle/Boat Part, and Article File records. .
3. As part of a positive Protective Interest File response, the receiving agency is advised that the person in question cannot be arrested solely upon the basis of the information provided. A caveat at the end of a record response emphasizes to record recipients that the record may be disseminated only to criminal justice agencies for criminal justice purposes.
4. A Protective Interest File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, 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.

5.4 ADDITIONAL GUIDELINES FOR INQUIRY

When only one numeric identifier is used in an inquiry, the response(s) will include the record(s) on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response will include the record(s) on file with that Social Security number, even though there may be other records on file for the same individuals which do not contain that particular number.

Following a positive response to an inquiry with limited personal descriptors, an agency should make a second inquiry using all identifiers contained in the response record(s). The second inquiry should ensure the receipt of all records which could possibly pertain to the person in question.

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

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

5.5 INQUIRY USING VEHICULAR DATA

A QV, ZV, QW, QWA, QWE, QWF, QWS, or ZW inquiry by license plate number or vehicle identification number will retrieve all person files as well as the Protective Interest File in which the vehicle and/or license has been entered. Additionally, such an inquiry will retrieve data from the Vehicle, Vehicle/Boat Part, and License Plate Files. It is not necessary to include a name in this type of inquiry.

5.6 PROCEDURES FOR HANDLING A HIT

When an agency receives a record in response to an NCIC inquiry and (1) the whereabouts of the person inquired upon is known and (2) the person inquired upon appears to be identical with the subject of one or more of the records, the agency must contact the ORI of the record possibly identical with the person in question to confirm the record information prior to taking official action based on the record information.

SECTION 6--LOCATE

There are no locate procedures for the Protective Interest File.

SECTION 7--CLEAR

There are no clear procedures for the Protective Interest File.

SECTION 8--SUPPLEMENTAL RECORD

8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE K	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 CHARACTERISTIC S	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>
IMAGE NCIC NUMBER SET	OPTIONAL SET	IMN ⁴		
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

¹OLN/<OLN>.<OLS>.<OLY>

²LIC/<LIC>.<LIS>.<LIY>.<LIT>

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

⁴IMN/<IMN>.<IMT>

*Base record identifier

8.2 WHEN TO ENTER A SUPPLEMENTAL RECORD

An enter supplemental record is used when additional identifiers, such as an alias or scars, marks, tattoos, and other characteristics etc., need to be added to a protective interest record. The enter supplemental record message may be made only by the agency that entered the protective interest record.

8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY

```
1N01HEADER.ENPI.MDJSM0123.NAM/SMITH, JOHN J.OCA/1234523.
AKA/DEER, JIM.BUCK, ROBERT J.DOB/19521012.19520912.
LIC/ABC123.MD.2015.PC.LIC/123ABC.MD.
2015.PC.VIN/3J57K5D112345.1975.OLDS.CJT.2T.BLJ.
SMT/CAJL L EAR.TAT R ARM
```

Acknowledgment:

```
1L01HEADER
MDJSM0123
SJPP NAM/SMITH, JOHN J OCA/1234523
```

The above supplemental record entry example contains: header (1N01HEADER), message key (ENPI), Originating Agency Identifier (MDJSM0123), two record identifiers (NAM/SMITH, JOHN J and OCA/1234523), and the supplemental data added to the record: two aliases (AKA/DEER, JIM.BUCK, ROBERT J), two dates of birth (DOB/19521012 and 19520912), two sets of license plate data

(LIC/ABC123.MD.2015.PC and LIC/123ABC.MD.2015.PC), one set of vehicle information (VIN/3J57K5D112345.1975.OLDS. CUT.2T.BLU), and two scars, marks, and tattoos (SMT/CAUL L EAR and TAT R ARM).

8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY

The protective interest record to which a supplemental record of alias(es) and/or other additional identifiers is to be added must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

The AKA Field and all other identifying data fields which may be included in a supplemental record with their field codes and the maximum number of aliases and/or other identifiers that may be added to a protective interest record are the following:

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
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known)	VIN	9
Caution and Medical Conditions	CMC	10
Image NCIC Number and Image Type (entered as a set)	IMN	11

Citizenship	CTZ	9
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, etc.; 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, license plate, vehicle, address, or image is likewise counted as one identifier.
2. For example, a record relating to JOHN HARRY DOE might have appended supplemental data consisting of three other names (AKAs), nine dates of birth, five scars, two miscellaneous numbers (e.g., army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession. Entry of these additional data would require several supplemental record entry messages, as all of these additional identifiers could not be included in one supplemental record entry message.

8.7 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY

1. After the protective interest record has been identified, each field included in a supplemental record entry, except those entered as sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data, e.g., AKA/<AKA>.SOC/<SOC>.DOB/<DOB>. The data elements must be separated by a period, and each field must end with a period. Fields that are not part of sets of data may be entered in any order in a supplemental record entry.
2. The OLN, LIC, VIN, and IMN Fields in the supplemental record format are multiple element data fields; i.e., these fields have more than one data element following the field code and slash and are entered as sets, e.g., OLN/<OLN>.<OLS>.<OLY>.
3. Each set of data must be preceded by the appropriate field code followed by a slash. The data elements within a set of data must be entered in sequence after the slash, and each data element must be accounted for.
4. The field in the base record must be filled before any supplemental entry for that same field will be accepted. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the base record does not contain a Social Security number in the SOC Field.

5. All numeric identifiers excluding the OCA and MNU Fields are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA, and a hyphen must be used to separate the two alphabets from the number itself in the MNU Field.
6. The criteria for rejecting duplicate records, as defined in the Introduction section of this chapter, apply to the entry of supplemental information.
7. Personal Descriptors, State and Country Codes, and Vehicular Data Codes, *NCIC Code Manual*, contain appropriate coding of personal identifiers and vehicular data.

8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY

1. ALIAS (AKA)

1. Field code AKA followed by a slash is used to identify an alias. An alias includes any name in which any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, i.e., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.
2. An alias is to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial, if any, space, and suffix indicating seniority, if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the MFC AKA.
3. Aliases and nicknames (monikers) should not be entered in the MIS Field. All additional searchable data should be entered in a supplemental record (MKE/ENPI), as illustrated and explained in Section 8 of this chapter, as this procedure increases the chance of a hit on this record. Information in the MIS Field is not searchable.
4. Further guidelines for the coding of aliases are provided in Personal Descriptors, *NCIC 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/L23452667/7238.VA.2014

In the event more than one operator's license is to be entered at the same time, each set of operator's license data must be preceded by MFC OLN/.

3. LICENSE PLATE SET (LIC)

Field code LIC followed by a slash is used to identify additional license plate data in an entry. This set contains four data elements: LIC, LIS, LIY, and LIT. Elements must be entered in the order listed in the format and must be separated by a period. For example:

LIC/CBA321.MD.2014.TK

In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data must be preceded by MFC LIC/.

4. VEHICULAR DATA SET (VIN)

1. Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This field contains six data elements: VIN, VYR, VMA, VMO, VST, and VCO.
2. The VIN, VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods and each element must be accounted for. For example:

VIN/1L69X6J023456.1976.CHEV.IMP.4D.BLK.

Or

VIN/1D37Q6R001225.1976.CHEV..2D..

3. In the event data related to other vehicles are entered at the same time, each set of vehicular data must be preceded by MFC VIN/.

5. ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

The MFCs followed by a slash are used to identify additional data to be included in a supplemental record, i.e., DOB/, SMT/, MNU/, and SOC/. Multiples can be entered without repeating the MFC and separated only by periods. For example, an entry might include:

DOB/195/0102.19550823.SMT/SC L CHK. POCKMARKS.MNU/AF-2252333.SOC/3030553/8

When identifying data are entered in a supplemental record, the corresponding fields in the corresponding base record must be filled.

8.9 MODIFICATION OF ALIAS(ES) AND/OR OTHER IDENTIFIERS IN A SUPPLEMENTAL RECORD

1. No one-step procedure is available to modify an alias or other identifier in a supplemental record to a protective interest record.

2. To modify (change) an alias or other identifier in a supplemental record, the incorrect alias or other identifier must be canceled and reentered.

8.10 EXAMPLE OF A SUPPLEMENTAL RECORD ALIAS AND OTHER IDENTIFIERS CANCELLATION

```
1N01HEADER.XNPI.MDUSM0123.NAM/SMITH, JOHN J.NIC/K146203706.AKA/BUCK, ROBERT  
J.DOB/19520912.LIC/ABC654.MD.2013.PC
```

Acknowledgment:

```
1L01HEADER  
MDUSM0123  
CANCEL SUPP NAM/SMITH, JOHN J NIC/K146203706  
AKA/BUCK, ROBERT J  
DOB/19520912  
LIC/ABC654.MD.2013.PC
```

This example of a cancellation of an alias and other additional identifiers in a supplemental record contains: header (1N01HEADER), message key (XNPI), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH, JOHN J and NIC/K146203706), and data to be canceled (AKA/BUCK, ROBERT J), (DOB/19520912), and (LIC/ABC654.MD.2013.PC).

8.11 IDENTIFICATION OF A RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS

When canceling an alias(es) and/or other additional identifiers contained in a supplemental record, the protective interest record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The supplemental data to be canceled, with each field preceded by the proper MFC, are then entered.

8.12 NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE

A maximum of nine identifiers of various kinds may be canceled in one message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA, DOB, SMT, MNU, CTZ, 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; 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. Each set of operator's license or license plate data (multiple data element fields) must be preceded by OLN/ or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicular data, only the VIN and VMA are required following VIN/, with a period to account for the intervening VYR. For example:

VIN/1L69X6J023456...CHEV

This transaction would result in deletion of the entire VIN set.

3. When a Protective Interest File record is canceled, its entire supplemental record is automatically canceled.

SECTION 9--SUPPLEMENTAL STOLEN/FRAUDULENT RECORD

9.1 MESSAGE FIELD CODES FOR FRAUDULENT DATA ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC

ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME*	OPTIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN ¹		

*Stolen/fraudulent name

¹OLN/<OLN>.<OLS>.<OLY>

9.2 ENTRY OR CANCELLATION OF SUPPLEMENTAL STOLEN/FRAUDULENT RECORD

A supplemental stolen/fraudulent (S/F) identifier record may be appended to or removed from a base record only by the agency that entered the base record.

9.3 EXAMPLE OF A SUPPLEMENTAL S/F RECORD ENTRY/CANCELLATION

Following is an example of a supplemental S/F identifier record entry message. This example is appending two S/F names, three dates of birth, two Social Security numbers:

```
1N01HEADER.ENPS.MDJSM0123.NAM/JONES,RANDY.NIC/K146203706.
NAM/BROOKS,PETER.SMITH,THOMAS.DOB/19711203.19730123.19751002.SOC/123456789.7777
7777.
```

Acknowledgment:

```
1L01HEADER
MDJSM0123
```


S/F SUPP NAM/JONES, RANDY NIC/K146203/06

Following is an example of a supplemental S/F identifier record cancellation message. This example is removing two S/F dates of birth, one Social Security number, and one operator's license number:

1N01HEADER.XNPS.MDJSM0123.JONES, RANDY.OCA/9015243.DOB/19451231.
19460101.SOC/123456789.OLN/98/65432.DC.2013

Acknowledgment:

1L01HEADER
MDJSM0123
CANCEL S/F SUPP NAM/JONES, RANDY OCA/9015243
S/F DOB/19451231
S/F DOB/19460101
S/F SOC/123456789
S/F OLN/98/65432.DC.2013

9.4 IDENTIFICATION OF A RECORD FOR S/F RECORD ENTRY/CANCELLATION

The base record to which a supplemental S/F identifier record is being added or canceled must be identified by either the NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used to identify the base record must be entered with the exact spelling and spacing as shown in the base record on file.

9.5 NUMBER OF ADDITIONAL FIELDS IN A SUPPLEMENTAL S/F RECORD

The identifiers which may be included in a supplemental S/F identifier record entry or cancel message with their message field codes and the maximum number that may be appended to a base record are the following:

Field	Field Code	Maximum Number Permitted
Stolen/Fraudulent Name	NAM	99
Stolen/Fraudulent Date of Birth	DOB	9
Stolen/Fraudulent Miscellaneous Identifying Number	MNU	9
Stolen/Fraudulent Social Security Number	SOC	9
Stolen/Fraudulent Operator's License Number, Operator's License State, and Operator's License Year of Expiration	OLN	9

9.6 ADDITIONAL GUIDELINES FOR A SUPPLEMENTAL S/F RECORD

1. A maximum of nine additional identifiers of various kinds may be entered or canceled in one supplemental record message. Additional messages are required if more identifiers are to be entered. Each S/F NAM, DOB, SOC, and MNU is counted as one identifier. Each set of data relating to an OLN (i.e., OLN, OLS, and OLY) is counted as one identifier.
2. The S/F identifiers being entered or canceled follow the two base record identifiers. Each type of identifier included in a supplemental S/F record entry or cancellation, except the operator's license field, must be identified by the proper MFC followed by a slash and the identifier(s).

Multiple identifiers may be entered following the MFC. The identifiers must be separated by a period, and each field must end with a period. All fields except the operator's license field may be entered in any order in a supplemental record entry. For example, two SOC's and two DOBs contained in an entry or cancel transaction might appear as follows:

SOC/123456789.98/654321.DOB/19/10101.19/11231

3. The OLN is a set (multiple data element fields). Each OLN must be preceded by the MFC OLN and a slash (/). The OLS and OLY must immediately follow the OLN and are entered without a MFC. For example, two OLN's might appear as follows in an entry or cancellation transaction:

OLN/18273645.DC.2013.OLN/VA192837465.VA.2012

9.7 MODIFICATION OF AN S/F IDENTIFIER RECORD

Supplemental S/F identifier records cannot be modified. To change an existing identifier, the entering agency must cancel it using the supplemental S/F identifier record cancellation message (MKE/XNPS). The correct information can then be reentered using the supplemental S/F identifier record entry message (MKE/ENPS).

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SECTION 1--INTRODUCTION

1.1 DEFINITION

For NCIC purposes, securities are identified as currency, e.g., Federal Reserve Notes, Silver Certificates, U. S. Notes, Canadian Notes, and other foreign currency, etc.; those documents or certificates that are generally considered to be evidence of debt (Treasury-issued bills, bonds, and notes; municipal and corporate bonds; debentures; other nonpersonal notes; etc.) or ownership of property (common or preferred stock); excluding vehicle and boat ownership documents; documents which represent subscription rights (stock warrants, stock rights); other types traded in securities exchanges in the United States, except for commodities futures; postal and other types of money orders; traveler's checks; warehouse receipts; savings certificates; and interest coupons on stocks and bonds.



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1.2 CRITERIA FOR ENTRY

Serially-numbered identifiable securities that have been stolen, embezzled, used for ransom, or counterfeited may be entered into the file if a theft report has been made.

Agencies must have a theft report (electronic or hard copy) on file to support a securities entry. Only the agency holding the theft report and having primary jurisdiction over the place of actual theft may make an NCIC entry. The only exception occurs when the agency has no telecommunications equipment. In such instances, any criminal justice agency or regional dispatch center may act as holder of the record. When such an entry is made, the agency holding the record may place its own Originating Agency Identifier (ORI) in the ORI Field only when there is a written agreement between the two agencies which delineates the legal responsibility for the record. Additional information concerning these responsibilities can be found in the Introduction of this manual.

1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	ES	STOLEN SECURITY
	ESS	STOLEN SECURITIES
Modify	MS	
	MSS	
Cancel	XS	
	XSS	
Inquiry	QS	

	ZS	
Batched Inquiry	QSB	
Locate	LS	LOCATED SECURITY
	LSS	LOCATED SECURITIES
Clear	CS	
	CSS	

1.4 RECORD RETENTION PERIOD

1. Records for ransom securities have unlimited retention. Stolen, embezzled, or counterfeited securities records, except traveler's checks and money orders, are retained in the NCIC Securities File for the balance of the year entered plus an additional . Traveler's checks and money orders are retained in file for the balance of the year entered plus . For example, a securities record entered in record would be retired on .
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 a record is located, it 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 AND EDITS

Code	Field	Edits
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DEN	Denomination	Must be one to nine characters, WR, or BLANK. If numerics are used, may include a hyphen. The first character may not be zero.
		If type (TYP) is Bank of Canada (BC), DEN must be 1, 2, 5, 10, 20, 50, 100, 500, or 1000.
		If TYP is Treasury Bill (BL), DEN must be 1000, 5000, 10000, over 10000 in multiples of 5000 up to 1000000.

		If TYP is Federal Reserve Bank Note (FB), DEN must be 1, 2, 5, 10, 20, 50, or 100.
		If TYP is Federal Reserve Note (FR), and the Security Date (SDT) is 1969 and greater, the DEN cannot be 500, 1000, 5000, or 10000.
		If TYP is FR, DEN must be 1, 2, 5, 10, 20, 50, 100, 500, 1000, 5000, or 10000.
		If TYP is FR and the SDT is 1976, DEN must be 2.
		If TYP is Gold Certificate (GC), DEN must be 10, 20, 50, 100, 500, 1000, 5000, 10000, or 100000.
		If TYP is National Bank Note (NB), DEN must be 5, 10, 20, 50, or 100.
		If TYP is U.S. Individual Retirement Bond (RB), DEN must be 50, 100, 500, or 1000.
		If TYP is U.S. Savings Bond (SB), DEN must be 10, 25, 50, 75, 100, 200, 500, 1000, 5000, 10000, or 100000.
		If TYP is Silver Certificate (SC), DEN must be 1, 2, 5, 10, 20, 50, 100, 500, or 1000.
		If TYP is U.S. Savings Note (SN), DEN must be 25, 50, 75, or 100.
		If TYP is Treasury Bond (TB), DEN must be 500, 1000, 5000, 10000, 100000, or 1000000.
		If TYP is Treasury Certificate of Indebtedness (TD), or Treasury Note (TN), DEN must be 1000, 5000, 10000, 100000, or 1000000.
		If TYP is U.S. Note (UN), DEN must be 1, 2, 5, 10, 20, 50, 100, 500, 1000, 5000, or 10000.
		When the RMI Field contains the value C , edits on DEN Field do not apply.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD) and cannot be greater than the current date.
ISS	Issuer	May include hyphen and no more than one space between combinations of alphabetic and/or numeric characters.
		If TYP is BL, FB, FR, GC, NB, RB, SB, SC, SN, TB, TD, TN, or UN, then ISS must be US TREASURY.
		If TYP is BC, ISS must be CANADA.
		When the RMI Field contains the value C , edits on ISS Field do not apply.

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	Free text.
MKE	Message Key	Must be a valid message key.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (S in the Security File) followed by nine numeric characters automatically assigned by NCIC 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. NOA Field will default to N if left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating stolen security. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
NPF	Number of Missing Persons Found	First three characters must be numeric. Fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in NCIC. 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 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.
OWN	Owner	May contain one comma and/or one or more special characters.
		If TYP is BC, FB, FR, GC, NB, SC, or UN, then OWN must be BEARER.
		When the RMI Field contains a value of C, edits on OWN do not apply.
RCA	Recovering Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the RCA cannot equal the first seven characters of the RRI. The only valid special character is the hyphen.

RMI	Ransom Money Indicator	Must be one of the following codes: R (Ransom), C (Counterfeit), or B (Bait money).
RPP	Reason for Property Record Removal	Must be a valid NCIC 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.
SDT	Security Date	Consists of alphabetic or numeric characters.
		If TYP equals BC, FB, FR, GC, NB, SC, or UN, the SDT is a mandatory field.
		If SDT contains data, there must be: 1) the word BLANK; 2) a maturity date format consisting of the alphabetic M followed by a valid Gregorian date (MYYYMMDD); 3) an issue date format consisting of the alphabetic P followed by a valid Gregorian date (PYYYYMMDD); or 4) a series year consisting of four numeric characters with an optional fifth character (YYYY, YYYYA). The leftmost two characters must be 19 (i.e., 19YY) or 20.
		If the TYP equals FR, the data must be equal to 1928, 1928A, 1928B, 1928C, 1934, 1934A, 1934B, 1934C, 1934D, 1950, 1950A, 1950B, 1950C, 1950D, 1950E, 1963, 1963A, 1963B, 1969A, 1969B, 1969C, 1969D, 1974, 1976, 1977, 1977A, 1981, 1981A, 1985, 1988, 1988A, 1990, 1993, 1995, 1996, 1999, 2001, or greater.
		If the TYP equals GC, SC, UN, or NB, the data must be in the series year format
		If the TYP equals FR and the DEN equals 2, the SDT must be 1976, 1995, 1999, 2003.
		If the RMI Field contains C , the edits on SDT do not apply.
SER	Serial Number	If MKE is ES, must be 1 to 18 alphabetic and/or numeric characters; must not be single zero only, run of zeros only, single alphabets only, or run of alphabets only.

		If MKE is ESS, a single hyphen must separate the two numbers designating the lowest and highest serial numbers of the sequence; the two numbers must contain an equal number of characters not exceeding 18 in each number. A group record cannot include more than 100 consecutive serial numbers. Alphabetic characters only cannot be used. Any alphabetic(s) and its position must be constant in any two numbers used to denote a sequence. Rightmost numerics must establish consecutive sequence.
		Cannot be entered as a group record when serial numbers end in alpha O.
		If TYP is FR, SER must be minimum of nine or a maximum of ten characters unless SDT equals 1999 or 2001 or greater up through the current year. The first character shall be alphabetic A through L, and positions two through nine shall be numeric. If the SER is ten characters, the tenth position (suffix) must be an alphabetic A through N or P through Z or * (asterisk). If the TYP is FR and SER is nine characters, the MIS Field must contain ASTERISK SER as the first 12 characters. If the SDT equals 1999 or 2001 or greater up through the current year and TYP is FR and DEN is 5, 10, 20, 50, or 100, the SER must be eleven characters with the first two characters always being alphabetic A through N or P through Z. If the SDT is any year and TYP is FR and DEN is 1 or 2, the SER shall allow an * (asterisk) in the tenth position. If SDT is any year and TYP is FR and DEN is 5, 10, 20, 50, or 100, the SER shall allow an * (asterisk) as the last position for a SER that is 10 or 11 characters. The * (asterisk) is the only special character allowed.
		For TYP SB the following apply:

		If DEN is: 10 25 50 75 100 200 500 1000 5000 10000 100000	First character or SER must be: X Q L K C R D M V X W
		In each case, the last character of the SER must be A, B, C, D, E, F, G, H, J, or K.	
		For TYP SB the following apply:	
		If last character is: E EE H HH	SER must be: 3-12 characters 4-12 characters 3-10 characters 4-11 characters
		Single zeros only, run of zeros only, single alphabetic only, or run alphabetic only will be prohibited.	
		For TYP SN the following apply:	
		If DEN is: 25 50 75 100	First character of SER must be: Q L K C
		When TYP code is PM, the SER must have ten characters.	
		When the RMI Field equals C, edits on SER do not apply.	

SOC	Social Security Number	If TYP is BC, FB, FR, GC, NB, SC, or UN, then SOC must be blank. Must not be less than 001010001 or have a value of 9 in the first position or have a value of 00 in the fourth and fifth position. Invalid and/or nonissue numbers are accepted but cause a SOC attention message. More information available in Personal Descriptors, <i>NCIC Code Manual</i> .
TYP	Type	Must be a valid NCIC -assigned code as listed in Securities 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 security identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating the stolen security identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating stolen securities which are identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

1.7 CRITERIA FOR REJECTING DUPLICATE RECORDS

If data in the TYP, SER, DEN, OCA, and ORI Fields of a stolen security entry message are the same as those field codes of a record already on file in NCIC , the second entry will be rejected with the message REJECT ON FILE. Whenever the message REJECT ON FILE is sent, the record on file will also be transmitted.

A duplicate record will be accepted if the ORI or the OCA in the second entry is different. If accepted, the first entry (record on file) will be furnished.

1.8 INVESTIGATIVE INTEREST

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC.

SECTION 2--ENTRY

2.1 EXAMPLE OF A SINGLE SECURITY RECORD ENTRY

1N01HEADER.ES.MD1012600.SB.D83907078E.500.USTREASURY.MASON, JOHN
HENRY.505038888.P19950601.19961205.123456789...STOLEN DURING BURGLARY WITH OTHER
ITEMS.NIC/7452123.Y

Acknowledgment:

1L01HEADER
MD1012600
NIC/SL78628481 SER/D83907078E
OCA/123456789

2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
TYPE	MANDATORY	TYP	2-2	ALPHABETIC
SERIAL NUMBER	MANDATORY	SER	1- 18	ALPHABETIC, NUMERIC
DENOMINATION	MANDATORY	DEN	1- 9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ISSUER	MANDATORY	ISS	1-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER	MANDATORY	OWN	1- 40	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9- 9	NUMERIC
SECURITY DATE	CONDITIONAL	SDT	4-9	ALPHABETIC, NUMERIC
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC

ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	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
RANSOM MONEY INDICATOR	OPTIONAL	RMI	1-1	ALPHABETIC

2.3 MANDATORY FIELDS FOR ENTRY

1. U.S. AND CANADIAN CURRENCY ENTRY

The following fields are mandatory to cause acceptance of an entry for U.S. and Canadian currency into NCIC: HDR, MKE, ORI, TYP, SER, DEN, ISS, OWN, SDT, DOT, and OCA. The entry will be rejected if one of the mandatory fields is left blank.

2. SECURITY ENTRY FOR OTHER THAN U.S. AND CANADIAN CURRENCY

The following fields are mandatory to cause acceptance of securities other than U.S. and Canadian currency into NCIC: HDR, MKE, ORI, TYP, SER, DEN, ISS, OWN, DOT, and OCA.

2.4 ADDITIONAL GUIDELINES FOR ENTRY

1. The agency entering the record must account for all fields in the Securities File record. All available data called for by the record format must be entered when the original entry is made. Missing data obtained at a later time should be promptly added through the use of a modification message (MKE/MS).
2. For training and administrative purposes, agencies may enter test records into NCIC by using the header TN01. The test records will not generate any notifications nor will batch processing be performed in the test system.

3. A person whose U.S. Savings Bond(s) has been stolen should file a claim with the Bureau of Public Debt. The claim may be made by informal letter and should include the following data if available: 1) the name that appears as the first owner, 2) the Social Security number of the first owner, 3) the address of the first owner, 4) the denomination, and 5) the serial number. Information concerning a stolen bond which is needed for entry into NCIC may also be obtained from the Bureau of Public Debt. Letters should be addressed to: Bureau of Public Debt, 200 3rd Street, Parkersburg, West Virginia 26101.
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.

2.5 MESSAGE FIELD EDITS FOR ENTRY

1. TYPE (TYP) FIELD

The code for each type of security is composed of two alphabetic characters as listed in Security Data Codes, NCIC Code Manual.

To ensure accurate retrieval of information entered in the Securities File, the TYP code which most precisely describes the item being entered must be used. General codes, such as BD (bond), MO (money order), and NT (note), are appropriate for those securities which cannot be described more specifically.

2. SERIAL NUMBER (SER) DATA

The serial number must be a unique number identifying the stolen or embezzled security. If a serial number is represented by one character(s) over another character(s) (AA/B, AA) the numerator must be entered first immediately followed by the denominator (e.g., AAB.B).

1. Serial numbers composed of alphabetic, numerics, or a combination thereof must be entered omitting spaces, hyphens, commas, and symbols. For example, U.S. Savings Bond serial numbers begin with an alphabetic character and end with either one or two alphabetic characters. All of the alphabetics should be included in the SER. If the serial number exceeds 18 characters, the rightmost 18 characters must be entered in the SER Field, and the complete serial number must be entered in the MIS Field.
2. When the TYP code is PM for the U.S. Postal Money Orders, the SER Field must contain the first 10 digits of the serial number. The complete serial number should be included in the MIS Field. U.S. Postal Money Order serial numbers consist of 11 digits, with the 11th digit designated as a check digit. The 11th digit is calculated using the remainder of the sum of the first 10 digits divided by 9.

3. When an asterisk is an integral part of a serial number, as in some U.S. currency, it is not included in the SER; rather, the comment ASTERISK SER must be placed as the first two words in the MIS Field designating the asterisk as part of the serial number.
4. Any number typed on the certificate following the name of the owner is not to be entered as a serial number. If the number typed after the name of the owner is the owner's Social Security number, it must be included in the SOC.

3. DENOMINATION (DEN) FIELD

1. The amount of money represented by a security as indicated thereon is to be placed in the DEN. An amount which does not include a fraction of a dollar should be entered omitting the cents position; e.g., a money order for \$37.00 would be entered as 37. When the amount includes a fraction of a dollar, a hyphen should be used in place of a decimal; e.g., a money order for \$35.75 would be entered as 35-75.
2. The denomination of money orders stolen or embezzled before they were issued by an appropriate authority and before amounts were indicated thereon should be entered as BLANK to indicate that the amount to be paid was not stated on the money order.
3. For the denomination of a stock certificate, the number of shares represented by the certificate should be entered. The par value (face value at the time the stock was issued) must not be entered in the DEN Field. The word BLANK should be entered in the DEN Field if the number of shares represented by the certificate is not included thereon.
4. Concerning rights and warrants, the number of new securities the owner is entitled to purchase as stated in the document should be entered in the DEN. When the number includes a fraction represented with a numerator and a denominator, a hyphen should be used to represent the slash; e.g., $4 \frac{3}{8}$ would be shown as 4 3-8. When the number includes a fraction represented as a decimal, a hyphen should be used in place of the decimal point; e.g., 4.75 would be entered as 4-75.
5. Since warehouse receipts do not represent a value and may be issued for numerous types of warehouse items, the alphabetic characters WR are to be entered in the DEN.
6. Commas, periods, decimal points, or dollar signs may not be placed in the DEN. Denomination should always be entered in numerical form except where entry of the word BLANK or the alphabetic characters WR is appropriate. The following are examples of entries in the DEN:

\$5 Federal Reserve Note	5
\$17.50 money order	17-50
100 shares stock certificate	100
\$1,000 Bond	1000
Money order stolen prior to issue	BLANK

Warehouse receipt	WR
Warrant representing right to purchase four shares of stock	4

4. ISSUER (ISS) FIELD

The name of the company, agency, or organization printed on the security is to be placed in the ISS Field even if the security was stolen or embezzled before it was appropriately prepared or issued by an authorized person.

1. Government Obligations

The U.S. Treasury, issuer of currency and other Treasury obligations (Treasury Bills, Bonds, and Notes; Treasury Certificates of Indebtedness; U.S. Individual Retirement Bonds; U.S. Retirement Plan Bonds; U.S. Savings Bonds; and U.S. Savings Notes), must be shown as US TREASURY. (The name of the bank or corporation which may have circulated the document as an agent of the U.S. Government should be disregarded.)

Securities issued by other agencies of the U.S. Government should show the full name or a generally accepted abbreviation for that agency. Canadian currency, issued by the Bank of Canada, must be shown as CANADA.

2. Corporate Obligations

The name of the state or a province in a corporate name which sets the name of the corporation apart from other corporations having similar names should be included where feasible; for example, Standard Oil Company (New Jersey), Standard Oil Company (Ohio), Standard Oil Company of California. State and province abbreviations are found in State and Country Data Codes, *NCIC Code Manual*.

Commas and periods should not be used. Parentheses should be replaced with hyphens if punctuation is necessary. Initials may be included but without periods. If initials constitute the full name, the name should be written without intervening spaces or periods.

3. Abbreviation Guidelines

When the issuer's name contains more than 15 characters, the name should be abbreviated to 15 characters. Abbreviations used in the financial pages of newspapers are acceptable and will serve as useful guidelines. In abbreviating words, generally accepted abbreviations or contractions should be used when feasible. In circumstances which involve names consisting of a large number of separate words, it may be desirable for purpose of recognition to utilize several letters of key words. To conserve space, words such as "and," "Assoc.," "Association," "at," "Co.," "Company," "Corp.," "Corporation," "of," "or," etc., should not be included.

If the abbreviation does not sufficiently identify the issuer, the full name or more substantial abbreviation should be included in the MIS Field.

5. OWNER (OWN) FIELD

1. The full name of the owner appearing on the face of the security is to be included if space in this field permits.
2. The word BLANK should be entered when the security was stolen or embezzled before the appropriate space provided for name of owner was filled.
3. Individual names must be entered as mandatory surname; mandatory comma; space (optional); mandatory first name or initial; space (to be included only if middle name or initial will follow); middle name(s) or initial(s) if any; mandatory space after each middle name or initial except last one; and suffix denoting seniority (Jr., III, etc.) if any.

Incorrect placement or omission of the comma will result in a negative response to inquiries on the name. If more than one comma is used when entering the name, the message will be rejected.

4. Institutional Owner

If the owner is not a person but a company, bank, brokerage house, etc., the full name must be entered in the same order as it appears on the documents; however, the following words and symbols should not be included:

and	Corporation	Limited	&	()
Co.	Inc.	of	'	/
Company	Incorporated	S.A.	.	(other symbols)
Corp.	Ltd.	the	-	

If the owner's name exceeds the allotted 40 characters, the name should be written out to the maximum extent possible. This may result in eliminating a part of a word or several words. For example, First National Bank of San Gregorio, California, would be entered as FIRST NATIONAL BANK SAN GREGORIO CALIFOR; Bank of America National Trust and Savings Association would be entered as BANK AMERICA NATIONAL TRUST SAVING ASSO.

5. Bearer as Owner

The word BEARER must be entered for all types of currency—Bank of Canada (Canadian Notes), Federal Reserve Bank Notes, Federal Reserve Notes, Gold Certificates, National Bank Notes, Silver Certificates, and U.S. Notes.

BEARER must also be entered in the OWN Field when the name of owner is not set out on the face of the security because the security was not designed to include a specific owner's name or when the security contains the words "Payable to Bearer."

6. Co-Owners

When co-owners are listed on the security, only the name of the first person is to be listed even if deceased. Title(s) such as Mr., Mr. or Mrs., Mr. and Mrs., Dr., Dr. or Mrs., Dr. and Mrs., etc., are not to be included except when it is necessary to differentiate a wife's identity from that of her husband. In such a case, the title Mrs. would be included, e.g., SWANSON, ROBERT D MRS.

The name of a person (or organization) identified as beneficiary or to whom security is payable on death (P.O.D.) should be disregarded.

7. Traveler's Check

The name of the person or company holding a traveler's check at the time of theft or embezzlement should be entered in the OWN Field even though this information is not indicated on the face of the document. When the purchaser of the traveler's check had cashed it or used it to make a purchase, the name appearing on the traveler's check should be included in the MIS Field to assist in its identification.

8. Money Order

The person in possession of a money order at the time of theft or embezzlement should be identified as the owner even though his/her name does not appear on the document. This situation would occur when the purchaser of a money order had filled in the payee line but had not turned the money order over to the person or company to whom payment was to be made. In this instance, the name of the payee should be placed in the MIS Field to further identify the money order.

6. SOCIAL SECURITY NUMBER (SOC) FIELD

1. If the name of the owner appears on the security, the Social Security number of the owner should be entered in the SOC Field. If the Social Security number does not appear on the security, the number should be obtained from the owner and entered.
2. When co-owners are listed on the security, the SOC of the first person listed is preferred if available.
3. When the owner of the security is not a person but is a corporation, foundation, etc., no entry should be made in the SOC Field.
4. Entries of U.S. Savings Bonds and U.S. Savings Notes should include the Social Security number if available. Each U.S. Savings Bond issued after December 1973 is

required by law to have the Social Security number of the first-named owner printed on the face of the bond.

5. If the security does not list the name of the owner (e.g., a bearer bond or currency) or the security was stolen before it had been executed by an appropriate authority, no entry should be made in the SOC Field.
6. Upon entry of invalid and/or non-issued social security numbers, a caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error. This caveat will be generated each time such a number is entered, modified, or queried:

ATTENTION: THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.

7. SECURITY DATE (SDT) FIELD

1. Currency

1. In entering currency, the series year (four numeric characters and any alphabetic character suffix) must be included in the SDT. (SDT edits are presented in Section 1 of this chapter.) The series year is found on the face of U.S. currency following the word SERIES. For example: SERIES 1993 would be entered as 1993.
2. For Bank of Canada Notes (currency), the year which follows the word OTTAWA (centered immediately under the black bar on which is written BANK OF CANADA-BANQUE DU CANADA) is to be entered.
3. The alphabetic character M or P is not to be prefixed to the series year of U.S. currency or Canadian notes. They are used only when the maturity or issue date is entered.

2. Securities Other Than Currency

1. Securities such as bonds, debentures, notes, and other certificates acknowledging debt usually set out a specific date (maturity date) when they become payable to the owner. Maturity date is to be entered in the SDT when it appears on the security.
2. Certain securities such as stock certificates represent shares of ownership in a corporation and as such have no maturity date. Others, such as traveler's checks, are documents that can be cashed if appropriately signed or endorsed. For such securities, the date prepared or issued should be entered as issue date.
3. When maturity date appears, the date entered in the SDT should be preceded by the alphabetic character M; e.g., M19990112 for the maturity date January 12, 1999. When issue date appears, the date entered should be preceded by the

alphabetic character P; e.g., P19950513 for the issue date May 13, 1995.

4. The issue date of each U.S. Savings Bond appears in the upper right-hand corner on the face side. The issue day is always the first day of the month in which the bond was issued. The month and year of issue follow the wording, "Issue date which is the first day of ____." When the issue date is entered in the SDT, it must be preceded by the alphabetic P; e.g., P19961201.
5. If a money order was stolen before it was issued and no issue date appears thereon, the word BLANK is to be entered in the SDT. An agency inquiring upon a recovered money order with a date of issue may retrieve a record for a money order with the same serial number that contains the word BLANK in the SDT. In this case, the inquiring agency can assume that the date of issue was added by an unauthorized individual.

8. MISCELLANEOUS (MIS) FIELD

1. Counterfeit U.S. Currency

1. When counterfeit U.S. currency is entered, they should be entered in the MIS Field.

b7E

2.

b7E

3.

2. Counterfeit Bank of Canada Notes

1.

b7E

2.

3.

A large rectangular box with a black border, used for redacting information.

b7E

4.

A large rectangular box with a black border, used for redacting information.

b7E

9. ADDITIONAL DESCRIPTORS

1. Significant information not called for by specific fields in the Securities File format should be entered in MIS Field. Additional information should be entered in the MIS Field when it would be helpful to an inquiring agency for positive identification (e.g., other securities taken during same robbery not recovered) or would more fully describe the securities being entered. For example, a large corporation may issue many kinds of securities which are not identical but are similar in many respects. In such instances, descriptive terms such as "convertible," "cumulative," "series A," "sinking fund," "senior," or "collateral trust" would be of assistance to the inquiring agency in assuring positive identification. Necessary descriptive terms ordinarily appear prominently on securities.
2. The originating agency may wish to enter the city or location of the theft, the identity of the agency or branch office from which the security was taken, or the nature of the offense.
3. Bait money (prerecorded currency) is Federal Reserve Notes that have been marked to identify stolen money as evidence against a robber. The RMI Field should contain a value of B for Bait Money.
4. Interest which is written as dollar amount or as decimal rate should be entered by substituting a hyphen for the decimal point and omitting the percent sign; for example, 4.75 percent would be entered 4-75 INT; \$4.25 would be entered 4-25 INT; and \$4.00 would be entered 4 INT.

10. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

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 security 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.

13. RANSOM MONEY INDICATOR (RMI)

The RMI Field can have the value of B (Bait Money), C (Counterfeit), or R (Ransom). The entry of one of these codes in the RMI Field will result in a code translation following the message key translation in a hit response. The entry of R in the RMI Field also results in the unlimited retention of the record. The entry of C in the RMI Field will cause the edits on the SER, DEN, ISS, OWN, and SDT to be bypassed.

SECTION 3--MODIFICATION

3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in a securities record. A securities record cannot be modified if the record is in a located status (MKE/LOCATED SECURITY).

3.2 EXAMPLE OF A SINGLE SECURITY MODIFICATION MESSAGE

1N01HEADER.MS.MD1012600.NIC/S178628481.OCA/123456789.SER/D83907068.RMI/C

Acknowledgment:

1L01HEADER
MD1012600
MODIFY NIC/S178628481

The above modification example contains: header (1N01HEADER), message key (MS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/S178628481 and OCA/123456789), the field being modified, and the modification (SER/D83907068 and RMI/C).

3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-18	ALPHABETIC, NUMERIC,
ORIGINATING AGENCY CASE NUMBER	MANDATORY	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

Record to be modified must be identified by NIC and OCA, in that order, or SER and OCA, in that order, preceded by the proper MFC.

3.5 VALIDATION GUIDELINES FOR NCIC MODIFICATION

For NCIC validation, a Name of Validator (VLN) may be added to the Name of Validator (VLN) Field of a securities record to indicate that the record has been validated. When data are entered into the VLN Field, NCIC stores the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modification message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

```
1N01HEADER.MS.MD1012600.NIC/S1234235344.OCA/12324342325.VLN/JONES, DAVID E
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
VALIDATE NIC/S1234235344 OCA/12324342325
```

SECTION 4--CANCELLATION

4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined that the record is invalid; for example, a record is determined to be the result of a theft report which proves to be fictitious or false.

4.2 EXAMPLE OF A SINGLE SECURITY RECORD CANCELLATION MESSAGE

```
1N01HEADER.XS.MD1012600.NIC/S178628379.OCA/123425332.19991205.  
CASE DROPPED
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
CANCEL NIC/S178628379
```

The above cancellation example contains: header (1N01HEADER), message key (XS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/S178628379 and OCA/123425332), date of cancellation (19991205), and reason for property record removal (CASE DROPPED).

4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-18	ALPHABETIC, NUMERIC,
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
DATE OF CANCEL	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 record to be canceled must be identified by NIC and OCA, in that order, or SER and OCA, in that order, with each data element preceded by the proper MFC. Date of cancellation (DOC) must follow the two record identifiers. DOC must be the current date or the current date minus one.

4.5 ADDITIONAL GUIDELINE FOR NCIC CANCELLATION

When a record is canceled in an NCIC format, the user is expected to enter the Reason for Property Record Removal (RPP). The RPP Field is entered directly after the DOC Field. For a cancellation transaction, the RPP value will be either CASE DROPPED or NOT STOLEN.

SECTION 5--INQUIRY OF A SINGLE SECURITY RECORD

5.1 EXAMPLE OF AN INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

An inquiry on a security gives access to single as well as group records in the Securities File.

1N01HEADER.QS.WA1230000.TYP/BD.SER/D30232.DEN/1000.ISS/CON EDISON

Negative Response:

1L01HEADER
WA1230000
NO RECORD SER/D30232 TYP/BD DEN/1000

Positive Response:

1L01HEADER
WA1230000

MKE/STOLEN SECURITY
ORI/MD1012600 TYP/BD SER/D30232 DEN/1000 ISS/CON EDISON
OWN/POWELL, JOSEPH SDT/M199/1004 DOT/19981205
OCA/12343432
NIC/S178628175 DTE/19981205 0000 EST DLJ/19990801 0000 EDT
ORI IS ANY CITY PD MD 301 555-1212
IMMED CONFIRM RECORD WITH ORI

5.2 MESSAGE FIELD CODES FOR INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
TYPE	CONDITIONAL	TYP	2-2	ALPHABETIC
SERIAL NUMBER	CONDITIONAL	SER	1-18	ALPHABETIC, NUMERIC
DENOMINATION	CONDITIONAL	DEN	1-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

ISSUER	OPTIONAL	ISS	1-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER	CONDITIONAL	OWN	1-40	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC
SECURITY DATE	OPTIONAL	SDT	4-9	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC

5.3 REQUIREMENTS FOR INQUIRY

An inquiry of the Securities File should include TYP, SER, and DEN. ISS should be included for securities other than U.S. Treasury issues and currency. An inquiry may also be made by OWN; OWN and TYP; OWN and OCA; OWN and SOC; or SOC only. Inquiries may be made using the NIC only, if available.

BEARER, BLANK, UNKNOWN, UNK, UNKN, or CONTACT ORI must not be used as names of owners for purposes of inquiry. Such inquiries will be rejected.

5.4 GUIDELINES FOR INQUIRY

1. An inquiry containing BLANK in the DEN will pull only records that are entered with the word BLANK in the DEN. An inquiry containing a face value (e.g., 50 or 28-75) in the DEN could pull records that have a matching DEN or DEN/BLANK.
2. An inquiry containing TYP data will limit the search to those security entries having a matching type code or a type code of AO (All other). Use of AO pulls any record having a matching SER and DEN regardless of the TYP code in the record. Furthermore, if the TYP is MO or PM, an NCIC search will return hits of both TYP/MO and TYP/PM records.
3. If TYP is PM (Postal Money Order), the SER Field must be ten characters. (Using the first 10 digits of the serial number).

4. An asterisk must not be used in the SER in an inquiry.
5. If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be included after the first 20 hit responses to indicate a file is being created with up to an additional 100 hit responses.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

RELATED SEARCH HIT (RSH) Inquiries may also contain a Related Search Hit (RSH) Field. If RSH is Y, secondary hit responses will be returned for all linked records. The NCIC System links records when: 1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other and 2) the LKI/LKA are the same as ORI/OCA contained in the primary hit response.

1. If the hit response contains more than 10 secondary hit responses, the following will be included in the hit response to indicate a file is being created with up to an additional 100 hit responses.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

2. A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

5.5 BATCH INQUIRY (QSB)

1. The batch inquiry allows users to create a file of individual QS/ZS inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific inquiry from which they were generated. Prior to each response SEQUENCE NUMBER: <SEQ> will be returned to identify those responses that follow as coming from the inquiry with that sequence number.
2. The sequence numbers do not have to be sequential, but they do have to be unique. The HDR, ORI, MKE, and SEQ are entered without the MFC. The identifiers available in the QS/ZS inquiry are available for use in the QSB message, including the RSH indicator, and are preceded by the proper MFC.
3. There is a limit of 1800 characters for a batch inquiry, including the header and all control characters.

1N01HEADER.QSB.DC1014300.001.TYP/BD.SER/D30232.DEN/1000.ISS/CON
EDISON&002.OWN/SMITH, JOSEPH.OCA/123242323&005.OWN/BROWN,
ROBERT.SOC/14423/911&010.NIC/S123456/89

Acknowledgment:

1L01HEADER
DC1014300
BATCH INQUIRY RECEIVED

4. The results of the batch inquiry are transmitted via a file to be retrieved by the user. The maximum number of inquiry batched records is . If the maximum number is exceeded, the Introduction chapter of this manual provides the necessary message translation. The user is notified of the file by the \$.B. administrative message. The following is an example of the content of the file:

1L01HEADER
DC1014300

SEQUENCE NUMBER: 001
MKE/STOLEN SECURITY
ORI/MD1012600 TYP/BD SER/D30232 DEN/1000 ISS/CON EDISON
OWN/POWELL, JOSEPH SDT/M19801004 DOT/19980910
OCA/1232534444
NIC/S1/8628175 DTE/19980912 0000 EDT DLJ/19990101 0000 EST
ORI IS ANY CITY PD MD 301 555-1212
IMMED CONFIRM RECORD WITH ORI

SEQUENCE NUMBER: 002
NO RECORD OWN/SMITH, JOSEPH OCA/123242323

SEQUENCE NUMBER: 005
NO RECORD OWN/BROWN, ROBERT SOC/14423/911

SEQUENCE NUMBER: 010
NO RECORD NIC/S123456/89

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 a security.
2. When an agency receives a record in response to an NCIC inquiry and the whereabouts of the security inquired upon is known, the agency that can seize the security must confirm the hit with the ORI of each possible match prior to seizing the security.
3. "To confirm the hit" means to verify that the theft report is still outstanding, that the security inquired upon is identical to the security described in the record, and to obtain information concerning return of the security to the rightful owner.
4. When an agency receives a record in response to an NCIC inquiry and the whereabouts of the security inquired upon is not known, the hit should not be confirmed.

5. Requirements for hit confirmation response are based on two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.
6. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

SECTION 6--LOCATE

6.1 WHEN TO USE A LOCATE MESSAGE

Any agency, except the agency that entered the record, that recovers a security indexed in NCIC must place a locate message on the security record. When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen security must contact the ORI of each record possibly identical with the security in question to confirm the hit. Following confirmation with the originating agency, a locate message must be transmitted for each record on file for the security. after a record is located, it is retired.

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6.2 EXAMPLE OF A SINGLE SECURITY RECORD LOCATE MESSAGE

```
1N01HEADER.LS.WA1230000.NIC/S178628481.OCA/123456789.19991205.  
48703.HIT NCIC 19991204.4..1000..1500
```

Acknowledgment:

```
1L01HEADER  
WA1230000  
LOCATE NIC/S178628481
```

The above locate example contains: header (1N01HEADER), message key (LS), Recovering Agency Identifier (WA1230000), two record identifiers (NIC/S178628481 and OCA/123456789), date of recovery (19991205), the recovering agency's case number (48703), and benefits and effectiveness data: reason for property record removal (HIT NCIC 1991204), number of persons apprehended (4), value of recovered property (1000), and value of recovered contraband (1500).

6.3 MESSAGE FIELD CODES FOR LOCATE

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-18	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
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 NIC and OCA, in that order, or SER and OCA, in that order, with each data element preceded by the proper MFC. The OCA used as an identifier is the OCA of the agency that entered the record.

6.5 LOCATE PROCEDURES

Following the two record identifiers, date of recovery and recovering agency's case number are next entered, in that order, and without field codes. The date of recovery (which cannot be prior to the date of theft) must be entered or the locate message will be rejected.

6.6 GUIDELINE LOCATE

Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

6.7 AUTOMATIC NOTIFICATION OF LOCATE

When an agency places a locate against another agency's record, NCIC will automatically notify the entering agency of the placement of the locate with a \$.L. administrative message. Additional information on the \$.L. administrative message can be found in the Introduction chapter of this manual.

SECTION 7--CLEAR

7.1 WHEN TO USE A CLEAR MESSAGE

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted under one of the following conditions:

1. When the agency recovering the security is the agency that entered the record.
2. When the agency that entered the record is officially advised that the security has been recovered by another agency.

7.2 EXAMPLE OF A SINGLE SECURITY RECORD CLEAR MESSAGE

```
1N01HEADER.CS.MD1012600.NIC/S178628481.OCA/123456789.19991205...
HIT LOCAL 19991205.2..10000..12000
```

Acknowledgment:

1L01HEADER
MD1012600
CLEAR NIC/S178628481

The above clear example contains: header (1N01HEADER), message key (CS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/S178628481 and OCA/123456789), date of clear (19991205), and benefits and effectiveness data: reason for property record removal (HIT LOCAL 19991205), number of persons apprehended (2), value of recovered property (10000), and value of recovered contraband (12000).

7.3 MESSAGE FIELD CODES FOR CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-18	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
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 record to be cleared must be identified by NIC and OCA, in that order, or SER and OCA, in that order, with each data element preceded by the proper MFC.

7.5 CLEAR PROCEDURES IF A SECURITY IS RECOVERED BY THE ENTERING AGENCY

If the agency that entered the record recovers the security, the date of clear (which cannot be prior to the date of theft) must be entered following the two record identifiers. Additionally, benefits and effectiveness data should be included.

7.6 CLEAR PROCEDURES IF A SECURITY IS RECOVERED BY AN AGENCY OTHER THAN THE ORI

If an agency other than the ORI of the record recovers the security, using the following procedures will ensure that the cleared record contains complete recovery data (date of clear, recovering agency's identifier, and recovering agency's case number).

1. If the record being cleared is in a located status (MKE/LOCATED SECURITY), only the date of clear must be entered following the two record identifiers.
2. If the record being cleared is in an active status (MKE/STOLEN SECURITY), the date of clear followed by the locating agency's identifier and the locating agency's case number, in that order, without field codes, must be entered after the two record identifiers. Additionally, benefits and effectiveness data should be included.

7.7 ADDITIONAL GUIDELINE CLEAR

Following the date of clear, the recovering agency identifier, and the recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

SECTION 8--ENTRY OF A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES

8.1 EXAMPLE OF A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES ENTRY

1N01HEADER.ESS.MD1012600.TC.DD99888970-DD99888985.20.AMERICAN EXPRES.SMITHSON,
JEROME HENRY.525027777.P19960930.19991205.123456789. DC1014300.1243125152.STOLEN
WITH VEHICLE.Y.R

Acknowledgment:

1L01HEADER
MD1012600
NIC/S179633578 SER/DD99888970-DD99888985
OCA/123456789

8.2 MESSAGE FIELD CODES FOR SERIALIZED SECURITIES ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
TYPE	MANDATORY	TYP	2-2	ALPHABETIC
SERIAL NUMBER	MANDATORY	SER	3-37	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DENOMINATION	MANDATORY	DEN	1-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

ISSUER	MANDATORY	ISS	1-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OWNER	MANDATORY	OWN	1- 40	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9- 9	NUMERIC
SECURITY DATE	CONDITIONAL	SDT	4-9	ALPHABETIC, NUMERIC
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	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	CONDITIONAL	MIS	1-200*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC
RANSOM MONEY INDICATOR	OPTIONAL	RMI	1-1	ALPHABETIC

8.3 MANDATORY FIELDS FOR SERIALIZED SECURITIES ENTRY

The following fields are mandatory to cause acceptance of a consecutively serialized group of securities entry into NCIC: HDR, MKE, ORI, TYP, SER, DEN, ISS, OWN, DOT, and OCA. The SDT is also mandatory if the consecutively serialized group entry is for currency.

8.4 ADDITIONAL GUIDELINES FOR SERIALIZED SECURITIES ENTRY

1. The beginning and ending serial numbers of the sequence must have a hyphen separating the two numbers for the SER Field. NCIC will accept two serial numbers containing an equal number of characters, not exceeding 18 in each number, when the numbers are separated by a hyphen, the message key code is ESS, and the consecutive sequence does

not exceed a total of 100 serial numbers.

2. Serial numbers in a group entry must be numerically consecutive, and the rightmost numerics in the two numbers must establish the consecutive sequence. For example:

5387621-5387692	ABC6782-ABC6808
5382961-5382968	ABC67C53-ABC67C68
1235BD-1274BD	AB6782C-AB6808C

3. Numbers composed of alphabetic characters only cannot be used. Alphabetic characters may be present as a prefix, suffix, or intermixed with numeric characters; however, any alphabetic(s) and its position must be constant in any two numbers used to denote a sequence.
4. A consecutively serialized group of stolen securities with serial numbers having a common suffix containing the alphabetic O should not be entered. The System automatically changes the alphabetic O to the numeric 0 which will result in an alphabetic O in the suffix being incorrectly treated as the rightmost numeric character.
5. When a group of consecutively serialized securities is entered, the System automatically generates one NIC for the group record.
6. If more than 100 securities are to be entered, additional group entries must be made. Inclusion of more than 100 securities in one group entry will result in the entry being rejected. Thus, a group of stolen securities bearing serial numbers A526800- A526952 would have to be entered in two separate entries. For example:

```
1N01HEADER.ESS.MD1012600.TC.A526800-A526899.20.AMERICAN EXPRES. MARYLAND  
NATIONAL BANK..BLANK.19991205.123456789...SEE SER/A526900-A526952
```

```
1N01HEADER.ESS.MD1012600.TC.A526900-A526952.20.AMERICAN EXPRES.  
MARYLAND NATIONAL BANK..BLANK.19991205.123456789...SEE SER/A526800-A526899
```

7. Additional information concerning entry of TYP, DEN, ISS, OWN, SOC, SDT, LKI, LKA, MIS, NOA, and RMI can be found in Section 2 of this chapter.

SECTION 9--MODIFICATION OF A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES

9.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in a consecutively serialized group of securities record. A consecutively serialized group of securities record cannot be modified if the record is in a located status (MKE/LOCATED SECURITIES).

9.2 EXAMPLE OF A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORD MODIFICATION MESSAGE

1N01HEADER.MSS.MD1012600.NIC/S180195026.OCA/123456789.ISS/1ST NAT C BK NY.RMI/R

Acknowledgment:

1L01HEADER
MD1012600
MODIFY NIC/S180195026

The above group record modification example contains: header (1N01HEADER), message key (MSS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/S180195026 and OCA/123456789), the field being modified, and the modification (ISS/1ST NAT C BK NY and RMI/R).

9.3 MESSAGE FIELD CODES FOR SERIALIZED SECURITIES MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	3-37	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20*	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION (except SER)				

9.4 IDENTIFICATION OF A GROUP RECORD TO BE MODIFIED

The group record to be modified must be identified by NIC and OCA, in that order, or SER and OCA, in that order, preceded by the proper MFCs.

9.5 ADDITIONAL GUIDELINES FOR SERIALIZED SECURITIES MODIFICATION

1. When serial numbers are used as an identifier for a consecutively serialized group record modification, the lowest and highest of all serial numbers appearing in the existing group record, including any numbers shown in a located status, must be used. For example, if a record in file was entered with the serial numbers DD99888977-DD99888985, serial numbers DD99888979-DD99888982 are in a located status, and serial numbers DD99888977 and DD99888978 have been cleared or canceled, the serial numbers used to identify the record would be DD99888979-DD99888985.
2. Except for the HDR, MKE, and SER, all fields in a group securities record may be changed by a modification message (MKE/MSS). However, a group securities record that is in a located status (MKE/LOCATED SECURITIES) cannot be modified.
3. Serial numbers of a consecutively serialized group record cannot be changed through use of a modification message. Any error which relates to the serial numbers in the record must be corrected by canceling the existing group record and making a new entry.
4. Errors discovered subsequent to a group record entry which concern one or more, but not all, of the securities in a group record (for example, one half of a group of traveler's checks having a different issue date than the other half) cannot be corrected with a modification message. In such a case, it is necessary to cancel the original group entry and make correct entries, single or group, depending on the situation.
5. For NCIC -formatted records, validation data may be included in the modification message (MKE/MSS). Additional details on modification can be found in Section 3 of this chapter.

SECTION 10--CANCELLATION OF A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES

10.1 WHEN TO USE A CANCELLATION MESSAGE

1. A cancellation message is used when the record is invalid; for example, a record is determined to be the result of a theft report which proves to be fictitious or false.
2. A cancellation message must be used in place of modification message when making certain types of corrections to a group record. Additional information can be found in Section 9 of this chapter.
3. Cancellation of a record is restricted to the agency that entered the record.

10.2 EXAMPLES OF CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORD CANCELLATION MESSAGES

Canceling All Securities in a Range:

1N01HEADER.XSS.MD1012600.NIC/S180195026.OCA/123456789.19991205

Acknowledgment:

1L01HEADER
MD1012600
CANCEL NIC/S180195026

The above cancellation example contains: header (1N01HEADER), message key (XSS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/S180195026 and OCA/123456789), and date of cancellation (19991205).

Canceling Multiple Securities in a Range:

1N01HEADER.XSS.MD1012600.SER/DD99888970-DD99888976.OCA/123456789.19991205

Acknowledgment:

1L01HEADER
MD1012600
CANCEL SER/DD99888970-DD99888976

The above cancellation message contains: header (1N01HEADER), message key (XSS), Originating Agency Identifier (MD1012600), two record identifiers (SER/DD99888970-DD99888976 and OCA/123456789), and date of cancellation (19991205). Both serial numbers are considered as one identifier. **The SER/ represents only the securities to be canceled from the group record.**

Canceling One Security in the Range:

1N01HEADER.XSS.MD1012600.SER/DD99888979-DD99888979.OCA/123456789.19991205

Acknowledgment:

1L01HEADER
MD1012600
CANCEL SER/DD99888979-DD99888979

This cancellation example contains: header (1N01HEADER), message key (XSS), Originating Agency Identifier (MD1012600), two record identifiers (SER/DD99888979-DD99888979 and OCA/123456789), and date of cancellation (19991205). **The SER/ represents a single security to be canceled from the group record.**

10.3 MESSAGE FIELD CODES FOR SERIALIZED SECURITIES CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	3-37	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	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 securities in a group record:
 1. The group record to be canceled must have two identifiers: SER and OCA, in that order, or NIC and OCA, in that order, each preceded by the proper MFC.
 2. When the SER is used, it must represent the lowest and highest serial numbers of the consecutively numbered group of items that are in an active or a located status. When breaks in the consecutive order of the serial numbers exist, separate cancel messages must be sent. Date of cancellation (DOC) must follow the two record identifiers and must be the current date or the current date minus one.
 3. **It is recommended that the NIC and the OCA be used when the entire group record is to be canceled.** This procedure can be used even if there are any breaks in the consecutive order of the serial numbers. It cannot be used if the entire range is not to be canceled as it will cause all records in the range to be canceled.

2. Canceling more than one, but not all, securities in a group record:

The group record containing securities to be canceled must be identified by the SER and the OCA, in that order, with each data element preceded by the proper MFC. The lowest and highest serial number of the consecutively numbered items being canceled must be used. When breaks in the consecutive order of the serial numbers exist, separate cancel messages must be sent. DOC must follow the two record identifiers and must be the current date or the current date minus one.

NIC and OCA should not be used to identify the record as this will result in cancellation of the entire group record.

3. Canceling a single security in a group record:

The group record containing a single security to be canceled must be identified by SER (serial number repeated as if it represented a range of numbers) and OCA, in that order, with each data element preceded by the proper MFC. The serial number of the consecutively numbered item being canceled must be used as the lowest and highest value. DOC must follow the two record identifiers and must be the current date or the current date minus one.

NIC and OCA should not be used to identify the record as this will result in cancellation of the entire group record.

10.5 ADDITIONAL GUIDELINES FOR SERIALIZED SECURITIES CANCELLATION

If any number in the range specified is not present in an active or located status, the transaction will be rejected as an invalid serial number range.

No benefits and effectiveness data are collected for serialized securities.

SECTION 11--INQUIRY OF A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORD

11.1 EXAMPLE OF AN INQUIRY WITH A GROUP RECORD RESPONSE

An inquiry on a security may result in a single record positive response or a group record positive response.

Only one serial number may be included in the SER of an inquiry of the Securities File. For example:

```
1N01HEADER.QS.WA1230000.TYP/TC.SER/DD99888977.DEN/20.ISS/AMERICAN EXPRES.RSH/Y
```

The following is a typical response which illustrates the format of an active group record in which some of the securities have been located, cleared, or canceled prior to the inquiry.

1L01HEADER
WA1230000

MKE/STOLEN SECURITIES
ORI/MD1012600 TYP/TC DEN/20 ISS/AMERICAN EXPRES
OWN/SMITHSON, JEROME HENRY SOC/525021111 SDT/P19930831 DOT/19991205
OCA/123456789
NIC/S179633578 DTE/19991207 1201 EST DLJ/20001101 1600 EST
ORI IS ANY CITY PD MD 301 555-1234
SER/DD99888977-DD99888978
DD99888982-DD99888983
MKE/LOCATED SECURITIES 20000120 NB1977700 9462
SER/DD99888980-DD99888980
MKE/LOCATED SECURITIES 20000120 NB1977700 9462
SER/DD99888984-DD99888985
IMMED CONFIRM RECORD WITH ORI

The lowest and highest serial numbers of the securities originally entered in the example record above were SER/DD99888977-DD99888985. Since the entry of this record, some of the securities of the group originally entered have been located (SER/DD99888980 and SER/DD99888984-DD99888985) and cleared or canceled (DD99888979 and DD99888981) prior to the time of the inquiry.

11.2 ADDITIONAL GUIDELINES FOR INTERPRETING A GROUP RECORD RESPONSE

1. Additional information concerning requirement for inquiry can be found in Section 5 of this chapter.
2. An inquiry on a serial number contained in a group record (whether it is the first, last, or a number in between) will reveal the complete group record on file.
3. The serial numbers follow the TYP as in a single security record but follow the ORI translation line.
4. The NIC is printed after the main body of the record just above the ORI translation line.
5. Located securities of the group originally entered are identified by MKE/LOCATED SECURITIES, date of location, locating agency's identifier, locating agency's case number, and serial number(s).
6. Canceled and cleared securities are not listed.
7. Upon receipt of a locate message indicating all or the remaining unrecovered item(s) in the active group record have been located, the message key translation STOLEN SECURITIES will be changed automatically to LOCATED SECURITIES.

SECTION 12--LOCATE MESSAGE FOR A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORD

12.1 WHEN TO USE A LOCATE

Any agency, except the agency that entered the record, that recovers a security indexed in NCIC must place a locate message on the security record. When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen security must contact the ORI of each record possibly identical with the security in question to confirm the hit. Following confirmation with the originating agency, a locate message must be transmitted for each record on file for the security. Once a consecutively serialized group record has had a locate placed on it, it cannot be modified.

12.2 EXAMPLES OF CONSECUTIVELY SERIALIZED GROUP OF SECURITIES LOCATE MESSAGES

Locating All Securities in a Range:

```
1N01HEADER.LSS.WA1230000.NIC/S179633578.OCA/123456789.19991205.9462
```

Acknowledgment:

```
1L01HEADER  
WA1230000  
LOCATE NIC/S179633578
```

The above locate message example contains: header (1N01HEADER), message key (LSS), recovering agency identifier (WA1230000), two record identifiers (NIC/S179633578 and OCA/123456789), date of recovery (19991205), and recovering agency case number (9462).

Locating Multiple Securities in a Range:

```
1N01HEADER.LSS.NB1977700.SER/DD99888984-DD99888989.OCA/123456789.19991205.9462
```

Acknowledgment:

```
1L01HEADER  
NB1977700  
LOCATE SER/DD99888984-DD99888989
```

The above locate message example contains: header (1N01HEADER), message key (LSS), recovering agency's identifier (NB1977700), two record identifiers (SER/DD99888984-DD99888989 and OCA/123456789), date of recovery (19991205), and the recovering agency's case number (9462). **The SER/ represents the securities from the group record to be located.**

Locating One Security in a Range:

```
1N01HEADER.LSS.NB1977700.SER/DD99888980-DD99888980.OCA/123456789.19991205.9462
```

Acknowledgment:

```
1L01HEADER  
NB1911100  
LOCATE SER/DD99888980-DD99888980
```

The above locate message example contains: header (1N01HEADER), message key (LSS), recovering agency identifier (NB1977700), two record identifiers (SER/DD99888980-DD99888980 and OCA/123456789), date of recovery (19991205), and the recovering agency case number (9462). **The SER/ represents a single security from the group record to be located.**

12.3 MESSAGE FIELD CODES FOR SERIALIZED SECURITIES LOCATE

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	3-37	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	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. Recovery of all securities in a group record:

1. The group record to be located requires two identifiers, SER and OCA, in that order, or NIC and OCA, in that order, preceded by the proper MFC.
 2. When using SER, it must represent the lowest and highest serial numbers of the consecutively numbered group of recovered items. When breaks in the consecutive order of the serial numbers exist, separate messages must be sent.
 3. **It is recommended that NIC and OCA be used when the entire group record is to be located.** This procedure can be used even if there are breaks in the consecutive order of the serial numbers. The OCA used as an identifier is the OCA of the agency that entered the record. This OCA is contained in the NCIC response to the recovering agency inquiry.
2. Recovery of more than one, but not all, securities in a group record:

The group record containing securities to be located must be identified by SER and OCA, in that order, with each data element preceded by the proper MFC. The lowest and highest serial numbers of the recovered consecutively numbered items must be used. When breaks in the consecutive order of the serial numbers exist, separate locate messages must be sent.

NIC and OCA should not be used to identify the record as this will result in the locate message applying to all securities in the group record.

3. Recovery of a single security in a group record:

The group record containing the security to be located must be identified by SER (serial number repeated as if it represented a range of numbers) and OCA, in that order, with each data element preceded by the proper MFC.

NIC and OCA should not be used to identify the record as this will result in the locate message applying to all securities in the group record.

12.5 ADDITIONAL GUIDELINES FOR SERIALIZED SECURITIES LOCATE

1. Following the two record identifiers, the date of recovery and recovering agency case number are entered without field codes. The date of recovery (which cannot be prior to the date of theft) must be entered or the locate message will be rejected.
2. If any number in the range specified is not present in an active or located status, the transaction will be rejected as an invalid serial number range.
3. Benefits and effectiveness data are not collected for located serialized securities.

SECTION 13--CLEAR MESSAGE FOR A CONSECUTIVELY SERIALIZED GROUP OF SECURITIES RECORD

13.1 WHEN TO USE A CLEAR MESSAGE

1. Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted under one of the following conditions:
 1. When the agency recovering the security(s) is the agency that entered the record.
 2. When the agency that entered the record is officially advised that the security has been recovered by another agency.
2. More than one clear message must be sent if the same recovery information is not applicable to all securities being cleared in a group record. This ensures that recovery information for each security will be accurate. For example, if one of three stolen securities was recovered by an agency other than the originating agency on December 2, 1996, and the other two securities were recovered by the originating agency on December 3, 1996, two clear messages must be sent.
3. Upon receipt of a clear or cancel message which indicates all or the remaining unrecovered item(s) in the active group record have been accounted for, the group record will be retired.

13.2 EXAMPLES OF CONSECUTIVELY SERIALIZED SECURITIES GROUP RECORD CLEAR MESSAGES

Clearing All Securities in a Range:

1N01HEADER.CSS.MD1012600.NIC/S179633578.OCA/123456789.19991205.NB1977700.9462

Acknowledgment:

1L01HEADER
MD1012600
CLEAR NIC/S179633578

The above clear example contains: header (1N01HEADER), message key (CSS), Originating Agency Identifier (MD1012600), two record identifiers (NIC/S179633578 and OCA/123456789), date of clear (19991205), recovering agency identifier (NB1977700), and recovering agency case number (9462).

Clearing Multiple Securities in a Range:

1N01HEADER.CSS.MD1012600.SER/DD99888984-DD99888988.OCA/123456789.
19991205.NB1977700.9462

Acknowledgment:

```
1L01HEADER
MD1012600
CLEAR SER/DD99888984-DD99888988
```

The above example contains: header (1N01HEADER), message key (CSS), Originating Agency Identifier (MD1012600), two record identifiers (SER/DD99888984-DD99888988 and OCA/123456789), date of clear (19991205), recovering agency identifier (NB1977700), and recovering agency case number (9462). **The SER/ represents only the securities from the group record to be cleared.**

Clearing One Security in a Range:

```
1N01HEADER.CSS.MD1012600.SER/DD99888980-DD99888980.
OCA/123456789.19991205.NB1977700.946253423453621
```

Acknowledgment:

```
1L01HEADER
MD1012600
CLEAR SER/DD99888980-DD99888980
```

The above example contains: Header (1N01HEADER), message key (CSS), Originating Agency Identifier (MD1012600), two record identifiers (SER/DD99888980- DD99888980 and OCA/123456789), date of clear (19991205), recovering agency identifier (NB1977700), and recovering agency case number (946253423453621). **The SER/ represents a single security from the group record to be cleared.**

13.3 MESSAGE FIELD CODES FOR SERIALIZED SECURITIES CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	3-37	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	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 securities in a group record:
 1. The group record to be cleared must be identified by two identifiers, SER and OCA, in that order or NIC and OCA, in that order, preceded by the proper MFC.
 2. When SER is used, it must represent the lowest and highest serial numbers of the consecutively numbered group of items that are in an active or located status. When breaks in the consecutive order of the serial numbers exist, separate clear messages must be sent.
 3. **It is recommended that NIC and OCA be used when the entire group is to be cleared.** This procedure can be used even if there are breaks in the consecutive order of the serial numbers.
2. Clearing more than one, but not all, securities in a group record:
 1. The group record containing securities to be cleared must be identified by SER and OCA, in that order, with each data element preceded by the proper MFC. The lowest and highest serial numbers of the consecutively numbered items being cleared must be used. When breaks in the consecutive order of the serial numbers exist, separate clear messages must be sent.
 2. **NIC and OCA should not be used to identify the record as this will result in the clear message applying to all securities in the group record.**
3. Clearing a single security in a group record:
 1. The group record containing the security to be cleared must be identified by SER (serial number repeated as if it represented a range of numbers) and OCA, in that order, with each data element preceded by the proper MFC. The OCA used as an

identifier is the OCA of the entering agency.

2. **NIC and OCA should not be used to identify the record as this will result in the clear message applying to all securities in the group record.**

13.5 CLEAR PROCEDURES IF SECURITIES ARE RECOVERED BY ENTERING AGENCY

If the agency that entered the record recovers the securities, only the date of clear (which cannot be prior to the date of theft) must be entered following the two record identifiers.

13.6 CLEAR PROCEDURES IF SECURITIES ARE RECOVERED BY AGENCY OTHER THAN ORI OF THE RECORD

If an agency other than the ORI of the record recovers the securities, the following procedures must be used:

1. If the record being cleared is in a located status (MKE/LOCATED SECURITIES), only the date of clear must be entered following the two record identifiers.
2. If the record being cleared is in an active status (MKE/STOLEN SECURITIES), the date of clear followed by the locating agency identifier and the locating agency case number, in that order, without field codes, must be entered after the two record identifiers.

13.7 ADDITIONAL GUIDELINES FOR SERIALIZED SECURITIES CLEAR

If any number in the range specified is not present in an active or located status, the transaction will be rejected as an invalid serial number range.

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

NCIC Operating Manual
SUPERVISED RELEASE FILE

The entire Supervised Release File portion of the NCIC Manual was revised and republished below per TOU 04-2, issued April 30, 2004, effective April 2005.

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SECTION 1--INTRODUCTION

1.1 CRITERIA FOR ENTRY

Agencies must have documentation (electronic or hard copy) on file to support a supervised release entry. Local, state, and federal supervision officers may enter records in NCIC for subjects who are put under specific restrictions during their probation, parole, supervised release sentence, or pre-trial sentencing. The court shall order as an explicit condition of a sentence of probation or supervised release "that the defendant not commit another local, state, or federal crime during the term of supervision" (Title 28, U.S.C., Sections 3563 and 3583). Among discretionary conditions that the court may impose are the following:

That the defendant:

1. Refrain from engaging in a specified occupation, business, or profession bearing a reasonable direct relationship to the conduct constituting the offense, or engage in such a specified occupation, business, or profession only to a stated degree or under stated circumstances.
2. Refrain from frequenting specified kinds of places or from associating unnecessarily with specified persons.
3. Refrain from excessive use of alcohol or any use of a narcotic drug or other controlled substance without a prescription by a licensed medical practitioner.
4. Refrain from possessing a firearm, destructive device, or other dangerous weapon.
5. Undergo available medical, psychiatric, or psychological treatment, including treatment for drug or alcohol dependency, as specified by the court, and remain in a specified institution if required for that purpose.
6. Remain in the custody of the Bureau of Prisons during nights, weekends, or other intervals of time totaling no more than the lesser of 1 year or the term of imprisonment authorized for the offense, during the first year of the term of probation.
7. Reside in a specified place or area or refrain from residing in a specific place or area.
8. Remain within the jurisdiction of the court, unless granted permission to leave by the court or a probation officer.
9. Notify the probation officer promptly if arrested or questioned by a law enforcement officer.

Any local, state, or federal criminal justice agency may enter information on probationers; parolees; and subjects of supervised releases, pretrial sentencing, and released on their own recognizance.

1.2 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EC	PROBATION OR SUPERVISED RELEASE STATUS
	EC-C	PROBATION OR SUPERVISED RELEASE STATUS - CAUTION
Modify	MC	
Cancel	XC	
Inquiry*	QW QWA QWE QWF QWS	
	ZW	
	QWB	
	QWI	
	QV	
	ZV	
Clear	CC	
Entry of supplemental record of aliases and/or additional identifiers	ECN	
Entry of supplemental stolen/fraudulent identifiers	ECNS	
Cancellation of supplemental record	XCN	
Cancellation of stolen/fraudulent identifiers	XCNS	

*There is no specific MKE to query the Supervised Release File; however, a wanted person inquiry will return a hit response on this file if a match occurs.

1.3 RECORD RETENTION PERIOD

Supervised Release File records are removed once records meet the date in the Date of Probation/Parole Expiration (DPE) Field. NONEXP may be entered in the DPE Field for subjects with nonexpiring dates of supervision. A \$.P. Purge Notification is sent to the entering agency 30 days prior to the date the record is to expire.

An exception to record retention periods will occur in the event a serious error is detected in the record on file or in the event the record is not validated as scheduled. Additional

information on the serious errors program can be found in the Introduction chapter of this manual.

Example of a \$.P. Purge Notification

\$.P.
VA013123G

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

ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W POB/TX DOB/19520521
HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A SKN/DRK
SMT/SC R HD
FPC/121011C0141159TTCI13 MNJ/AS-123456789 SOC/123456789
OLN/99765432 OLS/MD OLY/2000
OOC/ROBBERY OCA/611112131
VLD/20000521
MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO
MIS/FREQUENT BARS
LIC/ABC123 LIS/VA LIY/1999 LIT/PC
VIN/2F37Z7P051519 VYR/1977
VMA/PONT VMO/LEM VST/2D VCO/WHI
DPE/20101009 SCI/VA12346J LOC/ANY COUNTY VA PAROLE OFFICE
DSS/20050509 SON/FITZPATRICK, JOHN SOT/703 555-3013
ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615
ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234
IMN/I435461801 IMT/M
NIC/C146203706 DTE/19991020 0001 EDT DLJ/20000125 1600 EST

1.4 AUTOMATIC RETIREMENT

Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a convicted person base record or supplemental record for the year of entry plus from the date of entry of the base record regardless when the license plate data is entered. If the purged license plate is the only searchable identifier in the Supervised Release File record, then the entire record will be removed.

b7E

A nonexpiring license plate (LIY/NX) contained in a Supervised Release File record will remain on file until action is taken by the originating agency to remove the license data or clear or cancel the entire record.

1.5 VALIDATION

For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

The Name of Validator (VLN) Field will be returned when the requester of the record is the entering agency, 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
ARI	Arresting Agency Identifier	Must be a valid NCIC-assigned ORI.
CMC	Caution and Medical Conditions	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
CRI	ORI of Court Issuing Warrant	Must be a valid NCIC-assigned ORI.
CTZ	Citizenship	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DLO	DNA Location	Free text. If the DNA field is N or defaulted to N, then the DLO must be blank.
DNA	DNA Profile Indicator	Must be either a Y or N. N is the default value. If Indicator Y is entered, then the DLO Field must contain data.
DOA	Date of Arrest	Must be a valid Gregorian date (YYYYMMDD).
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date or DSS. If the DOB is not the only numeric identifier, 00 is valid for the month and/or day when the actual date is unknown. More information in Personal Descriptors, <i>NCIC Code Manual</i> .
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DPE	Date of Probation/Parole Expiration	Must be a valid Gregorian date (YYYYMMDD) or NONEXP. The DPE cannot be less than the current date.
DPR	Date Probation or Release Revoked	Must contain no data.
DSS	Date of Start of Supervision	Must be a valid Gregorian date (YYYYMMDD).
EDS	Date of Release from Supervision	Must be a valid Gregorian date (YYYYMMDD).
EML	E-mail Address	Free text. Must not contain a period (.).
ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 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 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 will 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 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 a maximum of 711. More information in Personal Descriptors, <i>NCIC Code Manual</i>
IMN	Image NCIC Number	A self-checking number automatically assigned by NCIC to each accepted image record, consisting of alphabetic character I followed by nine numeric characters. Must have valid check digit.
IMT	Image Type	Must be a valid NCIC-assigned code as listed in the Image File chapter.
INC	Place of Incarceration	Free text.

LIC	License Plate Number	Characters UNK, UNKN, or UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact FBI CJIS Division staff. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds ten characters, only the first ten characters should be entered in the LIC Field. The full plate number must be shown in the MIS Field.
LIS	License Plate State	Must be a valid NCIC-assigned code as listed in State and Country Codes, <i>NCIC Code Manual</i> .
LIT	License Plate Type	Must be a valid 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	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 be an ORI and matching OCA in the System)
LKI	Linking Agency Identifier	Must be a valid NCIC ORI.
LOC	Release Location	Free text.
MIS	Miscellaneous	SVIN must be entered in the MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN. 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 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 alphabetic, 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 (C in the Supervised Release File) followed by nine numeric characters automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify the record in subsequent transactions.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, the word NONE, or the first seven characters of the ORI Field. The only valid character is the hyphen.
OLN	Operator's License Number	One zero only or a run of zeros only indicating a license is unknown may not be used. More information in Personal Descriptors, <i>NCIC 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> .
OLY	Operator's License Year of Expiration	Must represent the year the license expires or the alphabetic NX to represent nonexpiring, or the code UNKN for unknown. More information in Personal Descriptors, <i>NCIC Code Manual</i> .
OOC	Original Offense	Must be a valid NCIC-assigned code as listed in Uniform Offense Codes, <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> . 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> .
RPR	Reason Probation or Release Revoked	Must contain no data.
SCI	Sentencing Court Identifier	Must be a valid NCIC-assigned ORI.
SEX	Sex	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .

SID	State Identification Number	First two characters must be a valid state code, territory code, and 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 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>
SON	Name of Supervising Officer	The name may include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. The <i>NCIC Code Manual</i> , Personal Descriptors, provides coding instructions.
SOT	Business Telephone of Supervising Officer	Must be three numerics, a space, three numerics, a hyphen, followed by four numerics.
VCO	Vehicle Color	Must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC Code Manual</i> . If two colors are used, they must be separated by a slash (/).
VIN	Vehicle Identification Number	Single zero only, run of zeros only, single alphabetic only, all alphabets only, or spaces cannot be used. The Vehicle File chapter of this manual has additional edits on the VIN Field. If state-assigned or nonconforming 17-character VIN, SVIN must be entered in the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. Full VIN must then be shown in the MIS Field.
VLN	Name of Validator	Any valid characters representing validator.

VMA	Vehicle Make	The first four characters must be alphabetic and a valid NCIC-assigned code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blanks. The remaining characters are free text and must contain the name of the manufacturer when the code is AERO, ATV, COEQ, CYCL, FARM, SNOW, SPEC, TRLR, or TRUK. If the VMO is other than TL, the VMA code must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC Code Manual</i> .
		If the VMO is TL, the VMA code must not be the characters: ASM, ASMB, ASSE, ASSM, MB, MC, MK, MP, MS, NA, TK, TL, UNK, UNKN, XX, XXX, XXXX, YY, YYY, YYYY, ZZ, ZZZ, or ZZZZ.
		For every assembled vehicle that does not have a manufacturer-assigned VIN, the code must be ASVE.
	(Jeep)	If the VMA code is JEP, the VYR must be 1969 or less. If the VMA code is AMER, the VYR must be 1988 or less. If the VMA code is JEEP, the VYR must be 1989 or greater.
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the code must be AERO.
	(all-terrain vehicle, dune buggy, go-cart, golf cart, and snowmobile)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, or one of the approved VMA snowmobiles or motorcycles listed in Vehicular Data Codes, <i>NCIC 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 MIS Field must have one nonblank character.
VMO	Vehicle Model	Must be alphanumeric characters. Spaces cannot be skipped. Hyphens or symbols should be used. More information in Vehicular Data Codes, <i>NCIC Code Manual</i> .
		The only valid VMO codes for vehicles with VST codes EB, EN, MV, or OP are (blank), CYL, DUN, GOF, GRT, SKT, SKW, TOY, TRA, TRW, or WHE.
	(assembled automobile)	If the first four characters of the VMA are ASVE, the VMO must be AV or REP.

	(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid snowmobile manufacturer's codes listed in the Vehicular Data Codes, <i>NCIC Code Manual</i> , the VMO must be SKT, SKW, TRA, TRW, or WHE.
	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VST	Vehicle Style	Must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC Code Manual</i> .
VYR	Vehicle Year	Must represent the product (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than 1 year beyond the current model year. For entries of model year 1981 or later, and when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.
WGT	Weight	Minimum of 050 and maximum of 499. More information in Personal Descriptors, <i>NCIC Code Manual</i> .
WNO	Warrant Number	One to fifteen alphanumeric characters.

1.7 CRITERIA FOR REJECTING DUPLICATE RECORDS

1. If the following fields of a Supervised Release File entry message are the same as the corresponding fields of a Supervised Release record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; and DOB, NAM, and ORI.
2. Whenever the message REJECT ON FILE is sent, the record on file will also be transmitted.
3. A duplicate record will be accepted if the ORI in the second entry is different or the person type is other than Supervised Release, such as Gang File, Wanted Person, etc. A duplicate record will also be accepted if there are vehicle data in the Supervised Release

record message that match data in the Vehicle File. In those cases, the duplicate record(s) will be furnished with the entry/modify acknowledgment.

1.8 IMAGE CAPABILITY

The Image File chapter of the manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC.

1.9 INVESTIGATIVE INTEREST

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records.

SECTION 2--ENTRY

2.1 EXAMPLE OF AN ENTRY

```
1N01000005.EC.MD101260G.SMITH, JOHN J.M.B.AL.19620623.509.168.BRO.BLK.  
494999W5.DRK.PRCR R EAR.121011C0141159TTCI13.AS-123456/89.123456/89.  
34862561.MD.2003. 0907.612/6/853456.ON PAROLE, SUBJECT SHOULD REMAIN WITHIN  
TOWN LIMITS OF BALTIMORE, NOT ALLOWED IN  
BARS.ABC123.MD.1996.PC.2Y27H5L100009.1975.PONT.VEN.2D.BLJ..MD123456J.  
BALTIMORE PENITENTIARY. 19900615.20101009.20051009.FITZPATRICK, JOHN.301  
555-3013..MD1012600... WORK FARM MD.....Y.FBI LAB, QUANTICO, VA 703-  
632-4000, VA1234567, MTDNA.JFITZPATRICK@DPS(DOT)MD(DOT)US.US.H...MD99999999
```

Acknowledgment:

```
1L01000005  
MD101260G  
NAM/SMITH, JOHN J NIC/C146203706  
OCA/612767853456
```

2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <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
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	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)
ORIGINAL OFFENSE CODE	OPTIONAL	OOC	4-4	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LICENSE PLATE NUMBER	CONDITIONAL SET	LIC	1-10	ALPHABETIC, NUMERIC
LICENSE PLATE STATE	SET	LIS	2-2	CODE AS DEFINED IN <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	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	SET	VCO	3-3 7-7	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
CAUTION AND MEDICAL CONDITIONS	CONDITIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
SENTENCING COURT IDENTIFIER	OPTIONAL	SCI	9-9	ALPHABETIC, NUMERIC
PLACE OF INCARCERATION	OPTIONAL	INC	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF ARREST	OPTIONAL	DOA	8-8	NUMERIC
DATE OF PROBATION/PAROLE EXPIRATION	MANDATORY	DPE	6-6 8-8	ALPHABETIC NUMERIC
DATE OF START OF SUPERVISION	MANDATORY	DSS	8-8	NUMERIC
NAME OF SUPERVISING OFFICER	MANDATORY	SON	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
BUSINESS TELEPHONE NUMBER OF SUPERVISING OFFICER	MANDATORY	SOT	12-12	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RELEASE FROM SUPERVISION	OPTIONAL	EDS	8-8	NUMERIC
ARRESTING AGENCY IDENTIFIER	OPTIONAL	ARI	9-9	ALPHABETIC, NUMERIC
DATE PROBATION OR RELEASE REVOKED		DPR	0	BLANK
REASON PROBATION OR RELEASE REVOKED		RPR	0	BLANK

RELEASE LOCATION	OPTIONAL	LOC	1-50	ALPHABETIC, NUMERIC
WARRANT NUMBER	OPTIONAL	WNO	1-15	ALPHABETIC, NUMERIC
ORI OF COURT ISSUING WARRANT	OPTIONAL	CRI	9-9	ALPHABETIC, NUMERIC
NAME	OPTIONAL	NAM*	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB*	8-8	NUMERIC
SOCIAL SECURITY NUMBER	OPTIONAL	SOC*	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU*	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN*	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS*	2-2	ALPHABETIC
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY*	2-2 4-4	ALPHABETIC (2), NUMERIC (4)
DNA PROFILE INDICATOR	OPTIONAL SET	DNA	1-1	ALPHABETIC
DNA LOCATION	SET	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
E-MAIL ADDRESS	OPTIONAL	EML	3-80	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS [EXCEPT PERIOD (.)]
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN THE <i>NCIC CODE MANUAL</i>
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN THE <i>NCIC CODE MANUAL</i>
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC

LINKING CASE IDENTIFIER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

*Fraudulent data

2.3 MANDATORY FIELDS FOR ENTRY

1. The following fields are mandatory for the acceptance of a supervised release entry into NCIC: HDR, MKE, ORI, NAM (base record NAM must be included in all entry messages and must be the individual's true name), SEX, RAC, HGT, WGT, HAI, OCA, DPE, DSS, SON, SOT, and at least one of the following numeric identifiers: DOB (including year, month, and day); FBI; MNU (other than originating agency police or identification number); SOC; OLN with OLS and OLY; LIC with LIS, LIY, and LIT; or VIN with VYR, VMA, and VST.
2. The base record entry format includes one of each of the stolen/fraudulent (S/F) identifier fields. These fields immediately follow the CRI Field and are entered in the following order: S/F name; S/F date of birth; S/F Social Security number; S/F miscellaneous identifying number; and S/F operator's license number, state, and year of expiration. Any agency transmitting a base record entry message may optionally include one of each type of the S/F identifiers if at least one of the individual's real identifiers are included in the base record.
3. Although the S/F fields are appended to the base record entry message, NCIC will process the data therein as a supplemental S/F identifier record entry message. Thus, S/F identifiers included in a base record entry message cannot be changed or deleted with a modify message. Stolen/fraudulent identifiers can be changed or deleted only by using the supplemental S/F identifier record entry and cancel transactions.

2.4 ADDITIONAL GUIDELINES FOR ENTRY

1. The entering agency (ORI) must account for all fields in the Supervised Release File record entry format. In the original entry, all available data called for in the record must be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MC). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a Supervised Release File record are located in Section 8 of this chapter.
2. For training and administrative purposes, agencies may enter test records in NCIC format by using the header TN01. The test records will not generate any notifications nor will

batch processing be performed in the test system.

3. If a DOB is the only known numerical identifier, it must be a valid Gregorian date (YYYYMMDD) or the entry will be rejected.
4. All numerical identifiers except OCA and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen must be used to separate the first two 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. 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.
6. 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 NAM, SEX, RAC, ETN, DOB, HGT, WGT, EYE, HAI, FBI, SKN, SMT, FPC, MNU, SOC, OLN, and CMC can be found in Personal Descriptors, *NCIC Code Manual*. Codes for entering the POB and CTZ can be found in State and Country Codes, *NCIC Code Manual*.

2. ORIGINAL OFFENSE CODE - UNIFORM OFFENSE CLASSIFICATIONS (OOC)

The OOC Field is used to describe the offense which occurred prior to the parole or probation status. The appropriate code for the particular offense should be entered in the OOC. The codes listed in Uniform Offense Codes, *NCIC Code Manual*, are the only codes approved for use in the OOC.

3. MISCELLANEOUS (MIS) DATA

1. Aliases, nicknames (monikers), vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered as a supplemental record (MKE/ECN) illustrated and explained in Section 8 of this chapter because this procedure increases the chances of a hit on the record.
2. Cross-referencing with another subject record may be accomplished by placing the name and NIC of the other subject's record in the MIS Field of the other record with an appropriate explanatory notation.
3. Records for individuals charged but released on their own recognizance should include a notation in the MIS Field indicating this type of record.

4. VEHICLE OR LICENSE PLATE DATA

A vehicle and/or license plate belonging to the subject may be entered as part of a Supervised Release File record (EC, EC-C) provided the entering agency has reasonable grounds to believe the subject of the record may be operating the vehicle or vehicle bearing the license plate.

Mere knowledge or verification with the appropriate motor vehicle department that a vehicle and/or license plate is registered to the supervised release subject does not meet the criteria for entry of part of his/her record.

5. VEHICLE OR LICENSE PLATE DATA AND THE \$.8. PROGRAM

An agency making a Supervised Release File entry containing data on a vehicle or license plate registered in another state must advise the Control Terminal Agency (CTA) in the state of registry about such an entry if the state of registry is not a \$.8. Program participant. Additional information on the \$.8. administrative message can be found in the Introduction chapter of this manual.

6. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

7. DNA PROFILE INDICATOR (DNA) and DNA LOCATION (DLO)

The DNA Field has a default value of N, meaning no DNA data is available. When the user sets the DNA Field to Y, indicating DNA data are available, then specific information regarding location of the DNA sample be entered in the DLO Field. The

DLO Field can include contact information, type of DNA sample, and other information deemed appropriate by the agency. If the DNA Field is set to Y and the DLO is blank, then the record will be rejected.

8. E-MAIL ADDRESS (EML)

The E-mail Address (EML) Field should contain the primary e-mail address of the agency or if known, the e-mail address of the supervising official. (DOT) represents a period (.) in the EML Field [e.g., EML/MNMHP@MN(DOT)STATE(DOT)US].

9. DATE PROBATION OR RELEASE REVOKED (DPR) REASON PROBATION OR RELEASE REVOKED (RPR)

The DPR and RPR Fields must not contain data. However, these fields must be accounted for in the period formatted transaction. If the DPR or RPR Fields contain data, the transaction will be rejected.

10. 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.

11. STATE IDENTIFICATION NUMBER (SID)

Guidelines for the entry of additional SIDs as a supplemental record to a Supervised Release 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 Supervised Release File base record. A modification message is also used to validate a record.

A modification message used to delete information in the MNU, DOB, SOC, SMT, or CMC Field of the base record will cause the oldest data in the supplemental record to move up to the base record.

3.2 EXAMPLE OF A MODIFICATION MESSAGE

1N01HEADER.MC.MD101260G.NAM/SMITH, JOHN J.NIC/C146203706.SOC/123456789.OLY/1996

Acknowledgment:

1L01HEADER
MD101260G
MODIFY NAM/SMITH, JOHN J NIC/C146203706

The above modification example contains header (1N01HEADER), message key (MC), Originating Agency Identifier (MD101260G), two record identifiers (NAM/SMITH, JOHN J and NIC/C146203706), the fields being modified, and the data being changed (SOC/123456789 and OLY/1996).

3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION	OPTIONAL			

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The record to be modified must be identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC. The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

3.5 ADDITIONAL GUIDELINES FOR NCIC MODIFICATION

Further instructions to modify an alias and/or an additional identifier previously appended to a Supervised Release File record by means of a supplemental record are provided in Section 8 of this chapter.

1. MODIFICATION TO REMOVE ALL VEHICULAR DATA

If there is a need to delete all vehicular data from a Supervised Release File record, a special modification message may be used to remove all vehicular data from the base record without identifying each individual field. The characters LIC-VCO/. following the two record identifiers. LIC-VCO/. cause the NCIC System to delete the following fields: LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO. For example:

```
1N01HEADER.MC.MD101260G.NAM/SMITH, JOHN J.NIC/C146203/06.LIC-VCO/.
```

Acknowledgment:

```
1L01HEADER  
MD101260G  
MODIFY NAM/SMITH, JOHN J NIC/C146203/06
```

The above modification example to remove all vehicular data contains: header (1N01HEADER), message key (MC), Originating Agency Identifier (MD101260G), two record identifiers (NAM/SMITH, JOHN J and NIC/C146203706), and the fields being removed (LIC-VCO) immediately followed by slash period (/.).

2. MODIFICATION TO REMOVE PART OF VEHICULAR DATA

The special modification message explained above cannot be used to remove less than all of the vehicular data from a Supervised Release File base record. For example, if only the four fields of license plate data (LIC, LIS, LIY, LIT) are to be deleted from the record, the usual modifying procedure must be followed, with each field to be deleted explicitly set forth in the modify message. For example:

```
1N01000005.MC.MD1012600.NAM/DOE, JOHN J.NIC/C146203/06.LIC/.LIS/.LIY/.LIT/.
```

3. VALIDATION

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a Supervised Release File record to indicate that the record has been validated. When data are entered into the VLN Field, NCIC stores the current date in the Date of

Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modification message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

```
1N01HEADER.MC.MD101260G.NAM/SMITH, JOHN J.NIC/C000069216.  
SOC/14455/911.VLN/JONES, DAVID E
```

Acknowledgment:

```
1L01HEADER  
MD101260G  
VALIDATE NAM/SMITH, JOHN NIC/C000069216
```

In the example, the record is modified at the same time it is validated.

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

SECTION 4--CANCELLATION

4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid and was entered in error.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

```
1N01HEADER.XC.MD101260G.NAM/SMITH, JOHN J.NIC/C146203/06.19991205
```

Acknowledgment:

```
1L01HEADER  
MD101260G  
CANCEL NAM/SMITH, JOHN J NIC/C146203/06
```

The above cancellation example contains header (1N01HEADER), message key (XC), Originating Agency Identifier (MD101260G), two record identifiers (NAM/ SMITH, JOHN J and NIC/C146203706), and date of cancellation (19991205).

When a Supervised Release File record is canceled, the entire record, including all data appended to the record by means of a supplemental record entry, is automatically canceled.

4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCEL	MANDATORY	DOC	8-8	NUMERIC

4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

The record to be canceled must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC. The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. Cancellation date (which must be the current date or yesterday's date) must follow the two record identifiers.

4.5 ADDITIONAL GUIDELINE FOR CANCELLATION

Benefits and effectiveness data are not collected for the Supervised Release File.

SECTION 5--INQUIRY

5.1 REQUIREMENTS FOR INQUIRY

When an agency transmits an NCIC wanted person inquiry, the data in the Supervised Release File will be searched in addition to all other NCIC person files (except the NICS Denied Transaction and Unidentified Person Files) as well as the Article, Boat, License Plate, Vehicle, and Vehicle/Boat Part Files. As a part of a positive Supervised Release File response, the receiving agency is advised that the subject cannot be arrested solely upon the basis of the information provided. Additional information can be found in the Wanted Person File chapter.

5.2 EXAMPLE OF AN INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

The message keys QW, QWA, QWE, QWF, QWS, ZW, QWB, and QWI are used for Wanted Person File inquiries. A Wanted Person File inquiry will also cause an automatic cross-search of the Foreign Fugitive, Missing Person, Gang, Known or Suspected Terrorist, Protection Order, Immigration Violator, Identity Theft, Supervised Release, Violent Person, and Protective Interest Files and the National Sex Offender Registry. If vehicle identifiers are included in the inquiry, the Vehicle, Boat, Vehicle/Boat Part, and License Plate Files will also be searched. If MNU, SOC, or OLN is included in the inquiry, the Article File personal identifier records will also be searched.

```
1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19511012.
VIN/ABC123DEF45678901
```

Negative Response:

```
1L01HEADER
WA1230000
```

```
NO NCIC WANT DOB/19511012 NAM/SMITH, JOHN J SEX/M RAC/W
NO NCIC WANT VIN/ABC123DEF45678901
***VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS
FILES ARE SEARCHED WITHOUT LIMITATIONS.
```

Positive Response:

```
1L01000005
WA1230000
```

```
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS
FILES ARE SEARCHED WITHOUT LIMITATIONS.
WARNING - DO NOT ARREST BASED ON THIS INFORMATION
MKE/PROBATION OR SUPERVISED RELEASE STATUS
ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX
```

DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A CTZ/JS
SKN/DRK SMT/SC R HD
FPC/121011C0141159TTCI13 MNJ/AS-123456789 SOC/123456789
OLN/98765432 OLS/MD OLY/2000
OCA/611112131 SID/VA99999999
OOC/ROBBERY
LKI/MD1240000 LKA/MD-2255
MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO
MIS/FREQUENT BARS
LIC/ABC123 LIS/VA LIY/1999 LIT/PC
VIN/2F37Z/P051519 VYR/1977
VMA/PONT VMO/LEM VST/2D VCO/WHI
DPE/20101009 SCI/VA123456J LOC/ANY COUNTY VA PAROLE OFFICE
DSS/20050509 SON/FITZPATRICK, JOHN SOT/703 555-3013
ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615
ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234
IMN/I435461801 IMT/M
NIC/C146203/06 DTE/19991020 0001 EDT DLJ/19991215 0001 EST
REPEAT - PROBATION OR SUPERVISED RELEASE STATUS RECORD - DO NOT ARREST
BASED ON THIS INFORMATION - PLEASE CONTACT SUPERVISING AGENCY VIA NLETS,
TELEPHONE OR EMAIL TO ADVISE OF CONTACT WITH SUPERVISED INDIVIDUAL.
PLEASE BE ADVISED THAT SUPERVISING AGENCY MAY NOT BE
OPERATIONAL 24/7.
NO NCIC WANT VIN/ABC123DEF45678901
***VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

Example of Notification Sent to Parole or Probation Officer:

\$.O.
VA013123G
ORI/WA1230000 IS ANY CITY PD WA 555-555-1234

AS A RESPONSE TO THE FOLLOWING TRANSACTION:
1N01HEADER.QW.WA1230000.NAM/SMITH,
JOHN.DOB/19650220.SEX/M.RAC/W
A HIT OCCURRED ON A PROBATION OR SUPERVISED RELEASE
STATUS RECORD. PLEASE CONTACT REQUESTING ORI FOR DETAILS.

ORI/VA013123G NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19650220 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456A
SKN/DRK SMT/SC R HD
FPC/121011C0141159TTCI13 MNJ/AS-123456789 SOC/123456789
OLN/98765432 OLS/MD OLY/2000
OOC/ROBBERY OCA/611112131 SID/VA99999999
LKI/MD1240000 LKA/MD-2255
VLD/20000521
MIS/SUBJECT ON PAROLE MAY NOT LEAVE THE AREA PROHIBITED TO
MIS/FREQUENT BARS
LIC/ABC123 LIS/VA LIY/1999 LIT/PC
VIN/2F37Z/P051519 VYR/1977
VMA/PONT VMO/LEM VST/2D VCO/WHI
DPE/20031009 SCI/VA12346J LOC/ANY COUNTY VA PAROLE OFFICE
DSS/19930509 SON/FITZPATRICK, JOHN SOT/703 555-3013
ARI/VA1012600 INC/VA STATE PENITENTIARY DOA/19900615
ORI IS ANY CITY PAROLE OFFICE VA 703 555-1234
IMN/I435461801 IMT/M
NIC/C146203/06 DTE/19991020 0001 EDT DLJ/20000215 1600 EST

This notification is used to inform the parole or probation officer that an inquiry has been made on a subject this officer supervises. The first ORI in the notification is the ORI of the supervising agency. The second ORI is the ORI of the agency initiating the transaction which resulted in the hit response (enter, modify, inquiry). Following this is the transaction which resulted in the hit response and the record for the supervised subject.

5.3 ADDITIONAL GUIDELINES FOR INQUIRY

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

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

2. A Supervised Release File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, 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.

5.4 PROCEDURES FOR HANDLING A HIT

1. No arrest or detention should be made based solely on a Supervised Release File record response.

If a positive response (hit) includes license plate data in the Supervised Release File record, the Vehicle File should be queried to ascertain if the vehicle and/or license plate is stolen.

2. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a Y in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

SECTION 6--LOCATE

There are no locate procedures for the Supervised Release File.

SECTION 7--CLEAR

7.1 WHEN TO USE A CLEAR MESSAGE

The use of a clear transaction results in the immediate removal of the subject record and all associated identifiers. Clearance of a record is restricted to the agency that entered the

record. A clear message should be transmitted when a subject is no longer under a status of supervised release, such as when the probation has expired, has been rescinded, etc.

7.2 EXAMPLE OF A CLEAR MESSAGE

```
1N01HEADER.CC.MD101260G.NAM/SMITH, JOHN J.NIC/C146203706.19991205
```

Acknowledgment:

```
1L01HEADER  
MD101260G  
CLEAR NAM/SMITH, JOHN J NIC/C146203706
```

The above clear example contains header (1N01HEADER), message key (CC), Originating Agency Identifier (MD101260G), two record identifiers (NAM/SMITH, JOHN J and NIC/C146203706), and the date of clear (19991205).

7.3 MESSAGE FIELD CODES FOR CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING 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 either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the

proper MFC. The name used in identifying the record to be cleared must be set forth with the exact spelling and spacing as shown in the record on file.

7.5 ADDITIONAL GUIDELINES FOR CLEAR

The date of clear (which must be the current date or less than the current date) must follow the two record identifiers.

There are no benefits and effectiveness data collected for Supervised Release File records.

SECTION 8--SUPPLEMENTAL RECORD

8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD TRANSACTION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODES	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>

MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
OPERATOR'S LICENSE NUMBER	OPTIONAL SET	OLN ¹		
LICENSE PLATE NUMBER	OPTIONAL SET	LIC ²		
VEHICLE IDENTIFICATION NUMBER	OPTIONAL SET	VIN ³		
IMAGE NCIC NUMBER	OPTIONAL SET	IMN ⁴		
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>
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

¹OLN/<OLN>.<OLS>.<OLY>

²LIC/<LIC>.<LIS>.<LIY>.<LIT>

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

⁴IMN/<IMN>.<IMT>

8.2 WHEN TO ENTER A SUPPLEMENTAL RECORD

Entry of an alias and/or other additional identifiers as a supplemental record to a Supervised Release File record (to be placed in NCIC by an entry separate from the Supervised Release entry) may be made only by the agency that entered the Supervised Release record.

8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY

1N01000005.ECN.MD101260G.NAM/SMITH, JOHN J.OCA/123456789.AKA/DEER,JIM.BJCK,ROBERT
J.DOB/19521012.19520912.LIC/ABC654.MD1999.PC.LIC/ABC123.MD.1999.PC.VIN/3J57K5D01234
5.19/5.OLDS.CJT.2T.BLU.SMT/CAJL L EAR.TAT R ARM

Acknowledgment:

1L01000005
MD101260G
SUPP NAM/SMITH, JOHN J OCA/123456789

The above supplemental record entry example contains header (1N01HEADER), message key (ECN), Originating Agency Identifier (MD101260G), two record identifiers (NAM/SMITH, JOHN J and OCA/123456789), and the supplemental data added to the record: two aliases (AKA/DEER, JIM and BUCK, ROBERT J), two dates of birth (DOB/19521012 and 19520912), two sets of license plate data (LIC/ABC654.MD.1999.PC and LIC/ABC123.MD.1999.PC), vehicle information (VIN/3J57K5D0112345. 1975. OLDS. CUT. 2T. BLU), and two sets of scars, marks, and tattoos data (SMT/CAUL L EAR and TAT R ARM).

8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY

The Supervised Release File record to which a supplemental record of alias(es) and/or other additional identifiers is to be added must be identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. Identifiers used in the above example are NAM and OCA Fields. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

1. The AKA Field and all other additional identifying data fields which may be included in a supplemental record with their field codes and the maximum number of aliases and/or additional identifiers that may be added to a Supervised Release File record are the following:

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

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

2. IMN and IMT Fields (up to 12: 1 mugshot, 1 signature, 10 identifying images) are added to the supplemental record when an image is entered, and the NIC of the base record is included in the entry transaction. Additional details can be found in the Image File chapter of this manual.
3. A maximum of 99 AKAs, 10 CMCs, 9 DOBs, SMTs, MNUs, SOC, OLN, LICs, SIDs, CTZs, and VINs may be added to a Supervised Release File record.

For example, a record relating to JOHN HARRY DOE might have an appended supplemental record of aliases and other additional identifiers consisting of three other names (AKAs), nine DOBs, five SMTs, two MNUs (an Army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession.

4. Entry of these additional data would require several supplemental record entry messages because all of these additional identifiers could not be included in one supplemental record entry message.

8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

A maximum of nine additional identifiers of various kinds may be entered in one supplemental record entry message. Additional messages are required if more identifiers are to be entered. Each AKA (or variation of name spelling), DOB, SMT, MNU, SOC, CTZ, SID, or CMC Field is counted as one identifier. Each set of data relating to an operator's license, a license plate, or a vehicle is likewise counted as one identifier.

8.7 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY

1. After the Supervised Release File record has been identified, each field included in a supplemental record entry, except those entered in sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data. The data elements must be separated by a period, and each field must be ended with a period. Fields that are not a part of sets of data may be entered in any order in a supplemental record entry.
2. A field in the main record (other than OLN, VIN, or LIC data) must contain data before any supplemental entry for that same field will be accepted. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the base record does not contain a Social Security number in the SOC Field.
3. All numeric identifiers excluding OCA and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen must be used to separate the two alpha characters from the number itself in the MNU Field.
4. When a supplemental record entry contains data on a person, a vehicle, or a license plate already in file in a person file (Missing Person, etc.), Vehicle, or License Plate File record, the agency making the supplemental record entry will be furnished the record on file at the time the supplemental record entry message is acknowledged.
5. Further guidelines for the coding of personal identifiers can be found in Personal Descriptors, *NCIC Code Manual*.

8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY

1. ALIAS FIELD (AKA)

1. Field code AKA followed by a slash is used to identify an alias(es). An alias includes any name in which any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, e.g., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.
2. Aliases are to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial, if any, space, and suffix indicating seniority if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the MFC AKA.
3. Nicknames (monikers) are to be entered in the AKA Field of the Supervised Release File record. The term nickname in NCIC is defined as a name added to or substituted for the proper name of a person, such as their street name (i.e., Shorty). It is not a familiar form of a proper name, such as Jim for James.

The nickname is to be entered in the AKA Field, followed by a comma (space after comma is optional), then an X (i.e., Peanut, X). Additional information for the coding of aliases can be found in Personal Descriptors, *NCIC Code Manual*.

2. OPERATOR'S LICENSE (OLN) FIELD

Field code OLN followed by a slash is used to identify additional operator's license data in an entry. The three data elements making up this set are OLN, OLS, and OLY. All three elements must be included in the order listed in the format and must be separated by a period. For example:

OLN/L23452667/238.VA.1980.

In the event more than one operator's license is to be entered at the same time, each set of operator's license data must be preceded by MFC OLN/.

3. LICENSE PLATE (LIC) FIELD

Field code LIC followed by a slash is used to identify additional license plate data in an entry. This set contains four data elements: LIC, LIS, LIY, and LIT. Elements must be entered in the order listed in the format and must be separated by a period. For example:

LIC/CBA321.MD.2000.TK.

In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data must be preceded by MFC LIC/.

4. VEHICULAR DATA

1. Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This set contains the following six data elements: VIN, VYR, VMA, VMO, VST, and VCO.

2. The VIN, VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods, and each element must be accounted for. For example:

VIN/1L69X6J023456.1976.CHEV.IMP.4D.BLK.

OR

VIN/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. ADDITIONAL IDENTIFYING DATA

Additional dates of birth; scars, marks, and tattoos, etc.; miscellaneous numbers; Social Security numbers; and caution and medical conditions follow the field codes DOB/, SMT/, MNU/, and SOC/, CTZ/, SID/, and CMC/, respectively, without repeating the MFC and separated only by periods. For example:

DOB/19570102.19550823.SMT/SC L CHK.POCKMARKS.MNU/AF-123456789.SOC/123456789

8.9 MODIFICATION OF AN ALIAS(ES) AND/OR OTHER IDENTIFIERS IN A SUPPLEMENTAL RECORD

1. No one-step procedure is available to modify an alias or other identifier in a supplemental record to a Supervised Release File record.
2. To modify an AKA or other identifier in a supplemental record, the incorrect AKA or other identifier must be canceled and reentered. Once canceled, the correct alias or other identifier can be entered. Cancellation procedures are explained in Section 3 of this chapter.
3. A modify message to the base record to delete information in a field will cause the same data, except for vehicular data, in the supplemental record to move up to the base record.

8.10 EXAMPLE OF A SUPPLEMENTAL RECORD ALIAS AND OTHER IDENTIFIERS CANCELLATION

1N01HEADER.XCN.MD101260G.NAM/SMITH, JOHN J.NIC/C146203706.AKA/BUCK, ROBERT J.DOB/19520912.LIC/ABC654.MD.2000.PC

Acknowledgment:

1L01HEADER
MD101260G
CANCEL SUPP NAM/SMITH, JOHN J NIC/C146203706
AKA/BUCK, ROBERT J
DOB/19520912
LIC/ABC654.MD.2000.PC

The above example of cancellation of an alias and other additional identifiers in a supplemental record contains header (1N01HEADER), message key (XCN), Originating Agency Identifier (MD101260G), two record identifiers (NAM/SMITH, JOHN J and NIC/C146203706), data to be canceled: an alias (AKA/BUCK, ROBERT J), date of birth (DOB/19520912), and four fields of license plate data (LIC/ABC654.MD.2000.PC).

8.11 IDENTIFICATION OF A RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS

When canceling an alias and/or other additional identifiers contained in a supplemental record, the Supervised Release record to which the supplemental record is appended must be

identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The supplemental data to be canceled, with each field preceded by the proper MFC, then follow.

8.12 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE

A maximum of nine identifiers of various kinds may be canceled in one cancel message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA (or name spelling variation), DOB, SMT, MNU, SOC, CTZ, SID, or CMC is counted as one identifier. Each set of operator's license, license plate, or vehicle data is counted as one identifier.

8.13 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DATA CANCELLATION

1. Aliases; dates of birth; scars, marks, tattoos, and other characteristics; miscellaneous numbers; Social Security numbers, citizenships, state identification numbers, and/or caution and medical conditions to be canceled are to be set out in the cancel message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.
2. Each set of operator's license or license plate data must be preceded by OLN/ or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicle data, only the VIN and VMA are required following VIN/, with a period to account for the intervening VYR. For example:

VIN/1L69X6J023456...CHEV.

3. When a Supervised Release File record is canceled, its entire supplemental record is automatically canceled.
4. Up to nine images can be canceled in a supplemental cancel transaction: one signature, one mugshot, and/or ten identifying images. The format is IMN/ <IMN>.<IMT>. The IMN is the NIC of the image, and the image type will be either S, M, or I. If the image type of the record is not the same type as defined by the IMT, the supplemental data will be rejected.

8.14 MESSAGE FIELD CODES FOR FRAUDULENT DATA RECORD

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODES	FIELD LENGTH	DATA TYPE
------------	--------------	---------------------------	-----------------	-----------

HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME*	OPTIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER	OPTIONAL SET	OLN	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS	2-2	ALPHABETIC
OPERATOR'S LICENSE YEAR OF EXPIRATION	SET	OLY	2-2 4-4	ALPHABETIC (2) NUMERIC (4)

*Stolen/fraudulent name

8.15 ENTRY OR CANCELLATION OF SUPPLEMENTAL STOLEN/FRAUDULENT IDENTIFIER RECORDS

1. A supplemental stolen/fraudulent (S/F) identifier record may be appended to or removed from a base record only by the agency that entered the base record. The base record to which a supplemental S/F identifier record is being added or canceled must be identified by either the base record NAM and NIC, in that order; the base record NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used to identify the base record must be typed with the exact spelling

and spacing as shown in the base record on file.

2. The identifiers which may be included in a supplemental S/F identifier record entry or cancel message are listed below with their MFCs and the maximum number that may be appended to a base record:

Field	Field Code	Maximum Number Permitted
Stolen/Fraudulent Name	NAM	99
Stolen/Fraudulent Date of Birth	DOB	9
Stolen/Fraudulent Miscellaneous Identifying Number	MNU	9
Stolen/Fraudulent Social Security Number	SOC	9
Stolen/Fraudulent Operator's License Number, Operator's License State, and Operator's License Year of Expiration	OLN	9

3. The S/F identifiers being entered or canceled follow the two base record identifiers. Each type of identifier included in a supplemental S/F record entry or cancel, except OLS and OLY, must be identified by the proper MFC followed by a slash and the identifier(s).
4. Multiple identifiers may be entered following the MFC. The identifiers must be separated by a period and each field must end with a period. All fields except the operator's license fields may be entered in any order in a supplemental record entry. For example, two SOC's and two DOBs contained in an entry or cancel message might appear as the following:

SOC/123456789.11111111.DOB/19710101.19711231

5. The OLN in the supplemental S/F record format is a multiple element data field; there is more than one data element following the field code and slash. Each OLN must be preceded by the MFC OLN and a slash (/). The OLS and OLY must immediately follow the OLN and are entered without a MFC. For example, the entry or cancellation of two OLN's might include the following:

OLN/98765432.MD.1993.OLN/VA11111111.VA.1992

6. A maximum of nine additional identifiers of various kinds may be entered or canceled in one supplemental record message. Additional messages are required if more identifiers are to be entered. Each S/F NAM, DOB, SOC, and MNU is counted as one identifier. Each set of data relating to an OLN (i.e., OLN, OLS, and OLY) is counted as one identifier.

7. An example of a supplemental S/F identifier record entry message follows. This example appends two S/F names, three dates of birth, two Social Security numbers, and two operator's license numbers:

```
IN01000005.ECNS.MD101260G.NAM/JONES,RANDY.OCA/9015243.DOB/19451231.19460101.194
40631.NAM/BROOKS,PETER.SMITH,THOMAS.SOC/123456789.////////.OLN/4567890.MD.199.
OLN/VA11111111.VA.1992
```

Acknowledgment:

```
1L01HEADER
MD101260G
S/F SJPP NAM/JONES, RANDY OCA/9015243
```

An example of a supplemental S/F identifier record cancellation message follows. This example removes two S/F dates of birth, one Social Security number, and one operator's license number:

```
IN01HEADER.XCNS.MD101260G.JONES, RANDY.OCA/9015243.DOB/19451231.19460101.
SOC/123456789.OLN/9876543.MD.1993
```

Acknowledgment:

```
1L01HEADER
MD101260G
CANCEL S/F SJPP NAM/JONES, RANDY OCA/9015243
S/F DOB/19451231
S/F DOB/19460101
S/F SOC/123456789
S/F OLN/9876543.MD.1993
```

8.16 MODIFICATION OF A STOLEN/FRAUDULENT IDENTIFIER RECORD

Supplemental S/F identifier records cannot be modified. To change an existing identifier, it must be canceled using the supplemental S/F identifier record cancellation message (MKE/XCNS). The correct information can then be entered using the supplemental S/F identifier record entry message (MKE/ECNS).

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UNIDENTIFIED PERSON FILE

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SECTION 1--INTRODUCTION

1.1 CRITERIA FOR ENTRY

Agencies must have documentation (electronic or hard copy) on file to support an unidentified person entry. Only the agency holding the unidentified person report may make an NCIC entry. The only exception is that any criminal justice agency or regional dispatch center may act as holder of the record for another agency that has no telecommunications equipment. When such an entry is made, the agency holding the record may place its own Originating Agency Identifier (ORI) in the ORI Field only when there is a written agreement between the two agencies that delineates the legal responsibility of the record. Additional information concerning these responsibilities can be found in the Introduction of this manual.

An unidentified person record may be entered using one of the following categories:

1. Deceased (MKE/EUD): a person who is no longer living for whom the identity cannot be ascertained. This category also includes recovered body parts when a body has been dismembered.
2. Living (MKE/EUL): a person who is living and unable to ascertain his/her identity, e.g., amnesia victim, infant, etc. The information on unidentified living persons should only be included if the person gives his/her consent or if they are physically or mentally unable to give consent.
3. Catastrophe Victim (MKE/EUV): a person who is a victim of a catastrophe for whom the identity cannot be ascertained or body parts when a body has been dismembered as the result of a catastrophe.

1.2 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EUD	UNIDENTIFIED DECEASED PERSON
	EUL	UNIDENTIFIED LIVING PERSON
	EUV	UNIDENTIFIED CASTROPHE VICTIM
Entry of supplemental record	EUN	
Entry of dental information	ED	
Modify	MU	
Modification of dental information	MD	
Cancel	XU	
Cancellation of supplemental record	XUN	

Cancellation of dental information	XD	
Inquiry	QU	
Clear	CU	

1.3 RECORD RETENTION PERIOD

Unidentified Person File records will remain on file or until action is taken by the originating agency to clear or cancel the record.

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When an unidentified person has been positively identified by partial body parts, the entering agency may maintain the NCIC record for future identification in the event additional body parts are recovered.

1.4 VALIDATION

A portion of the Unidentified Person File records will be validated monthly as described in the Validation Schedule of the Introduction chapter of this manual. For NCIC validation, unidentified person records that are not validated by the entering agency should not be removed from NCIC. NCIC will not retire unidentified person records even if the Name of Validator (VLN) Field **is not** filled in.

The Name of Validator (VLN) Field will be returned 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.

1.5 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
AGE	Approximate Age	Must be one or two numerics.
AKA	Alias	May include alphabetics, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after comma. The hyphen cannot be in the first position or directly precede the comma. Coding instructions in Personal Descriptors, <i>NCIC Code Manual</i> .
ARE	Area	Must be a valid NCIC -assigned code representing any state, the District of Columbia, Puerto Rico, U.S. Virgin Islands, or Canadian Provinces.
BLT	Blood Type	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .

BPS	Body Parts Status	Must be characters ALD, ALF, SKL, or 15 characters consisting of the alphabetic N, F, D, or S. For example, FFDDDDFFDDDDFF. Entry of 15 Ns is invalid
		Note: The BPS Field is mandatory only when the MKE Field contains the code EUD or EUV. The BPS Field must be blank if the MKE contains the code EUL.
		If the code ALF is entered, 15 Fs will be stored in the BPS Field. If the code ALD is entered, 15 Ds will be stored in the BPS Field. If the code SKL is entered, 15 Ss will be stored in the BPS Field. The Diagram for Body Parts Status Field contains a description. A copy of the diagram is in Section 2 of this chapter.
BXR	Body X-rays	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
CDA	Manner and Cause of Death	The first character entered in the field must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> . The code must be followed by a space. Any valid alphanumeric and the following special characters may follow in positions 3 through 30: the dollar sign, the ampersand, the comma, the space or blank, the hyphen, and the slash. The CDA Field is mandatory when the MKE Field contains the code EUD or EUV.
CRC	Circumcision	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> . Must be left blank if SEX equals F or U.
DBF	Date Body Found	Must be a valid Gregorian date (YYYYMMDD).
DCH	Dental Characteristics	May contain a maximum of 319 codes consisting of two numerics followed by one to seven alphabetic characters or one special character. The only exceptions are that the codes ALL or UNK will be permitted in the DCH Field. If the code ALL or UNK is entered, no additional information may be entered in the DCH Field. More details can be found in Section 9 of this chapter.
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
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.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DRE	Dentist's Remarks	Maximum of 50 alphanumeric and special characters (free text).
DXR	Dental X-rays Available	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
EDD	Estimated Date of Death	Must be a valid Gregorian date (YYYYMMDD). The month (MM) may contain zeros to indicate that the month cannot be estimated. If MM is not zeros, MM must contain a value of 01 through 12. If MM is zeros, then days (DD) must also be zeros. DD may contain zeros to indicate that the day cannot be estimated. If DD is not zeros, the day indicated cannot exceed the maximum number of days in the month (MM) indicated. If a complete date is entered, it cannot be more than 50 years prior to the date that the entry or modification message is transmitted. If a partial date is entered, the year cannot be more than 50 years prior to the year that the entry or modification message is transmitted. EDD must be blank if MKE is EUL.
ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
EYB	Estimated Year of Birth	Must be four numerics followed by a hyphen and four additional numerics. Positions 1 through 4 must be less than or equal to the value of positions 6 through 9. The year indicated in positions 6 through 9 cannot be greater than the year of entry. The value of the range between positions 1 through 4 and 6 through 9 cannot be greater than 20 years.
		Note: The EYB Field is mandatory when the BPS Field contains the codes ALF or all Fs or ALD or all Ds.
EYE	Eye Color	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .

FPA	Footprints Available	Must be a valid NCIC - assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> . The FPA Field is mandatory if MKE equals EUD or EUV, and the BPS Field contains the codes ALD or ALF or if positions 12 and 15 contain the alphabetic D or F.
FPC	Fingerprint Classification	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
		If the MKE equals EUD or EUV and the BPS Field contains the codes ALD or ALF or if positions 6 and 9 contain the alphabetic D or F, the FPC Field is mandatory.
		If the MKE equals EUL, the FPC Field is mandatory.
HAI	Hair Color	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
HGT	Approximate Height	Must be UNK (unknown) or three numerics, a hyphen, and three additional numerics. Positions 1 and 5 must be 1, 2, 3, 4, 5, 6, or 7. Positions 2 and 6 must be a 0 or 1. If position 2 is a 1, position 3 must be a 0 or 1. If position 6 is a 1, position 7 must be a 0 or 1. Positions 1 through 3 must be less than or equal to positions 5 through 7. The range between positions 1 through 3 and 5 through 7 cannot be greater than 6 inches.
IMN	Image NCIC Number	A self-checking number consisting of 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 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.

LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or the first seven characters of the Linkage Agency Field. The only valid special character is the hyphen. (There must be an ORI and matching OCA in the System.)
LKI	Linkage Agency Identifier	Must be a valid NCIC assigned ORI. The LKI and LKA cannot be identical to the ORI and OCA. Must be entered as a set with the LKA.
MAL	Medical Examiner/Coroner Locality	Free text to indicate the city and state.
MAN	Medical Examiner/Coroner Agency Name and Case Number	Free text to indicate the agency name and case number.
MAT	Medical Examiner/Coroner Telephone	Must be three numerics, a space, three numerics, a hyphen, and four numerics.
MIS	Miscellaneous	Free text.
MKE	Message Key	Must be a valid message key.
MPA	Dental Models and/or Photographs of Teeth Available	Must be a valid NCIC -assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (U in the Unidentified Person File) followed by nine numeric characters automatically assigned by NCIC 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. The field will default to N if left blank.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, a single alphabetic only, or the first seven characters of the ORI Field. The only valid special character is the hyphen.
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.
RAC	Race	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
RPS	Reason for Person Record Removal	Must be a valid NCIC-assigned code as listed in the Other Transaction Codes, <i>NCIC Code Manual</i> .

SEX	Sex	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> . An unidentified person record can have up to 20 SMTs.
VLN	Name of Validator	Any valid characters representing validator.
VRX	Corrective Vision Prescription	Free text. More information in Personal Descriptors, <i>NCIC Code Manual</i> .
WGT	Approximate Weight	Must be UNK (unknown) or three numerics, a hyphen, and three additional numerics. Positions 1 through 3 cannot be 000 and positions 5 through 7 cannot be greater than 499. Positions 1 through 3 must be less than or equal to 5 through 7. The range between positions 1 through 3 and 5 through 7 cannot be greater than 50 lbs.

1.6 CRITERIA FOR REJECTING DUPLICATE RECORDS

If the ORI and OCA Fields in an Unidentified Person File entry are identical to the ORI and OCA Fields of an Unidentified Person File record already on file, the message will be rejected with the message REJECT ON FILE followed by the record already on file. In those situations when two or more unidentified persons are discovered and are being assigned one case number by the investigating agency, the case number entered in the OCA Field of the Unidentified Person File entries will have to be suffixed with a character to make each OCA unique.

1.7 FINGERPRINT IDENTIFICATION RECORDS SYSTEM

If fingerprints are available, a fingerprint card should be submitted to the FBI Criminal Justice Information Services Division to be searched against fingerprint cards in the Fingerprint Identification Records System.

1.8 IMAGE CAPABILITY

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC.

1.9 NOTIFICATION TO THE NATIONAL CENTER FOR MISSING AND EXPLOITED CHILDREN (NCMEC)

The NCMEC will automatically receive a "real time" \$.8. notification through NCIC of all Unidentified Person File records entered, modified, cleared, or canceled. This notification will enable NCMEC to provide assistance to local, state, and federal law enforcement agencies as needed.

1.10 INVESTIGATIVE INTEREST

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC.

SECTION 2--ENTRY

2.1 EXAMPLE OF AN ENTRY

Following is an example of a base record entry in the Unidentified Person File for a deceased person:

```
1N01HEADER.EJD.DCFBIWA00.FFFFFFFFFDDDDFFF.M.W.19531958.19990201.19990210.508-  
511.175-190.BRO.BRO.SC JL ARM. 1210AADINATT6613SRPM.ABC32456...BODY FOUND WITH BLUE  
SHIRT,BLK SLACKS,BLK SOCKS AND SHOES,GRN ARMY JACKET,FOOT SIZE 10D,PERSON WAS LEFT  
HANDED.Y.BPOS.C.Y.F..H STABBED IN CHEST.BB,CL,CO,ER,WA.BB HAS NAME BUDDY, CL IS YEL  
BIC,CO IS BLK PLASTIC,ER GOLD,WAIS 17 JEWEL TIMEX.DC MEDICAL EXAMINER OCA/83-  
12345.WASHINGTON, DC.202 555-5555.Y.FBI LAB, QUANTICO, VA 703-632-4000, VA1234567,  
MTDNA, CODIS NUMBER - ABC-RMP-123456789.H
```

Acknowledgment:

```
1L01HEADER  
DCFBIWA00  
OCA/ABC32456 NIC/U123456789
```

2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
BODY PARTS STATUS	MANDATORY	BPS	3-3 15-15	ALPHABETIC
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
RACE	MANDATORY	RAC	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>

ESTIMATED YEAR OF BIRTH	OPTIONAL	EYB	9-9	NUMERIC, SPECIAL CHARACTERS
ESTIMATED DATE OF DEATH	CONDITIONAL	EDD	8-8	NUMERIC
DATE BODY FOUND	MANDATORY	DBF	8-8	NUMERIC
APPROXIMATE HEIGHT	MANDATORY	HGT	3 -3 7- 7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
APPROXIMATE WEIGHT	MANDATORY	WGT	3 -3 7- 7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	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	3-3 20-20	ALPHABETIC, ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING CASE NUMBER	OPTIONAL SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	SET	LKI	9-9	ALPHABETIC, NUMERIC
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY FLAG	OPTIONAL	NOA	1-1	ALPHABETIC

BLOOD TYPE	OPTIONAL	BLT	4-5	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
CIRCUMCISION	OPTIONAL	CRC	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
FOOTPRINT AVAILABLE	OPTIONAL	FPA	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
BODY X-RAYS	MANDATORY	BXR	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
CORRECTIVE VISION PRESCRIPTION	OPTIONAL	VRX	1-40	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MANNER AND CAUSE OF DEATH	OPTIONAL	CDA	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
JEWELRY TYPE	OPTIONAL	JWT	2-50	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
JEWELRY DESCRIPTION	OPTIONAL	JWL	1-100	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MED EXAMINER/ CORONER AGENCY NAME AND CASE NUMBER	OPTIONAL	MAN	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MED EXAMINER/ CORONER LOCALITY	OPTIONAL	MAL	1-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MED EXAMINER/ CORONER TELEPHONE NUMBER	OPTIONAL	MAT	12-12	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC

DNA LOCATION	OPTIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>

2.3 MANDATORY FIELDS FOR ENTRY

The following fields are mandatory to cause acceptance of an unidentified person entry into NCIC : HDR, MKE, ORI, BPS (mandatory blank for EUL), SEX, RAC, EYB (mandatory if the BPS Field contains the codes ALD or ALF), EDD (mandatory blank for EUL), DBF, HGT, WGT, EYE, HAI, FPC (mandatory when the MKE is EUL or when the MKE is EUD or EUV if the BPS contains the codes ALD or ALF or the alphabetic D or F in positions 6 and 9), OCA, FPA (mandatory if the BPS contains the codes ALD or ALF or the alphabetic D or F in positions 12 and 15), BXR, and CDA (mandatory when MKE is EUD or EUV). The entry will be rejected if one of the mandatory fields is left blank.

2.4 \$.K. ADMINISTRATIVE MESSAGE

An agency is required to verify and update the NCIC unidentified person record with any additional information, including Blood Type (BLT); Dental Characteristics (DCH); Fingerprint Classification (FPC); Jewelry Type (JWT); Scars, Marks, Tattoos, and Other Characteristics (SMT) within 60 days of entry. If a record has a date of entry older than 30 days and any of the above fields are blank, a \$.K. administrative message identifying the blank will be transmitted. The \$.K. administrative message will also include the record. An example of a \$.K. administrative message follows:

```
$.K.
MD1012600
NCIC INCOMPLETE MISSING/UNIDENTIFIED PERSON NOTIFICATION AT 1600
EST 19991030.YOUR ENTRY NIC/J105350284, OCA/ABC32456 HAS
INFORMATION MISSING FROM THE FOLLOWING KEY DATA
FIELDS: DCH, SMT
```

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

```
MKE/UNIDENTIFIED PERSON DECEASED
ORI/MD1012600 BPS/FFFFFFFFFFFFFFF SEX/F RAC/W ETN/H EYB/1953-1958 EDD/19980601
DBF/19980930 HGT/503-503 WGT/100-110 EYE/GRN HAI/BRO
FPC/12101116141109111713 OCA/ABC32456
MIS/WEARING CUT OFF JEANS YELLOW T SHIRT W/MIAMI AND BIRDS
MIS/BLJ TENNIS SHOES YELLOW BIKINI UNDERPANTS
BLT/OPOS FPA/Y
BXR/P CDA/H STAB WOUNDS IN CHEST
JWT/RI
JWL/SIZE 6 STERLING SILVER W/TJRQ STONE
MAN/DENVER PD CORONER CASE 83-012
```

2.5 ADDITIONAL GUIDELINES FOR ENTRY

1. The ORI must account for all fields in the unidentified person record format. All available data called for in the record format must be entered when the entry is made. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MU).
2. For training and administrative purposes, agencies may enter test records into NCIC by using the header TN01. The test records will not generate any notifications nor will batch processing be performed in the test system.

2.6 MESSAGE FIELD CODE EDITS FOR ENTRY

1. ESTIMATED YEAR OF BIRTH (EYB)

The estimated year of birth provided by the medical examiner, coroner, or investigating officer should be entered. If the exact year of birth is known, it must be entered twice, e.g., 1948-1948.

If the estimated year of birth is expressed in a range, the range, e.g., 1948-1953, should be entered.

Note: This field is restricted to a range of 20 years (e.g., 1933-1953) and is mandatory when the BPS Field contains the codes ALD or ALF, or 15 Ds or Fs. If the medical examiner, coroner, or investigating officer report contains an estimated year of birth range of more than 20 years and the codes ALD or ALF, or 15 Ds or Fs are entered into the BPS Field, the earliest estimated year of birth followed by a hyphen and the earliest year of birth plus 20 years should be entered in the EYB Field.

The true range should be entered in the MIS Field. For example, if the report contains 1933-1958 as the estimated year of birth, EYB and MIS/EYB would be entered as EYB/1933-1953 and MIS/EYB IS 1933-1958.

2. BODY PARTS STATUS (BPS)

1. The BPS Field in an EUD or EUV record entry describes whether the whole body or only part(s) of the body has been recovered as well as the condition of those recovered parts; i.e., skeletal.
2. When only part(s) of a body or skeleton has been recovered, the NCIC diagram for the BPS Field should be used.

The diagram divides the body into 15 parts which correspond to the 15 positions (characters) in the field. The field should contain N (not recovered), S (recovered)

skeletal), D (recovered-decomposed), or F (recovered-fresh) in the positions corresponding to the body parts. For example, if a body is recovered missing both legs, the field should be coded: FFFFFFFFFNNNNNN.

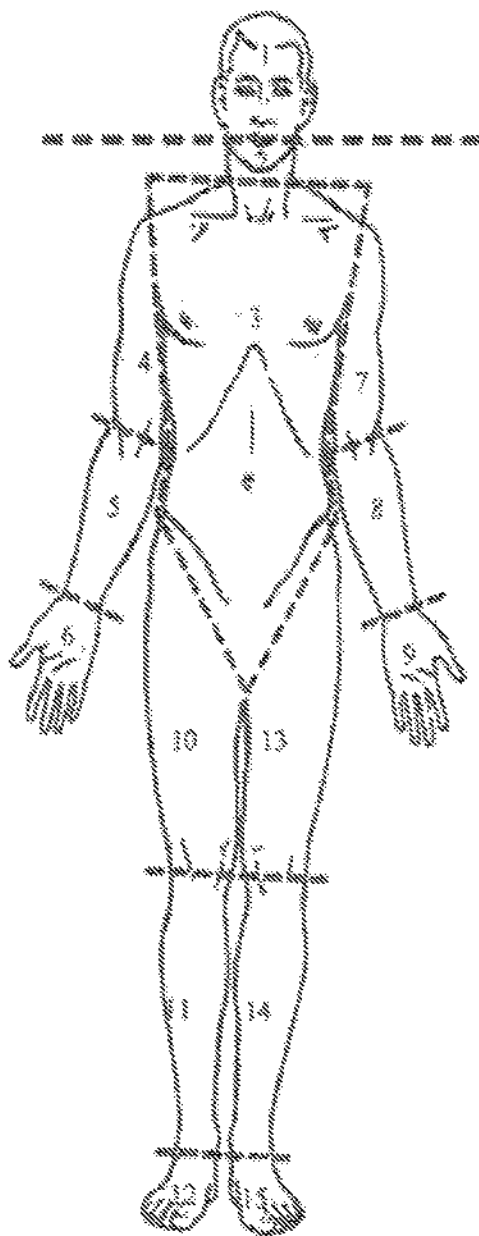
Note: Body parts which were amputated and healed prior to death (ante mortem) should be coded as recovered in the BPS Field. Body parts which were amputated ante mortem should be coded in the SMT Field using the missing body parts codes.

3. When all 15 major parts have been recovered as skeletal remains, instead of 15 Ss the code SKL may be entered in the BPS Field. NCIC will automatically convert the code SKL to 15 Ss.
4. When all 15 major body parts have been recovered, the codes ALD or ALF, instead of 15 Ds or Fs, may be entered in the BPS Field. NCIC will automatically convert the codes ALD or ALF to 15 Ds or Fs.

Note: The BPS Field, along with the BPS Field inquiry, is used to link two or more agencies that recover parts of one body. After an unidentified person record for an incomplete body is entered, a BPS Field inquiry should be made using the same BPS code that was entered in the record.

5. A copy of the **DIAGRAM FOR BODY PARTS STATUS FIELD** appears on the following page. The diagram may be reproduced and utilized by officers and coroners to aid in their investigations and assist in NCIC record entry.

DIAGRAM FOR BODY PARTS STATUS FIELD



N -- Not Recovered
D -- Recovered-Decomposed
F -- Recovered-Fresh
S -- Skeletal

1. CRANIUM
2. MANDIBLE
3. TORSO
4. RIGHT UPPER ARM
5. RIGHT FOREARM
6. RIGHT HAND
7. LEFT UPPER ARM
8. LEFT FOREARM
9. LEFT HAND
10. RIGHT UPPER LEG
11. RIGHT LOWER LEG
12. RIGHT FOOT
13. LEFT UPPER LEG
14. LEFT LOWER LEG
15. LEFT FOOT

Instructions:

The purpose of the body parts status is to link two or more agencies that recover parts of one body. Therefore, body parts which were amputated and healed prior to death (antemortem) should be coded as recovered in the Body Parts Status Field. Body parts which were amputated postmortem should be coded in the Scars, Marks, Tattoos, and Other Physical Characteristics Field using the missing body parts codes.

3. ESTIMATED DATE OF DEATH (EDD)

The most recent estimate of date of death provided by the medical examiner/coroner should be entered. For example, if the coroner estimates that death occurred between May and September 1995, then 19950900 should be entered in the EDD Field.

Estimated Date Of Death	Should be Entered as:
1995	19950000
June 1994	19940600
July 12, 1993	19930712

4. APPROXIMATE HEIGHT (HGT)

The estimated height of the individual (feet and inches) as reported by the medical examiner, coroner, or investigating officer should be entered. If the exact height is known, it must be entered twice, e.g., 510-510.

Note: This field is restricted to a range of six inches. If the height range is more than six inches, e.g., 5'00" to 5'08", a height which falls within a range of six inches, e.g., 5'01" to 5'07" should be obtained from the medical examiner, coroner, or investigating officer. The new range should be entered in the HGT Field, e.g., HGT/501-507, and the original height should be entered in the MIS Field, e.g., MIS/HGT IS 500-508. The code unknown (UNK) may be entered to indicate that the height cannot be determined.

5. APPROXIMATE WEIGHT (WGT)

The estimated weight of the individual (in pounds) as reported by the medical examiner, coroner, or investigating officer should be entered. If the exact weight is known, it must be entered twice, e.g., 175-175.

Note: This field is restricted to a range of 50 pounds. If the weight range is more than 50 pounds, e.g., 120-190, a weight which falls within a range of 50 pounds, e.g., 132-182, should be obtained from the medical examiner, coroner, or investigating officer. The new range should be entered in the WGT Field, e.g., WGT/132-182, and the original weight should be entered in the MIS Field, e.g., MIS/WGT IS 125-190. The code UNK may be entered to indicate that the estimated weight cannot be determined.

6. FINGERPRINT CLASSIFICATION (FPC)

1. The code NA is used when a finger cannot be printed because it has been amputated and not found with the body and the amputation of the finger was related to the death of the individual. Antemortem amputations that are not related to the death of the individual are indicated by using the code XX (missing/amputated).
2. The code NA is also used when a finger cannot be printed because it is burned or mutilated, and the burning or mutilation was related to the death of the individual.

Antemortem burns, mutilations, and scars that are not related to the death of the individual are indicated by using the code SR (scarred/mutilated).

3. If all ten of the deceased's fingers have been 1) amputated and not found with the body, 2) burned, or 3) mutilated and the amputation, burning, or mutilation is related to the death of the individual, the code NFP may be entered in the FPC Field. NCIC will convert the code NFP to ten NAs for insertion in the FPC Field.

7. MANNER AND CAUSE OF DEATH (CDA)

The manner of death should be indicated by a one-character code as listed in Personal Descriptors, *NCIC Code Manual*. The code is followed by a space and then the cause of death, e.g., N CARDIAC ARREST, is identified. The manner of death is mandatory for EUD and EUV records. The cause of death is not mandatory but should be included.

8. MISCELLANEOUS (MIS) DATA

When an agency makes unidentified person entries on two or more unidentified persons who appear to be associated with each other, the agency should cross-reference each unidentified person record entry to the other. This can be done by placing the NIC of each person record in the MIS Field of the other person record with an appropriate explanatory note. An agency receiving the record on one of the unidentified persons will have the necessary information to obtain any other pertinent record(s).

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. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the identity of the subject of the unidentified person record is known, Y should be entered into the NOA Field. 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.

11. LINKAGE DATA (LKA AND LKI)

The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments and to link missing and/or unidentified person

records when an identification is made but only part of the body has been recovered. An agency entering a record which does not share the ORI and OCA of records associated with the same incident can enter the ORI and OCA of the associated records by including their values in the LKI and LKA Fields. The NCIC System will automatically link records entered within 30 days of the original entry that contain the same ORI and OCA. An ORI may use the LKI and LKA Fields to link related records that contain the same ORI and OCA entered more than 30 days after the original record entry. In the entry message, the LKI and LKA Fields immediately follow the OCA Field entry. The message will be rejected if the first seven characters of the LKA are the same as the LKI.

12. 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 MISSING PERSON RECORDS

1. When an unidentified person record is entered or modified, NCIC automatically compares the data in that record against all missing 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 as follows:

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 identification.
3. Once the comparisons are made to the missing person records, the system sends \$.M. administrative messages to all entering agencies. The \$.M. administrative message advises an agency that a possible match has been made on its record. This message is transmitted to the ORIs of the matched records. The message includes abbreviated records for up to 100 possible matches for the physical cross-search and 35 for the dental cross-search.

Once the comparisons are made to the wanted person records, the system sends \$.M. administrative messages to all entering agencies. The \$.M. administrative message advises an agency that a possible match has been made on its record. This message is transmitted to the ORIs of the matched records. The message includes abbreviated records for up to 35 possible matches for the dental cross-search.

If more than 100 records are matched using physical characteristics or 35 using dental characteristics for the missing/unidentified cross-search or more than 35 using dental characteristics for the wanted/unidentified cross-search, the remaining records can be obtained by contacting FBI CJIS staff at 304-625-3000.

4. If the cross-search does not produce any match, all entering/updating agencies are notified through a \$.N. administrative message. Additional information on administrative messages can be found in the Introduction chapter of this manual.

SECTION 3--MODIFICATION

3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data. Data cannot be deleted from a mandatory field.

3.2 EXAMPLE OF A MODIFICATION MESSAGE

```
1N01HEADER.MJ.DCFBIWA00.NIC/J123456789.OCA/ABC345678.EYE/GRN
```

Acknowledgment:

```
1L01HEADER  
DCFBIWA00  
MODIFY NIC/J123456789 OCA/ABC345678
```

The above modification example contains: header (1N01HEADER), message key (MJ), Originating Agency Identifier (DCFBIWA00), two record identifiers (NIC/J123456789 and OCA/ABC345678), the field being modified, and the modification (EYE/GRN).

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	MANDATORY	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 record being modified must be identified by the NIC and OCA, in that order.

3.5 VALIDATION GUIDELINES FOR NCIC MODIFICATION

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of an unidentified person record to indicate that the record has been validated. When data are entered into the VLN Field, NCIC enters the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

1N01HEADER.MJ.MD1012600.NIC/J123456/89.OCA/ABC32456.VLN/JONES, DAVID E

Acknowledgment:

```
1L01HEADER  
MD1012600  
VALIDATE NIC/U123456789 OCA/ABC32456
```

3.6 AUTOMATIC CROSS-SEARCH WITH MISSING PERSON RECORDS

Modifying an unidentified person record will generate an automatic cross-search of the updated record with missing person records in NCIC as explained in Section 2 of this chapter.

SECTION 3.7 ADDITIONAL GUIDELINES FOR MODIFICATION

In NCIC, an error message will be generated if the BPS Field is modified to include an R. Only S, F, D, ALF, and ALD are allowed.

SECTION 4--CANCELLATION**4.1 WHEN TO USE A CANCELLATION MESSAGE**

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid. A cancellation message will cause the entire record, including all supplemental data, to be retired.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

```
1N01HEADER.XU.DCFBIWA00.NIC/U123456789.OCA/ABC32456.20000312.PREVIOUSLY LOCATED
```

Acknowledgment:

```
1L01HEADER  
DCFBIWA00  
CANCEL NIC/U123456789 OCA/ABC32456
```

The above cancellation example contains: header (1N01HEADER), message key (XU), Originating Agency Identifier (DCFBIWA00), two record identifiers (NIC/U123456789 and OCA/ABC32456), date of cancellation (20000312), and reason for person record removal (PREVIOUSLY LOCATED).

4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	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 NIC and OCA, in that order, with each data element preceded by the proper MFC. The Date of Cancellation (DOC) is mandatory and must follow the two record identifiers and be the current date or the current date minus one.

4.5 ADDITIONAL GUIDELINE CANCELLATION

When canceling a record, the user is expected to enter benefits and effectiveness data. The RPS Field is entered directly after the DOC Field. For a cancel, the RPS value will be either CASE DROPPED or PREVIOUSLY IDENTIFIED.

SECTION 5--INQUIRY

5.1 EXAMPLE OF A BODY PARTS STATUS (BPS) FIELD INQUIRY WITH POSITIVE AND NEGATIVE RESPONSES

1N01HEADER.QJ.DCFBIWA00.BPS/FFNNNNNNNNNNN.SEX/F.ARE/PA

Negative Response:

1L01HEADER
DCFBIWA00

NO JPER REC BPS/FFNNNNNNNNNNNN.SEX/F.ARE/PA

Positive Response:

1L01HEADER
DCFBIWA00

FOLLOWING ARE ABBREVIATED RECORDS WHICH MATCH YOUR INQUIRY ON:
BPS/FFNNNNNNNNNNNN, SEX/F, ARE/PA

BPS	SEX/RAC	EYB	EDD	DBF	ORI	NIC
NNFNFNFNFNFNFNFN	F/W	1960-1967	19940000	19980415	MDMSP3100	U124909090
NNFNNNNNNNFNFNFN	F/W	1955-1959	19970525	19970527	PAPSP1800	U123890329
NNFNNNNNNNNNNNNN	F/W	1959-1969	19990600	19990614	NY0370000	U127550322
NNNNNNNNNDNDDNNNN	U/U	1968-1972	19960604	19960618	PA0630500	U126729953

*MAKE INQUIRY ON NIC NUMBER TO RETRIEVE COMPLETE RECORD.

5.2 MESSAGE FIELD CODES FOR BPS FIELD INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
BODY PARTS STATUS	MANDATORY	BPS	15-15	ALPHABETIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC

RACE	OPTIONAL	RAC	1-1	ALPHABETIC
AREA	OPTIONAL	ARE	2-3	ALPHABETIC, SPECIAL CHARACTERS
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC

5.3 REQUIREMENTS FOR INQUIRY USING THE BPS FIELD

An agency which recovers a partial unidentified body should transmit an inquiry and in the BPS Field identify all body parts which have been and have not been recovered. An inquiry using BPS requires that at least one body part be missing, but that not all are missing. Optionally SEX, RAC, and ARE can be used in the inquiry to limit the search.

1. BODY PARTS STATUS (BPS)

1. NCIC compares the BPS Field code in the inquiry with the BPS Field code of records on file that contain at least one N (for not recovered) in any of the 15 positions of the BPS Field, i.e., all records for incomplete bodies. The following checks are conducted on each of the 15 positions of the BPS Field in the inquiry and records on file:
 1. If the codes are equal, they must be N.
 2. If the codes are not equal, one of the codes must be N.
2. If any position of the BPS Field in the inquiry and BPS Field in the record on file does not meet these checks, the record on file is eliminated as a possible match. For example, if an inquiry contains FFFNNNFFFFFFFFF, only those records having an N in positions 1, 2, 3, and 7 through 15, and any combination of Ns, Ds or Fs, and Ss in positions 4 through 6 will be returned as possible matches.
3. The response to an inquiry on the BPS Field contains all abbreviated records on file that pass the above checks. The abbreviated record will contain the following fields: BPS, SEX, RAC, EYB, EDD, DBF, ORI, and NIC.

2. SEX (SEX)

The SEX Field can be either F, M, or U. Records will be considered a match if they have the same code or have U (unknown).

3. RACE (RAC)

The RAC code can be either A, B, I, W, or U. A list of the Race Field codes and the race codes that will be searched when each is included in an inquiry are the following:

Race Code In Inquiry	Race Code Searched
A - Asian or Pacific Islander	A, B, I, U (Unknown), and W

B - Black	A, B, I, and U
I - American Indian or Alaskan Native	A, B, I, U, and W
W - White	A, I, U, and W

4. AREA (ARE)

The ARE Field must be a valid state and country code as listed in the *NCIC Code Manual*. NCIC will search all records for that state, territory, or province and will also do so by region. When an inquiry contains ARE/ followed by a valid code and an asterisk, the response to the inquiry will be limited to records containing the same code and/or US in the first two positions of the ORI Field. Any code may be followed by an asterisk. The following list identifies the region associated with each state, territory, and province code.

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, NJ, PA, VA, & US
DC	DE, DC, MD, NJ, PA, VA, WV, & US
FL	AL, FL, GA, MS, & US
GA	AL, FL, GA, NC, SC, TN, & US
HI	HI & US
ID	ID, MT, NV, OR, UT, WA, WY, AB, BC, & US
IL	AR, IL, IN, IA, KY, MI, MN, MO, TN, WI, & US
IN	IL, IN, KY, MI, OH, WI, ON, & US
IA	IL, IA, KS, MN, MO, NB, SD, WI, & US
KS	AR, CO, IA, KS, MO, NB, NM, OK, TX, & US
KY	AR, IL, IN, KY, MO, NC, OH, TN, VA, WV, & US
LA	AL, AR, LA, MS, OK, TX, & US
MA	CT, MA, ME, NH, NJ, NY, PA, RI, VT, & US
ME	CT, MA, ME, NH, RI, VT, NK, NS, PQ, & US
MD	DE, DC, MD, NJ, OH, PA, VA, WV, & US
MI	IL, IN, MI, MN, OH, WI, ON, & US
MN	IL, IA, MI, MN, NB, ND, SD, WI, MB, ON, & US
MS	AL, AR, FL, LA, MS, MO, TN, & US
MO	AR, IL, IA, KS, KY, MS, MO, NB, OK, TN, & US

MT	ID, MT, ND, SD, WA, WY, AB, BC, MB, SN, & US
NB	CO, IA, KS, MN, MO, NB, SD, WY, & US
NV	AZ, CA, ID, NV, OR, UT, & US
NH	CT, ME, MA, NH, NY, RI, VT, ON, PQ, & US
NJ	CT, DE, DC, MD, MA, NJ, NY, PA, RI, VA, & US
NM	AZ, CO, KS, NM, OK, TX, UT, & US
NY	CT, MA, NH, NJ, NY, OH, PA, RI, VT, ON, PQ, & US
NC	AL, GA, KY, NC, SC, TN, VA, WV, & US
ND	MN, MT, ND, SD, WY, MB, SN, & US
OH	IN, KY, MD, MI, NY, OH, PA, WV, ON, & US
OK	AR, CO, KS, LA, MO, NM, OK, TX, & US
OR	CA, ID, NV, OR, WA, & US
PA	CT, DE, DC, MD, MA, NJ, NY, OH, PA, RI, VA, WV, ON, & US
RI	CT, ME, MA, NH, NJ, NY, PA, RI, VT, & US
SC	GA, NC, SC, TN, & US
SD	IA, MN, MT, NB, ND, SD, WY, & US
TN	AL, AR, GA, IL, KY, MS, MO, NC, SC, TN, VA, WV, & US
TX	AR, CO, KS, LA, NM, OK, TX, & US
UT	AZ, CO, ID, NV, NM, UT, WY, & US
VT	CT, ME, MA, NH, NY, RI, VT, ON, PQ, & US
VA	DE, DC, KY, MD, NJ, NC, PA, TN, VA, WV, & US
WA	ID, MT, OR, WA, BC, & US
WV	DC, KY, MD, NC, OH, PA, TN, VA, WV, & US
WI	IL, IN, IA, MI, MN, WI, & US
WY	CO, ID, MT, NB, ND, SD, UT, WY, & US
AB	ID, MT, AB, BC, NT, SN, & US
BC	AK, ID, MT, WA, AB, BC, NT, YT, & US
MB	MN, MT, ND, MB, NT, ON, SN, & US
NF	NF, PQ, & US
NK	ME, NK, NS, PE, PQ, & US
NS	ME, NK, NS, PE, & US
NT	AB, BC, MB, NT, PQ, SN, YT, & US
ON	IN, MI, MN, NH, NY, OH, PA, VT, MB, ON, PQ, & US
PE	NK, NS, PE, & US
PQ	ME, NH, NY, VT, NF, NK, NT, ON, PQ, & US
SN	MT, ND, AB, MB, NT, SN, & US
YT	AK, BC, NT, YT, & US
PR	PR, VI, & US

VI	PR, VI, & US
----	--------------

5.4 EXAMPLE OF A NONUNIQUE IDENTIFIER INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

1N01HEADER.QJ.DCFBIWA00.SEX/M.RAC/W.AGE/19.HGT/600.WGT/170.EYE/BRO.HAI/BRO

Negative Response:

1L01HEADER
 DCFBIWA00
 NO NCIC UNIDENTIFIED PERSON RECORD
 AGE/19.SEX/M.RAC/W.EYE/BRO.HAI/BRO.HGT/600.WGT/170

Positive Response:

1L01HEADER DCFBIWA00
 NCIC HAS 4 POSSIBLE MATCHES FOR YOUR INQUIRY. THE TWO HIGHEST SCORING RECORDS ARE LISTED FOLLOWED BY THE NIC NUMBERS OF UP TO 20 OF THE HIGH SCORE RECORDS. CONTACT NCIC FOR OFF-LINE SEARCH FOR ALL RECORDS.
 MKE/UNIDENTIFIED PERSON DECEASED
 ORI/MD1201600 BPS/DDDDDDDDDDDDDDSEX/M RAC/W ETN/H EYB/1964-1966 EDD/19970908
 DBF/19970910 HGT/508-511 WGT/160-170 EYE/BRO HAI/BRO SMT/SC JR ARM
 FPC/12101116141109111713
 MIS/THE VICTIM WAS WEARING A BLUE DRESS SHIRT, WHITE V-NECK TSHIRT,
 MIS/BLUE AND WHITE PLAID DRESS SLACKS, BLUE BOXER SHORTS, A BLACK BELT,
 MIS/BLACK NYLON DRESS SOCKS, AND BROWN SLIP-ON SHOES, SIZE 9, VICTIM WAS
 MIS/LEFT-HANDED,HAD A DARK SUNTAN,AND SMOKED SALEMS
 BLT/BPOS CRC/C FPA/Y
 BXR/F VRX/OD-2D50E-D25X90 OS-2DOOE-D25X95 CDA/H VICTIM WAS STABBED WITH A KNIFE
 JWT/ER
 JWL/DIAMOND STUD LEFT EAR
 MAN/BALTIMORE MED EXAM OCA/ABC32456
 MAL/BALTIMORE MD MAT/301 555-1234
 ORI IS ANY CITY PD MD 310 555-7896
 SMT/SC JL ARM
 DENTAL CHARACTERISTICS
 DXR/Y MPA/N DRE/VICTIM HAS NUMEROUS CARIES TOOTH

01X	32X
02MO	31F
03V	30V
04O	29V
05V	28V
06V	27V
07V	26X
08F	25V
09V	24V
10V	23V
11V	22V
12V	21V
13V	20V
14V	19V

15V 18V
 16X 1/V
 NIC/J000003016 DTE/19970920 0000 EDT

 MKE/UNIDENTIFIED PERSON DECEASED
 ORI/DCFBIA00 BPS/DDDDDDDDDDDDDD SEX/M RAC/W ETN/H EYB/1963-1966 EDD/19981113
 DBF/19981113 HGT/509-511 WGT/160-170 EYE/BRO HAI/BRO
 FPC/1210AADINATT6613SRPM OCA/ABC32456
 MIS/THE VICTIM WAS WEARING BLUEJEANS AND TSHIRT, NO SHOES OR
 MIS/SOCKS,VICTIM WAS RIGHT-HANDED,AND HAD A DARK COMPLEXION
 BLT/APOS CRC/N FPA/Y
 BXR/F VRX/OD-2D50E-D25X90 OS-2DOOE-D25X95 CDA/H VICTIM WAS STABBED WITH A KNIFE
 JWT/WA
 JWL/ROLEX
 MAN/DC MED EXAM CASE 34-92/AF
 MAL/WASH DC MAT/202 555-1234
 ORI IS FBI HEADQUARTERS WASHINGTON DC 202 555-0000
 NIC/J002113224 DTE/19981113 0000 EST DLJ/19990115 1600 EST
 J000003016 095 J002113224 095 J112345691 090 J894539002 070

*The NICs are listed in descending order by score.

5.5 MESSAGE FIELD CODES FOR NONUNIQUE IDENTIFIER INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
AGE	MANDATORY	AGE	2-2	NUMERIC
SEX	MANDATORY	SEX	1-1	ALPHABETIC
RACE	MANDATORY	RAC	1-1	ALPHABETIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN THE <i>NCIC CODE MANUAL</i>
HAIR COLOR	MANDATORY	HAI	3-3	CODE AS DEFINED IN THE <i>NCIC CODE MANUAL</i>
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC

AREA	OPTIONAL	ARE	2-3	ALPHABETIC, SPECIAL CHARACTERS
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>

5.6 REQUIREMENTS FOR NONUNIQUE IDENTIFIER INQUIRY

1. The following fields are mandatory for a nonunique identifier inquiry: HDR, MKE, ORI, AGE, SEX, RAC, EYE, HAI, HGT, and WGT.
2. The approximate age of the individual may be one or two numeric characters representing the age in years. The age must fall within a range of 0 to 99. The age in the inquiry plus or minus 1 year will be searched. If the person inquired upon is 100 years old or older, the first numeric (1) should be dropped.
3. Sex, race, eye color, and hair color should be coded following the instructions set forth in the *NCIC Code Manual*. A search on each of these fields will retrieve any record with a corresponding code.
4. Approximate height in the inquiry plus or minus 3 inches will be searched.
5. Approximate weight in the inquiry plus or minus 10 pounds will be searched.

5.7 ADDITIONAL GUIDELINES FOR NONUNIQUE IDENTIFIER INQUIRY

1. When a nonunique identifier inquiry is received, NCIC searches the Unidentified Person File for possible matches, i.e., candidate records. The sex, race, eye, and hair color codes in the candidate records must be identical to the sex, race, eye, and hair color codes in the inquiry. However, age, height, and weight in the candidate records may vary from the age, height, and weight in the inquiry as indicated above.
2. A score is assigned to each candidate record. The score is computed based upon the variance between the inquiry age, height, and weight, and the corresponding data in the candidate records. The score is an abstract numerical representation of the relative similarity between the inquiry data and the data in the candidate records. The score is used by NCIC to select up to the 20 most likely candidate records for the response to the inquiring agency.
3. To determine if a hit (identification) has been made, the inquiring agency must review all of the identification data in the candidate records and contact the agency that entered the record to confirm a possible match.
4. The ARE Field must be a valid state, territory, or province code as listed in the *NCIC 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. The list detailed in the Unidentified Person File chapter, Section 5.3, subsection 4 identifies the region associated with each state, territory, and province code.

5. An Unidentified Person File response can contain supplemental SMT and image data. Supplemental fields will be sorted by special character, alphabetically, then numerically. Within supplemental data sets, the image data fields will be sorted by IMN.

5.8 REQUIREMENTS FOR INQUIRY USING NIC OR OCA

Inquiries may be made using NIC or OCA. For inquiries on OCA, NCIC will return a record only if the OCA and first three positions of the ORI in the inquiry are identical to the OCA and the first three positions of the ORI in a record on file. Inquiries may also be made using the BPS Field only or using AGE, SEX, RAC, HGT, WGT, EYE, and HAI.

5.9 ADDITIONAL GUIDELINE FOR NCIC INQUIRY

QW/ZW inquiries may contain the Image Indicator (IND), Related Search Hit (RSH), and Expanded Name Search (ENS) Fields. Additional information on the use of these fields can be found in the Wanted Person File chapter of this manual.

5.10 BATCH INQUIRY

The batch inquiry allows users to create a file of individual QW/ZW inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific inquiry from which they were generated. Prior to each response SEQUENCE NUMBER: <SEQ> will be returned to identify those responses that follow as coming from the inquiry with that sequence number. Additional information on procedures for conducting batch inquiries can be found in the Wanted Person File chapter.

SECTION 6--LOCATE

There are no locate procedures for the Unidentified Person File.

SECTION 7--CLEAR

7.1 WHEN TO USE A CLEAR MESSAGE

Clearance of a record is restricted to the agency that entered it. A clear message is transmitted:

1. When the agency identifying a person is the agency that entered the record.
2. When the agency that entered the record is officially advised that the person has been identified by another agency.

The clear message will cause the entire record, including supplemental data, to be removed from file.

7.2 EXAMPLE OF A CLEAR MESSAGE

```
1N01HEADER.CJ.DCFBIWA00.NIC/U123456789.OCA/ABC32456.20000312.HIT LOCAL 20000310
```

Acknowledgment:

```
1L01HEADER
DCFBIWA00
CLEAR NIC/U123456789 OCA/ABC32456
```

The above clear example contains: header (1N01HEADER), message key (CU), Originating Agency Identifier (DCFBIWA00), two record identifiers (NIC/U123456789 and OCA/ABC32456), the date that the person was identified (20000312), and the reason for person record removal (HIT LOCAL 20000310).

7.3 MESSAGE FIELD CODES FOR CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
REASON FOR PERSON RECORD REMOVAL	OPTIONAL	RPS	10-21	ALPHABETIC, 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, with each data element preceded by the proper MFC. The date of clear is mandatory and must follow the two record identifiers and must be the current date or the current date minus one.

7.5 ADDITIONAL GUIDELINE FOR CLEAR

Users are expected to enter benefits and effectiveness data for all clear transactions. The entry of benefits data is not MFC-dependent. The values for the MFC RPS are the following: HIT LOCAL YYYYMMDD; HIT STATE YYYYMMDD; HIT NCIC YYYYMMDD; OTHER MEANS; or PREVIOUSLY IDENTIFIED.

SECTION 8--SUPPLEMENTAL RECORD

8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	CONDITIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
IMAGE NCIC NUMBER SET	CONDITIONAL	IMN ¹		ALPHABETIC, NUMERIC

¹IMN/<IMN>.<IMT>

8.2 WHEN TO ENTER A SUPPLEMENTAL RECORD

Supplemental scars, marks, tattoos, and other characteristics may be appended to a base unidentified person record. In order to append additional scars, marks, tattoos, and other characteristics, the SMT Field in the base record must already contain information.

8.3 EXAMPLE OF A SUPPLEMENTAL SMT ENTRY

```
1N01HEADER.EUN.DCFBIWA00.NIC/U123456789.OCA/ABC32456.SMT/SC FACE.SC L ELB
```

Acknowledgment:

```
1L01HEADER  
DCFBIWA00  
SUPP NIC/U123456789 OCA/ABC32456  
SMT/SC FACE  
SMT/SC L ELB
```

The above supplemental entry contains: header (1N01HEADER), message key (EUN), Originating Agency Identifier (DCFBIWA00), two identifiers (NIC/U123456789 and OCA/ABC32456), and the supplemental SMTs (SMT/SC FACE.SC L ELB).

8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY

The unidentified person record to which supplemental data are to be added must be identified by NIC and OCA, in that order, followed by the MFCs and the supplemental information. Supplemental dental data are entered with MKE/ED. Additional details concerning entry of dental information can be found in Section 9 of this chapter.

8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

Field	Field Code	Maximum Number Permitted
Scars, Marks, Tattoos, and Other Characteristics	SMT	19
Image NCIC Number and Image Type (entered as a set)	IMN	12

8.6 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL ENTRY

A maximum of nine additional SMTs may be entered in one supplemental record entry message. Additional messages are required if more SMTs are to be entered.

8.7 MODIFICATION OF SUPPLEMENTAL DATA

Supplemental data cannot be modified. They must be canceled and reentered.

8.8 EXAMPLE OF A SUPPLEMENTAL SMT RECORD CANCELLATION

```
1N01HEADER.XJN.DCFBIWA00.NIC/J123456/89.OCA/ABC32456.SMT/SC  
FACE.IMN/I000000111.F.IMN/I000002222.M
```

Acknowledgment:

```
1L01HEADER  
DCFBIWA00  
CANCEL SJPP NIC/J123456/89 OCA/ABC32456  
SMT/SC FACE  
IMN/I000000111.F  
IMN/I000002222.M
```

8.9 IDENTIFICATION OF A RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS

When a supplemental record is canceled, the unidentified person record to which the supplemental record is appended must be identified by NIC and OCA with each data element preceded by the proper MFC.

8.10 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL CANCELLATION

A maximum of nine identifiers of various kinds may be canceled in one message. Additional messages are required if more than nine identifiers are to be canceled. Each SMT is counted as one identifier. Each IMN set (multiple data element field) is counted as one identifier.

8.11 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL CANCELLATION

Supplemental data to be canceled should be set out in the cancel message in the same manner as in a supplemental record entry. That is, more than one identifier of the same type may follow the MFC without repetition of the MFC. However, character for character, each identifier to be canceled must be set out exactly as it appears in the supplemental record on file.

When an unidentified person record is canceled, its entire supplemental record is automatically canceled.

8.12 ADDITIONAL GUIDELINES FOR NCIC SUPPLEMENTAL CANCELLATION

1. IMAGE

Up to nine images can be canceled in a supplemental cancel transaction: one signature, one mugshot, or nine identifying images (up to ten identifying images can be stored for an unidentified person record). The format is IMN/<IMN>.<IMT>. The IMN is the NCIC number of the image, and the image type must be either S, M, or I. If the image type of

the record is not the same type as defined by the IMT, the supplemental data will be rejected.

2. SUPPLEMENTAL ACKNOWLEDGMENT MESSAGE

A supplemental cancel transaction can contain up to nine supplemental data. All supplemental data will be processed except data that do not meet field edits or data that do not already exist in the record. The cancel supplemental message will list all supplemental data that were successfully canceled, all supplemental data not on file, and all supplemental data that failed due to a REJ SUPP MFC ERROR. For example:

```
1N01HEADER.XUN.MD1012600.NIC/J0000069216.OCA/ABC32456.SMT/EXTR L TOE.SC
FACT.IMN/I000032331.F
```

Acknowledgment:

```
1L01HEADER
MD1012600
CANCEL SUPP NIC/J0000069216 OCA/ABC32456
SMT/EXTR L TOE
REJ SUPP MFC ERROR
SMT/SC FACT
REJ SUPP NOT ON FILE
IMN/I000032331.F
```

SECTION 9--SUPPLEMENTAL DENTAL RECORD

9.1 MESSAGE FIELD CODES FOR DENTAL RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DENTAL X-RAYS AVAILABLE	MANDATORY	DXR	1-1	ALPHABETIC
DENTAL MODELS	MANDATORY	MPA	1-1	ALPHABETIC

DENTIST'S REMARKS	OPTIONAL	DRE	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DENTAL CHARACTERISTICS	MANDATORY	DCH		ALPHABETIC, NUMERIC, SPECIAL CHARACTERISTICS

9.2 WHEN TO USE A SUPPLEMENTAL DENTAL RECORD ENTRY

The Unidentified Person File may include dental characteristics for matching purposes against records in the NCIC Missing Person File.

Only the agency that entered the unidentified person record may enter dental data into that record. The agency must enter (MKE/ED) separately from the base record and other supplemental data.

9.3 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD ENTRY

The following is an example of a supplemental data entry adding dental characteristics data to the base record:

```
1N01HEADER.ED.DCFBIWA00.NIC/U000019216.OCA/ABC324569.Y.N.INDIVIDUAL HAS NUMEROUS
CARIES.01X,02M,03V,04O,05V,06V,07V,08F,09V,10V,11V,12V,13V,14V,15V,16X,17X,18/,19V,
20V,21V,22V,23V,24V,25V,26V,27V,28V,29V,30V,31D,32V
```

Acknowledgment:

```
1L01HEADER
DCFBIWA00
ENTRY DENTAL DATA NIC/U000019216 OCA/ABC324569
```

The above supplemental record entry contains: header (1N01HEADER), message key (ED), Originating Agency Identifier (DCFBIWA00), two record identifiers (NIC U000019216 and OCA ABC324569), and the dental information to be added to the record.

9.4 IDENTIFICATION OF A RECORD FOR ENTRY OF DENTAL DATA

The unidentified person record to which dental data are to be added must be identified by NIC and OCA, in that order, followed by the dental information.

9.5 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DENTAL RECORD ENTRY

Supplemental dental information and other supplemental identifiers cannot be transmitted in the same message. Dental information must be entered with MKE/ED.

The entry of a supplemental dental record to a Unidentified Person File record will cause a cross-search of all Missing Person File and Wanted Person File records containing dental data.

1. The DXR Field must contain Y or N.
2. The MPA Field must contain Y or N.
3. The DRE Field can hold up to 50 characters. This field should contain dental remarks which cannot be coded in the DXR, MPA, or DCH Fields.

9.6 DENTAL CHARACTERISTICS (DCH) FIELD

1. The DCH Field describes the status of each tooth, restorations for each surface of the tooth (MODFL), missing (X), virgin (V), no information remembered (/), root canal (R), or crown (C).
 1. An NCIC Unidentified Person Dental Report, or one similar, can be completed by a forensic odontologist and returned to the user for entry.
 2. If all 32 permanent teeth are present with no restorations, the agency can enter the code ALL in the DCH Field. If the agency enters ALL in the DCH Field, it cannot add information, and the system transmits the following after the DRE Field in a positive response:

ALL 32 PERMANENT TEETH ARE PRESENT WITH NO RESTORATIONS

Note: If an agency enters ALL in the DCH Field, the code V will be used for all 32 teeth, and the system will generate a dental cross-search comparison.

3. If dental characteristics are not available for coding, then the agency should enter UNK in the DCH Field. If the agency enters the code UNK in the DCH Field, the system transmits the following after the DRE Field in a positive response:
DENTAL CHARACTERISTICS (DCH) ARE NOT AVAILABLE

Note: If an agency enters UNK in the DCH Field, NCIC will not generate a dental cross-search comparison.

2. The codes must be entered using a comma as a separator with the exception of the last code which must be followed by a period (field delimiter) or logical end of transmission.
3. If the agency does not enter the code ALL or UNK, the only valid codes shall be 01 through 32. Each code shall be used only once. These codes shall be followed by the appropriate letter(s) or special character (e.g., 01M).

A modification of any code for the 01 through 32 tooth codes will replace any coding for that specific tooth, (for example, 01MO was initially entered, 01FL was modified into the record, the record will then list only 01FL). If new codes must be added to the existing codes for a tooth, the existing codes must be reentered along with the new codes, (for

example, 01MO was initially entered for tooth number 1 and FL must be added, then 01MOFL should be entered to list 01MOFL).

4. The DCH Field shall contain a maximum of 32 codes consisting of two numerics followed by option 1, 2, or 3:
 1. One special character /, or one special character / followed by R.
 2. One alphabetic character M, O, D, F, L, X, or V.
 3. Two to seven alphabetic characters M, O, D, F, L, C, and R.
5. Any combination of M, O, D, F, or L should be entered in the sequence of M, O, D, F, L.
6. The R character should follow any combination of M, O, D, F, L, C or the / character.
7. The C character should follow any combination of M, O, D, F, or L.
8. The only character that should be used with / is the R character.
9. The characters V and X should not be used with any combination of characters.
10. The characters M, O, D, F, L, C, R, /, V, and X may only be used once per numeric.

9.6.a NDIR DATA AVAILABLE (NDI) FIELD

The NDI Field is a one-character field included in the MD transaction that allows the FBI to add an indicator to NCIC records that have corresponding dental information available on Law Enforcement Online in the National Dental Image Repository (NDIR). The field has a default value of N and can be modified to Y. If the NDI Field contains Y, NCIC will notify the FBI of all subsequent modify, cancel, locate, or clear transactions so the FBI can make appropriate changes to the corresponding NDIR records. The following caveat will follow the DCH Field data in a positive record response:

DENTAL IMAGES FOR THE SUBJECT OF THIS RECORD ARE AVAILABLE ON THE LEO NDIR

9.7 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD MODIFICATION

1N01HEADER.MD.DCFBIWA00.NIC/J000011216.OCA/ABC324569.DCH/08V,16V

Acknowledgment:

1L01HEADER
DCFBIWA00
MODIFY DENTAL DATA NIC/J0000112216 OCA/ABC324569

The above modify supplemental example contains: header (1N01HEADER), message key (MD), Originating Agency Identifier (DCFBIWA00), the NCIC Number

(NIC/U000011216), the case number (OCA/ABC324569), and the dental field to be modified (DCH/08V,16V).

9.8 REQUIREMENTS FOR SUPPLEMENTAL DENTAL RECORD MODIFICATION

A supplemental dental record may be modified (MKE/MD) to:

1. Change the code entered in DXR and/or MPA Fields. Since these fields are mandatory, the codes cannot be deleted using a modify message.
2. Change or delete the information entered in the DRE Field.
3. Change any coding for the 32 tooth codes of the DCH Field.
4. Change the NDI value to Y. The NDI Field may be modified by authorized FBI ORIs only.

9.9 EXAMPLE OF SUPPLEMENTAL DENTAL RECORD CANCELLATION

```
1N01HEADER.XD.DCFBIWA00.NIC/J000011216.OCA/ABC324569
```

Acknowledgment:

```
1L01HEADER  
DCFBIWA00  
CANCEL DENTAL DATA NIC/J000011216 OCA/ABC324569
```

The above cancel supplemental example contains: header (1N01HEADER), message key (XD), Originating Agency Identifier (DCFBIWA00), and two record identifiers (NIC/U000011216 and OCA/ABC324569).

9.10 ADDITIONAL GUIDELINE FOR SUPPLEMENTAL DENTAL RECORD CANCELLATION

A supplemental dental cancellation message will delete all dental information from the record identified. When an Unidentified Person File record is canceled or cleared, all supplemental dental information is retired.

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VEHICLE FILE

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SECTION 1--INTRODUCTION

1.1 DEFINITION

For NCIC purposes, a vehicle is any motor-driven conveyance (except a boat) designed to carry its operator. In addition to conveyances meeting this definition, aircraft and trailers are also to be entered in the Vehicle File.

A part is defined as any serially-numbered component from a vehicle or boat, and ownership documentation for a vehicle or boat. Additional information on stolen parts can be found in the Vehicle/Boat Part File chapter of this manual.

1.2 CRITERIA FOR ENTRY

1. A stolen vehicle may be entered if a theft report has been made. The entering agency must maintain the entry in an up-to-date status. The agency holding the theft report should enter the record. An agency in the state of registry may enter a record for a vehicle stolen in another state only after an inquiry, conducted after a reasonable period of time, discloses no record has been entered in NCIC by the agency holding the theft report. In this instance, the agency in the state of registry must enter the identity of the agency holding the theft report in the Miscellaneous (MIS) Field.
2. A loaned, rented, or leased vehicle that has not been returned may not be entered in the file unless an official police theft report is made or a filed complaint results in the issuance of a warrant charging embezzlement, theft, etc.
3. A felony vehicle may be entered on file immediately providing the whereabouts of the vehicle is unknown.
4. A vehicle subject to seizure may be entered based on a federally-issued court order.
5. A stolen Vehicle Identification Number (VIN) plate, certificate of origin/certificate of title (blank or associated with a vehicle), or a serially-numbered backhoe, hay baler, engine, transmission, battery, carburetor, door, bumper, hubcap, etc., may be entered in the Vehicle/Boat Part File (Vehicle File for NCIC) as a stolen part or as an add-on part if a theft report is on file. AM/FM/CB radios, tape players, and other entertainment devices should be entered in the Article File **not** in the Vehicle File.
6. Agencies must have documentation (electronic or hard copy) on file to support a vehicle entry. All NCIC entries should be made only by the agency holding the theft report and having primary jurisdiction over the place of actual theft. An exception to this occurs when a criminal justice agency or regional dispatch center acts as holder of a record for another agency that has no telecommunications equipment. Only when there is a written agreement between the two agencies which delineates the legal responsibility for the record can the agency holding the record place its own Originating Agency Identifier

(ORI) in the ORI Field when the entry is made. Additional information concerning these responsibilities can be found in the Introduction of this manual.

7. In addition, data of investigative interest pertaining to stolen vehicles, vehicle parts, or related vehicle titles stolen abroad and transported into the United States may be entered by an agency having sufficient documentation to be responsible for the record. Vehicle parts may include blank, stolen, or counterfeit documents relating to the registration of the vehicle abroad or subsequent to its invalid titling in the United States, as well as license plates issued on the basis of fraudulent proof of ownership.

1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EV	STOLEN VEHICLE
	EF	FELONY VEHICLE
Modify	MV	
	MF	
Cancel	XV	
	XF	
Inquiry	QV	
	ZV	
	QVB	
Locate	LV	LOCATED VEHICLE
	LF	LOCATED FELONY VEHICLE
Clear	CV	
	CF	

1. If it is desired that a stolen or felony vehicle or stolen part be held for latent fingerprint examination, -P should be entered as part of the MKE; for example, EV-P would translate as STOLEN VEHICLE - HOLD FOR LATENTS, EF-P would translate as FELONY VEHICLE - HOLD FOR LATENTS, and EP-P would translate as STOLEN PART - HOLD FOR LATENTS.
2. If the occupant(s) of the vehicle in question is known to be armed, -A should be entered as part of the MKE; for example, EV-A would translate as STOLEN VEHICLE - OCCUPANT(S) ARMED and EF-A would translate as FELONY VEHICLE - OCCUPANT(S) ARMED.
3. If a stolen or felony vehicle is to be held for latent fingerprint examination and the occupant(s) of the vehicle is known to be armed, -F should be entered as part of the MKE; for example, EV-F would translate as STOLEN VEHICLE - OCCUPANT(S) ARMED/HOLD FOR LATENTS, or EF-F would translate as FELONY VEHICLE - OCCUPANT(S) ARMED/HOLD FOR LATENTS. Caution indicators cannot be used with add-on MKEs.

1.4 RECORD RETENTION PERIOD FOR STOLEN VEHICLE, FELONY VEHICLE, OR STOLEN PART

1. If a stolen vehicle record remains on file for days and it does not contain a VIN or OAN, the record is retired. If a felony vehicle or vehicle subject to seizure record remains on file for days, the record is retired.
2. Stolen vehicles which contain a VIN or OAN will remain on file for the balance of the . Following this retention period, the records are retired. For example, a vehicle record entered in
3. Exceptions to the record retention periods will occur in the event a serious error is detected in the record on file. Additional information on serious errors can be found in the Introduction chapter of this manual.

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1.5 AUTOMATIC RETIREMENT

after a Vehicle File record is located, it is retired.

1.6 VALIDATION

For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

The Name of Validator (VLN) Field will be returned 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
BRA	Brand Name	Must be a valid NCIC -assigned code as listed in Vehicular Data Codes or Boat Data Brand Codes, <i>NCIC Code Manual</i> . If the BRA is PART, the CAT cannot be CF, CT, EN, OB, or TN.
CAT	Category	Must be a valid NCIC -assigned code as listed in Vehicular Data Codes, <i>NCIC Code Manual</i> .
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.

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DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date. For felony vehicle records, the DOT represents the date a vehicle was used in the commission of a crime or the date a warrant of seizure was issued.
EPD	Engine Power or Displacement	Must be a valid NCIC -assigned code as listed in Vehicular 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 used if the CAT is EN or OB.
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 V representing a generic vehicle when associating a vehicle record to an image. May be V or I when deleting an association to an image.
IND	Image Indicator	Must be Y or N.
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 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 NCIC-assigned ORI.
MIS	Miscellaneous	If a generic VMA/BRA code is used, the MIS Field must include the manufacturer's name. SVIN must be entered in MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN.
MKE	Message Key	Must be a valid message key.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (V in the Vehicle File and R in the Canadian Vehicle Index) followed by nine numeric characters automatically assigned by NCIC 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 stolen vehicle. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
NPF	Number of Missing Persons Found	First three characters must be numeric. Fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in NCIC. 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 alphabets only cannot be used. The OAN cannot be identical to the VIN or SER. If the MKE is EF, the SER is not allowed.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, the word NONE, or the first seven characters of the ORI Field. The only valid special character is the hyphen.
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.
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 run of alphabets only cannot be used. Cannot be identical to the OAN.
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 in the first four characters of the MIS Field. If the vehicle identification number exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field. Cannot be identical to OAN.
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 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 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.
	(Jeep)	If the VMA code is JEP, the VYR must be 1969 or less. If the VMA code is AMER, the VYR must be 1988 or less. If the VMA code is JEEP, the VYR must be 1989 or greater.
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.

	(all-terrain vehicle, dune buggy, go-cart, golf cart)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles as 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 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. If the MKE is EVS_, the VMO must be TL if VIN is filled.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VNP	Value of Recovered Property	Fair market value (in whole dollars) of the recovered stolen vehicle identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of property recovered as a result of locating the stolen vehicle identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.

VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating stolen vehicle which is identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VST	Vehicle Style	Must be a valid NCIC -assigned code as listed in Vehicular Data Codes, <i>NCIC Code Manual</i> . If the VMA code is ATV or SPEC then the VST must be OP, EB, EN, or MV, and the MIS Field must contain the name of the manufacturer.
VYR	Vehicle Year	Must represent the production (model) year during which the vehicle was manufactured (YYYY). Year cannot be more than 1 year beyond the current year. For entries of model year 1981 or later, when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.

1.8 CRITERIA FOR REJECTING DUPLICATE RECORDS

1. If the complete VIN, VMA, and ORI Fields; the LIC, LIS, LIY, LIT, and ORI Fields; or the complete OAN, VMA, OCA, and ORI Fields of a stolen vehicle message are the same as those field codes of a vehicle record already on file in NCIC, the second entry will be rejected with the message REJECT ON FILE.
2. If the complete VIN, VMA, and ORI Fields or the LIC, LIS, LIY, LIT, and ORI Fields of a felony vehicle message are the same as those field codes of a vehicle record already on file in NCIC, the second entry will be rejected with the message REJECT ON FILE.
3. If the complete SER, BRA, CAT, and ORI Fields or the complete OAN, BRA, CAT, OCA, and ORI Fields of a stolen part message are the same as those field codes in the Vehicle/Boat Part File, the second record entry will be rejected.
4. 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 it matches vehicle data in a person file record.

1.9 AUTOMATIC NOTIFICATION OF ENTRY

When an agency enters, clears, cancels, modifies, or locates, or the System purges a stolen/felony vehicle record (except VMA = AERO), NCIC will automatically notify the National Insurance Crime Bureau (NICB), the National Vehicle Service (NVS), the International Justice and Public Safety Network (NLETS), and the National Motor Vehicle Title Information System (NMVTIS) through a \$.8. administrative message. If the VMA is AERO, NCIC will automatically notify the Department of Justice through a \$.8. JUST/EPIC

Aircraft administrative message. If a vehicle record has license data, a \$.8. Out-of-State Notification will be sent automatically as necessary. Additional information on \$.8. administrative messages can be found in the Introduction chapter of this manual.

1.10 IMAGE CAPABILITY

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC.

1.11 -- INVESTIGATIVE INTEREST

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC.

SECTION 2--ENTRY

2.1 EXAMPLES OF STOLEN VEHICLE RECORD ENTRIES

1. Example of a Stolen Vehicle Entry with a License (LIC)

```
1N01HEADER.EV.MD1012600.ABC123.MD.2000.PC..1986.PONT.FIE.2T.RED.19990922.CSE123
...STOLEN AS OWNER WAS GETTING IN CAR AT SHOPPING CENTER (FAIR CITY) PARKING
LOT.Y
```

Acknowledgment:

```
1L01HEADER
MD1012600
NIC/V/61416156 LIC/ABC123
OCA/CSE123
```

2. Example of a Stolen Vehicle Entry with an Owner-Applied Number (OAN)

```
1N01HEADER.EV.MD1012600.....1957.ASVE.REP.CV.GRN.19990922.CSC123...1957 FORD
THUNDERBIRD REPLICA.Y.MD1234PGC56/
```

Acknowledgment:

```
1L01HEADER
MD1012600
NIC/V/61423/63 OAN/MD1234PGC56/
OCA/CSC123
```

3. Example of a Stolen Vehicle Entry with a Vehicle Identification Number (VIN) and OAN

```
1N01HEADER.EV.MD1012600.....JD123456789T.1985.DEER.FE.TF.GRN.19990922.CSC123...
AIR CON CAB-OFFSET WHLS.Y.MD026SMC452016
```

Acknowledgment:

1L01HEADER
MD1012600
NIC/V/614/6792 VIN/JD123456789T
OCA/CSC123

4. Example of a Felony Vehicle Entry

1N01HEADER.EF-F.MD1012600.ABC123.MD.2000.PC..19/5.CHEV..2T..19990922.CSC56/...
DBL-BANK ROB 2 WHITE MALES.Y

Acknowledgment:

1L01HEADER
MD1012600
NIC/V/614/8288 LIC/ABC123
OCA/CSC567

2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL ¹ 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	VIN	1-20	ALPHABETIC, NUMERIC
VEHICLE YEAR	MANDATORY	VYR	4-4	NUMERIC

VEHICLE MAKE	MANDATORY	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	MANDATORY ¹	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>
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTER
MISCELLANEOUS	OPTIONAL	MIS	1-200	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY FLAG	OPTIONAL	NOA	1-1	ALPHABETIC
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
IMAGE NCIC NUMBER	OPTIONAL SET	IMN	10-10	ALPHABETIC, NUMERIC
IMAGE TYPE	SET	IMT	1-1	ALPHABETIC
OPT TYPE	MANDATORY	OPT	2-3 8-8	ALPHABETIC NUMERIC (DEFAULT=OUT)

¹Optional for felony vehicles

2.3 MANDATORY FIELDS FOR ENTRY

1. MANDATORY FIELDS FOR STOLEN VEHICLE ENTRY

The following fields are mandatory for a stolen vehicle record to be accepted in NCIC : HDR, MKE, ORI, VYR, VMA, VST, DOT, OCA, OPT, and at least one of the following numeric identifiers: LIC (in which case all license data fields must be used, i.e., LIC, LIS, LIY, LIT); VIN; or OAN.

2. MANDATORY FIELDS FOR FELONY VEHICLE ENTRY

Felony vehicle record entries require the following fields: HDR, MKE, ORI, VMA, DOT, OCA, OPT, and at least one of the following numeric identifiers: VIN or LIC. Additional license data, i.e., LIS, LIY, and LIT, are not required in a felony vehicle entry but should be included if available.

2.4 ADDITIONAL GUIDELINES FOR ENTRY

1. The agency entering the record must account for all fields in the Vehicle File record format. All available data should be entered when the original entry is made. If there are data known that do not fit into a specific data field, then the MIS Field should be used; however, the MIS Field should only be used for information that cannot be placed in another data field. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MV for a stolen vehicle or MKE/MF for a felony vehicle).
2. Information on a felony vehicle (a vehicle used in the commission of a crime) or a vehicle subject to seizure based on a federally-issued court order may be entered in file using MKE/EF.
 1. Partial license plate numbers must not be entered in the LIC. This information and the fact that the number is a partial license plate number should be entered in the MIS Field.
 2. The DOT Field should contain either the date of the felony when the vehicle was used in the commission of a crime or the date a federal warrant of seizure was issued for a vehicle subject to seizure.
 3. When the information being entered in the felony vehicle record is for a vehicle subject to seizure, the fact that the vehicle is subject to federal seizure and the date the court order expires must be stated in the MIS Field. The expiration date should be shown as year, month, and day (YYYYMMDD). The MIS Field should read as follows:

MIS/SUBJ TO SEIZURE-COURT ORDER EXPIRES YYYYMMDD

3. For NCIC purposes, an assembled vehicle is one which is homemade or is rebuilt using components from different vehicles or is made from kits provided by a manufacturer for specialty cars and replicas. There are four ways to enter these vehicles in NCIC depending on how the vehicle was assembled.
 1. When a vehicle is homemade and does not have a manufacturer-assigned VIN, the VMA Field code ASVE is used. When the code ASVE is used, the VMO Field must contain the code AV or REP. If a state issues or assigns a unique VIN to this type of vehicle, the state-assigned VIN should be entered in the OAN Field. If the car is a replica, then the words REPLICIA OF (year, make, and model replicated) should appear in the MIS Field. Those states that do not have an OAN Field should put the state-assigned VIN in the VIN Field and place SVIN as the first item in the MIS Field followed by REPLICIA OF (year, make, and model replicated).
 2. When a manufacturer-assigned VIN is present but no longer conforms with the rebuilt vehicle, the vehicle should be entered under its major make code, e.g., AMER, CHEV, FORD, etc., with the code AV in the VMO Field. For example, a salvaged Pontiac Bonneville rebuilt using as the VIN of a Pontiac Catalina would be entered as PONT.
 3. A rebuilt vehicle bearing its original VIN plate should be entered using the appropriate VMA and VMO codes. For example, a rebuilt Chevrolet Impala would be entered with VMA/CHEV and VMO/IMP.
 4. If the vehicle is assembled using a manufacturer's kit and the manufacturer's name is not displayed on the kit or assembled vehicle, no VMA code will be assigned by NCIC and entry should be as follows: VYR/year assembled, VMA/ASVE, VMO/AV or REP, and OAN/number under which titled. If the car is a replica, then the words REPLICIA OF (year, make, and model replicated) should appear in the MIS Field. States that do not allow an OAN Field should enter the number under which the vehicle is titled in the VIN Field and SVIN as the first item in the MIS Field. If the manufacturer's name is displayed on the kit, upon request to FBI CJIS staff, a VMA code will be assigned and entry should be as follows: VYR/(year assembled), VMA/(NCIC -assigned VMA code), VMO/AV or REP, and OAN/ (number under which vehicle is titled). If the car is a replica, then the words REPLICIA OF (year, make, and model replicated) should appear in the MIS Field. States that do not allow an OAN Field should enter the number under which the vehicle is titled in the VIN Field and SVIN as the first item in the MIS Field.
4. Vehicles that have two identifying numbers, e.g., motorcycles which have a VIN and an engine number, should be entered by placing the VIN in the VIN Field and the additional identifying number in the OAN Field. Except for the states that do not have an OAN Field, the additional identifier should not be placed in the MIS Field. If the additional identifier is placed in the OAN Field and is not an OAN, the number should be described in the MIS Field, e.g., OAN IS ENGN NO.

5. Serialized truck-mounted campers (including shell type) should be entered in the Vehicle/Boat Part File. An unmounted serialized camper should be entered in the Vehicle/Boat Part File (EP) record. When a truck-mounted camper is not serialized, only the truck should be entered with data in the MIS Field describing the camper and indicating that it was mounted on the truck at the time of theft. A camping trailer should be entered in the Vehicle File as a base trailer (EV) record.
6. For training and administrative purposes, agencies may enter test records into NCIC 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 instance, when a hyphen or symbol is a substantive part of the license number, information concerning the location and design of each should be included in the MIS Field. Further information relevant to the construction of the number can be obtained by contacting the CTA in the state of registry.
2. If the license plate number exceeds ten characters, only the first ten characters should be entered. The entire number must be shown in the MIS Field. Partial license plate numbers must not be entered.
3. Where one character appears over another, the top character should be entered first, immediately followed by the bottom character, that is, A as AB.
B
4. License Plate Number Data for Vehicles Other Than Automobiles:
 1. U.S. Military Vehicles: These vehicles are externally identifiable by an alphanumeric registration number displayed on the vehicle. This number should be used as the license plate number when no license plate is displayed.
 2. Civilian Aircraft: The aircraft registration number including all alpha-numeric characters should be entered. The registration number usually appears on each side of the rear section of the fuselage or on the vertical fin (vertical part of the tail assembly) of civilian aircraft. The registration number of aircraft registered in the United States is commonly referred to as the N number since the alphabetic N must be the first character in all U.S.-issued registration numbers. Registration numbers of foreign civilian aircraft may consist of all alphabets. For example, CF-TVU denotes civil aircraft of Canadian registry.
 3. Military Aircraft: U.S. Military aircraft registration numbers usually appear on the vertical fin of the tail assembly. Verification of the correct number to be used as

the registration number of any military aircraft being entered should be made with the military representative reporting the theft. (Squadron, group, or military type designators such as VF-142, F-111A, etc., should be entered in the MIS Field.)

4. All-Terrain Vehicles and Snowmobiles: The license plate or registration number should be entered. A registration number should be entered only in instances where the required place of display provides identification of the snowmobile or all-terrain vehicle when viewed from the outside.

2. LICENSE PLATE STATE (LIS)

1. The appropriate code for the state, territorial possession, province, or country that issued the license plate must be used in the LIS Field. The codes listed in State and Country Codes, *NCIC Code Manual*, are the only codes approved for use in the LIS Field.
2. Military Vehicles and Other U.S. Government Vehicles: The code US for the license plate of U.S. Military vehicles and vehicles with plates displaying the inscription "U.S. Government" should be entered.
3. Aircraft: For United States aircraft, the code US should be entered in the LIS Field. For foreign aircraft, the appropriate code from the country code listing in State and Country Codes, *NCIC Code Manual*, should be entered.

3. LICENSE PLATE YEAR OF EXPIRATION (LIY)

1. The highest year in which the license plate is valid as indicated on the license plate via sticker or embossed numbers or as indicated on a windshield sticker should be entered in the LIY Field. Grace periods or extensions are not to be considered when determining the LIY. Nonexpiring license plates should be entered for stolen and felony vehicles by using LIY/NX. License plates that are expired may be entered in stolen vehicle and felony vehicle records.
2. In the absence of a license plate sticker, windshield sticker, or embossed numbers on the plate, the highest year in which the license plate is valid as indicated on the registration document should be entered for stolen and felony vehicles. NX should be entered to indicate a nonexpiring license plate when all of the following conditions exist:
 1. No year sticker is attached to the plate or windshield.
 2. No year is embossed on the plate.
 3. The plate number is never reissued.

4. The registration supporting the plate indicates no expiration; for example, U.S. Government, U.S. Military, and some state, county, and municipal vehicle plates are nonexpiring.
3. In those instances where there is no license plate and the registration number is permanently affixed to the vehicle and does not indicate a year of expiration (e.g., registration number painted on an airplane or affixed by a decal), the highest year for which the registration number is valid as indicated on the registration document for that stolen vehicle or felony vehicle should be entered.

Civilian aircraft registered in the United States by the Federal Aviation Administration are issued registration certificates that are permanent and must be entered in NCIC with LIY/NX.

4. LICENSE PLATE TYPE (LIT)

For NCIC purposes, motor vehicle license plate types are coded as 1) regular passenger car plates or 2) special plates. Only codes as listed in Vehicular Data Codes, *NCIC Code Manual*, are acceptable for entry in the LIT Field.

5. VEHICLE IDENTIFICATION NUMBER (VIN)

1. The complete identification number of the vehicle should be placed in the VIN Field.
 1. The NCIC VIN search method uses the rightmost eight characters of the VIN. Thereby, records that are entered with eight or more characters will be included in the response to an inquiry. This search method may return a record response even if the first characters of that record response do not match the first characters in the inquiry. In this instance, users should compare all available information and determine if a mistake may have been made in either the entry or inquiry. When VINs have less than eight characters, the System will search only those characters.
 2. Entries of model year 1981 or later vehicle records with 17-character VINs will be edited by NCIC as follows: the ninth position (check digit) must conform to the check-digit formula and the tenth position (vehicle year) must represent the Vehicle Year Field of the record.
 3. Records for 1981 or later vehicles manufactured with nonconforming 17-character VINs (as supported by the manufacturers' certificates of origin), may be entered using the OAN Field for the nonconforming VINs. Agencies in those states that do not have an OAN Field should enter the nonconforming VIN in the VIN Field and place the word SVIN as the first item in the MIS Field.
 4. For stolen automobiles that have been assigned a unique serial number by a state agency, the state-assigned VIN should be entered in the OAN Field. Agencies in

those states that do not have an OAN Field should enter the state-assigned VIN in the VIN Field and place the word SVIN as the first item in the MIS Field.

2. 1970 through 1980 Ford, Lincoln, and Mercury VINs

As illustrated in the *National Automobile Theft Bureau (NATB) Manual*, 1970 through 1980, the VIN plate which is affixed to Ford, Lincoln, and Mercury automobiles has one script letter F preceding and following the 11-character alphanumeric VIN. The VIN of some 1977 Ford Mustang, Ford Pinto, and Mercury Bobcat models is preceded and followed by two script letter Fs. These script letter Fs are not part of the VIN and should not be used in any transaction.

3. Motorcycle VINs

1. With few exceptions, motorcycles display a frame VIN on the head-stock. Prior to 1981, most manufacturers configured this number to include a model designator followed by a sequential production number. Records should be entered into NCIC using the **complete** frame number as the VIN.
2. Additionally, most manufacturers place a serial number on the engine case. If this engine serial number is not the same as the frame VIN, the information should be entered in the OAN Field.
3. Other available descriptive data, such as the manufacturer's model number and/or name, cubic centimeters, accessories, etc., should be entered in the MIS Field since this additional information assists in making a positive identification. These data should be entered in ordinary and easily readable, abbreviated language.

4. 1972-1980 VIN Field Edits

1. VIN edits for vehicle years 1972 through 1980 apply to the following makes:

American Motors	Dodge	Oldsmobile
Buick	Ford	Plymouth
Cadillac	Imperial	Pontiac
Chevrolet	Lincoln	Volkswagen
Chrysler	Mercury	

2. Users should be aware that any records entered for the above-listed 1972-1980 makes are considered automobiles unless the VMO Field contains the code CE (construction equipment), FE (farm equipment), TK (truck), or TL (trailer). For this reason, users should enter MVO/TK into records for 1972-1980 light-duty trucks containing the VMA code for any of the manufacturers listed on the preceding page. Entering other NCIC VMO Codes assigned for trucks will subject those records to automobile edits.

3. The *National Insurance Crime Bureau Passenger Vehicle Identification Manual* contains VIN construction information which may be of assistance to users.
5. 1981 Through Current Year VIN Field Edits
1. Beginning with the 1981 model year, the Federal Motor Vehicle Safety Standards of the National Highway Traffic Safety Administration (NHTSA) has required manufacturers to place 17-character VINs on all on-the-road vehicles. On-the-road vehicles are those vehicles which are licensed and registered for highway use and include passenger vehicles, trucks, buses, trailers, motorcycles, and incomplete vehicles. An incomplete vehicle means a minimum assemblage of frame and chassis structure, power train, steering system, suspension system, and braking system which requires further manufacturing and is intended to be part of a complete licensed and registered vehicle.
 2. There are some instances when certain motorcycles and trailer manufacturers have not complied with the NHTSA standards for the 17-character VIN requirement. NCIC does not edit VINs for vehicles manufactured after 1981 with less than 17 characters.
 3. An automatic calculation of the check digit is performed in accordance with the formula set forth below for 1981 through current year VIN entries and modifications consisting of 17 characters, excluding those with VMA Field codes AERO, ATV, COEQ, FARM, SNOW, and SPECK, and those with VMO Field codes CE and FE regardless of VMA. The check digit for motorcycles is edited only if the VMO Field code is CYL and the VST Field code is MC and 17 characters of the VIN are entered. The following VST codes are excluded from the check-digit edit: MB, MD, MK, MS, and MY.

Check Digit Formula

The check digit will always be the ninth character in the VIN. Each numeric in the VIN is assigned its actual mathematical value and each alphabetic is assigned the value specified for it in Table 1 which appears on the following page:

Table 1

A = 1	J = 1	T = 3
B = 2	K = 2	U = 4
C = 3	L = 3	V = 5
D = 4	M = 4	W = 6
E = 5	N = 5	X = 7
F = 6	P = 7	Y = 8
G = 7	R = 9	Z = 9
H = 8	S = 2	

The assigned value for each character in the VIN should be multiplied by the weight factor specified for it in Table 2.

Table 2

1st = 8	7th = 2	13th = 6
2nd = 7	8th = 10	14th = 5
3rd = 6	9th = 0 (check digit)	15th = 4
4th = 5	10th = 9	16th = 3
5th = 4	11th = 8	17th = 2
6th = 3	12th = 7	

The resulting products should then be added and the total divided by 11.

The remainder is the check digit. If the remainder is 10, the check digit is X.

Example:

VIN characters:	1 G 4 A H 5 9 H 9 H G 1 1 8 3 4 1
Assigned values:	1 7 4 1 8 5 9 8 9 8 7 1 1 8 3 4 1
Multiplied by:	8 7 6 5 4 3 2 10 0 9 8 7 6 5 4 3 2
Added:	8+49+24+5+32+15+18+80+0+72+56+7+6+40+12+12+2 = 438
Divided:	438/11 = 39 9/11
Check digit:	9 (compare to character in 9th position)

6. VIN Field Edits for 1981 and Later Automobiles

1. The NCIC search method uses the rightmost eight characters of VINs that exceed eight characters in length. These characters include the assembly plant code, the model year code, and the six-character sequential product number. Thereby, records that are entered with eight or more characters will be included in the response to an inquiry. This search method may return a record response even if the first characters of that record response do not match the first characters in the inquiry. In this instance, users should compare all available information and determine if a mistake has been made in either the entry or inquiry. VINs of less than eight characters will be searched only by those characters.
2. NCIC edits the VIN of vehicles beginning with the model year 1981 in all entry and modification transactions. This is done by examination of the VIN's ninth (check digit) and tenth (vehicle year) positions. The check digit must conform to the formula found in this chapter. The tenth position designates the vehicle year and is represented by either a letter or a number. Vehicle years and their corresponding letter or number are shown in the table below. It should be noted that the letters I, O, Q, U, and Z are not used.

Position	Symbol	Year	Edit Requires	Position	Symbol	Year	Edit Requires
Ninth	Check Digit	81-00	Use either numeric or the letter X.	Tenth	Model Year	95	The letter S.
						96	The letter T.
						97	The letter V.
Tenth	Model Year	81*	The letter B.			98	The letter W.
		82	The letter C.			99	The letter X.
		83	The letter D.			2000	The letter Y.
		84	The letter E.			2001	The numeric 1.
		85	The letter F.			2002	The numeric 2.
		86	The letter G.			2003	The numeric 3.
		87	The letter H.			2004	The numeric 4.
		88	The letter J.			2005	The numeric 5.
		89	The letter K.			2006	The numeric 6.
		90	The letter L.			2007	The numeric 7.
		91	The letter M.			2008	The numeric 8.
		92	The letter N.			2009	The numeric 9.
		93	The letter P.			2010	The letter A.
		94	The letter R.			2011	The letter B.
						2012	The letter C.

*Position 10 denotes the model year. Each year is represented by a character as shown in the edit column.

- For inquiry transactions that contain a 17-character VIN, the check-digit edit will be performed. Matching record(s) are provided. However, if the VIN does not conform with the edit, a caveat is also returned advising that the VIN may contain erroneous data. For example, an inquiry on VIN/12345678901234567 may return a positive or negative response as well as the following:

***VERIFY VIN/12345678901234567; IT DOES NOT CONFORM TO VIN STANDARDS FOR 1981 AND LATER VEHICLES.

4. Some 1980 model year VINs will also be included in this edit procedure as the vehicle year is not included in the inquiry and some manufacturers produced vehicles with 17-character VINs prior to the 1981 standards.

6. VEHICLE YEAR (VYR)

The VYR must represent the production (model) year during which the vehicle was manufactured. If the year of manufacture is unknown, the entering agency may get this information through a motor vehicle registry check. In instances where a vehicle is not registered and the year of manufacture is unknown, e.g., for a minibike, snowmobile, or assembled or homemade vehicle, the vehicle year should be estimated and the wording VYR/ESTIMATED should be placed in the MIS Field.

7. VEHICLE MAKE (VMA)

1. Automobile VMA codes are listed in Vehicular Data Codes, NCIC Code Manual. If an automobile make is not listed, the FBI CJIS staff can be contacted at 304-625-3000 for valid code assignment.
2. Every assembled automobile that does not have a manufacturer-assigned VIN must be coded VMA/ASVE. An assembled automobile is one which is homemade or is rebuilt using components from different vehicles or from kits provided by a manufacturer for specialty cars and replicas.
3. Manufacturer-assembled replica cars and kits having a manufacturer-assigned VIN must be assigned a unique VMA code, providing the name of the manufacturer is displayed on the assembled vehicle or kit. Users should enter these vehicles as follows: VYR/ (year assembled), VMA/ (NCIC -assigned VMA code), VMO/REP, MIS/REPLICA OF (year, make, and model replicated), and OAN/ (number under which titled). If an entry must be made prior to NCIC assigning a VMA code, the code ASVE must be entered in the VMA Field, and the complete manufacturer's name must be included in the MIS Field. If the manufacturer's name is not displayed on the vehicle or kit, no VMA will be assigned and entry must be as follows: VYR/ (year assembled), VMA/ASVE, VMO/REP, MIS/REPLICA OF (year, make, and model replicated), and OAN/(number under which titled). Those state systems which do not allow for an OAN Field should enter the number under which the vehicle is titled in the VIN Field and place SVIN as the first item in the MIS Field.
4. Every aircraft make must be coded AERO, and the known manufacturer's name should be entered in positions 5 through 24 of the VMA Field.
5. An all-terrain vehicle (ATV) is a vehicle that is designed to be driven over rough, difficult terrain including mud, sand, snow, rocks, etc., and does not fit into any other NCIC vehicle category. An ATV may be used for both recreational and work-related purposes; however, items such as bull-dozers which are clearly construction equipment should be coded as such. ATVs should be entered with the motorcycle VMA code listed in the *NCIC Code Manual*, the VMO code CYL, and VST code

- MV. If a motorcycle make is not listed for the ATV manufacturer, the VMA code ATV must be entered in the VMA Field, and the manufacturer's name must be entered in positions 5 through 24 of the VMA Field.
6. Construction equipment VMA codes are listed in Vehicular Data Codes, *NCIC Code Manual*. If a construction equipment make is not listed, the code COEQ must be entered in the VMA Field. The make of the construction equipment should be entered in positions 5 through 24 of the VMA Field.
 7. The make code for every dune buggy, go-cart, golf cart, motorized wheelchair, and motorized ride-on toy must be SPEC. The make of the dune buggy, go-cart, golf cart, motorized wheelchair, or motorized ride-on toy must be entered in positions 5 through 24 of the VMA Field.
 8. Farm and garden equipment VMA codes are listed in Vehicular Data Codes, *NCIC Code Manual*. If a farm or garden equipment make is not listed, the code FARM must be entered in the VMA Field. The make of the farm or garden equipment should be entered in positions 5 through 24 of the VMA Field.
 9. Motorcycle VMA codes are listed in Vehicular Data Codes, *NCIC Code Manual*. If a motorcycle make is not listed, the code CYL must be entered in the VMA Field, and the manufacturer's name must be entered in positions 5 through 24 of the VMA Field.
 10. If a motorcycle is homemade, (built from commercial, homemade, or altered parts that are personalized or customized), the code HOMD must be entered in the VMA Field.
 11. If a motorcycle is reconstructed, (assembled from parts or various similar vehicles and the parts are not altered or customized), the code RECO must be entered in the VMA Field.
 12. Snowmobile VMA codes are listed in Vehicular Data Codes, *NCIC Code Manual*. If a snowmobile make is not listed, the code SNOW must be entered in the VMA Field. The make of the snowmobile must be entered in positions 5 through 24 of the VMA Field .
 13. Trailer VMA codes are listed in Vehicular Data Codes, *NCIC Code Manual*. If a trailer make is not listed, the code TRLR must be entered in the VMA Field. The make of the trailer must be entered in positions 5 through 24 of the VMA Field. If a trailer is homemade, the code HMDE must be entered in the VMA Field. A homemade trailer is a trailer built from commercial, homemade, or altered parts that are personalized or customized. If a trailer is reconstructed, the code RCON must be entered in the VMA Field. A reconstructed trailer is one that is assembled from parts of various similar vehicles and the parts are not altered or customized.

14. Truck VMA codes are listed in Vehicular Data Codes, *NCIC Code Manual*. If a truck (including bus, motorized home, etc.) make is not listed, the code TRUK must be entered in the VMA Field. The make of the truck must be entered in positions 5 through 24 of the VMA Field. A reconstructed motor home must be entered with the code REMH in the VMA Field. A reconstructed motor home is one that is assembled from parts of various similar vehicles and the parts are not altered or customized.

8. VEHICLE MODEL (VMO)

The appropriate code for automobile, assembled automobile, aircraft, all-terrain vehicle, construction equipment, farm and garden equipment, dune buggy, go-cart, golf cart, motorcycle, snowmobile, trailer, or truck must be used in the VMO Field of a stolen vehicle entry. The codes listed in Vehicular Data Codes, *NCIC Code Manual*, are the only codes approved for use in the VMO Field.

9. VEHICLE STYLE (VST)

The appropriate code for the automobile, aircraft, all-terrain vehicle, construction equipment, dune buggy, farm and garden equipment, go-cart, golf cart, motorcycle, snowmobile, trailer, or truck must be used in the VST Field of the stolen vehicle entry. The codes listed in Vehicular Data Codes, *NCIC Code Manual*, are the only codes approved for use in the VST Field.

10. VEHICLE COLOR (VCO)

1. The vehicle color code entered in the VCO Field of a stolen vehicle entry must be a valid code as listed in Vehicular Data Codes, *NCIC Code Manual*.
2. When a vehicle of two colors is described, the colors should be coded in the order of top to bottom or front to rear; for example, VCO/RED/WHI.
3. When a vehicle of more than two colors is described, the code for multi-colored should be entered in the VCO Field and the actual colors listed in the MIS Field; for example, VCO/MUL/COL and MIS/VCO/RED/WHI/BLU, MIS/VCO/RAINBOW COLORS, or MIS/VCO/SEASHORE SCENE.

11. MISCELLANEOUS (MIS) DATA

1. License plate numbers exceeding 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.

In those states where the deletion of a hyphen or symbol in a license plate number may cause an invalid match, the hyphenated plate number must be shown in the MIS Field; for example, plate number 1-1568 would be matched with plate number 11-

568. License plate numbers containing a symbol may be entered according to the following guidelines:

1. When a symbol is used as a separator, the number should be entered in the MIS Field with a hyphen indicating the position of the symbol. Or
2. When a symbol is used as a decoration, the number should be entered only in the LIC Field disregarding the symbol.
2. VINs exceeding 20 characters must be shown completely in the MIS Field. The last 20 characters must be entered in the VIN Field.
3. For records containing the generic VMA codes AERO, ATV, COEQ, CYL, FARM, SNOW, SPEC, TRLR, and TRUCK, the manufacturer's complete name must be entered into the MIS Field. Also, the model number and/or model name (usually contained on the bill of sale) should be entered when available. If the vehicle is homemade, VMA/HOMEMADE should be included in the MIS Field, and any additional descriptive information which might aid in identification should be entered in easily readable, abbreviated language.
4. With regard to a felony vehicle record, a brief description of the felony should appear in the MIS Field.
5. In instances where a vehicle is not registered and the VYR is unknown, such as for a minibike, snowmobile, or assembled or homemade vehicle, the VYR should be estimated and VYR-ESTIMATED should be placed in the MIS Field.
6. States that do not have an OAN Field and have entered a nonconforming 17-character VIN or state-assigned serial number in the VIN Field must place the word SVIN as the first item in the MIS Field.

12. OWNER-APPLIED NUMBER (OAN)

1. The OAN Field is a 20-character searchable field. If the record entry also contains a VIN, it cannot be the same as the OAN.
2. The OAN Field can also be used when the stolen vehicle has a unique identification number which has been assigned in connection with a theft prevention program. In such a case, the OAN may be entered as the only numeric identifier or in addition to a VIN. An OAN is not permitted in a felony vehicle entry.

13. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field

must still be unique (e.g., state system-assigned number, filing system number, state identification number).

14. IMAGE DATA (IMN AND IMT)

A Vehicle File record can be entered with an IMN and IMT corresponding to a generic image on file. The user can query the Image File to determine if a generic image with the same VMA, VMO, VST, and VYR is stored in the system. The IMN and IMT returned in the response can be included in the entry transaction.

The IMN must begin with an I and the IMT must be V. If the Image Type is not V, the message will be rejected as a field error. NCIC will verify that the generic image is an active record in the System.

15. 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.

16. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the vehicle is known, Y should be entered into the NOA Field. 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.

17. OPT TYPE (OPT)

The OPT Field is used to indicate whether a record should be made available for public dissemination. Entering an IN will indicate that the record should be made available for public dissemination. Entering an OUT will indicate that the record should not be made available for public dissemination. If an agency enters a date in the OPT Field, the record will not be made available for public dissemination until that date. All vehicle record entries that do not contain an OPT value will automatically be defaulted to OUT.

2.6 VEHICLE ENTRY AND THE \$.8. PROGRAM

An agency entering a vehicle registered in another state must advise the NCIC control terminal in the state of registry about such an entry if the state of registry is not a \$.8. Program participant. Additional information concerning the \$.8. Program can be found in the Introduction chapter of this manual.

SECTION 3--MODIFICATION

3.1 WHEN TO USE A MODIFICATION MESSAGE

1. Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active vehicle record. A vehicle record cannot be modified if the record is in a located status (MKE/LOCATED VEHICLE).
2. The MKE MV should be used to modify a stolen vehicle record and the MKE MF should be used to modify a felony vehicle record.

3.2 EXAMPLES OF MODIFICATION MESSAGES

```
1N01HEADER.MV.MD1012600.NIC/V000032699.OCA/A222.VMO/BON.VCO/BRO
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
MODIFY NIC/V000032699
```

The above modification example contains: header (1N01HEADER), message key (MV), Originating Agency Identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/A222), the fields being modified, and the data being changed (VMO/BON, VCO/BRO).

```
1N01HEADER.MV.MD1012600.NIC/V126431001.OCA/2501.LIC/.LIS/.LIY/.LIT/.
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
MODIFY NIC/V126431001
```

The above modification example contains: header (1N01HEADER), message key (MV), Originating Agency Identifier (MD1012600), two record identifiers (NIC/V126431001 and OCA/2501), and indicates data (only license plate information) to delete.

3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-10	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1-20	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. For a stolen vehicle or felony vehicle record, the first identifier must be one of the following: NIC, LIC, or VIN. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

3.5 VALIDATION GUIDELINES FOR NCIC MODIFICATION

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a vehicle record to indicate that the record has been validated. When data are entered into the VLN Field, NCIC stores the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN

Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

```
1N01HEADER.MV.MD1012600.NIC/V126431001.OCA/2501.MIS/CAR WAS BUILT AS A  
KIT.VLN/JONES, DAVID E
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
VALIDATE NIC/V126431001
```

SECTION 4--CANCELLATION

4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid, for example, a record that resulted from a fictitious or false theft report. The MKE XV must be used to cancel a stolen vehicle record; the MKE XF must be used to cancel a felony vehicle record.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

```
1N01HEADER.XV.MD1012600.NIC/V000032699.OCA/A222.19991205.NOT STOLEN
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
CANCEL NIC/V000032699
```

The above cancellation example contains: header (1N01HEADER), message key (XV), Originating Agency Identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/A222), date of cancellation (19991205), and reason for property record removal (NOT STOLEN).

When a vehicle record is canceled, the entire record including all data appended to the record by means of an add-on record entry is automatically canceled.

4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-10	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. For a stolen vehicle or felony vehicle record, the first identifier must be one of the following: NIC, LIC, or VIN. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. The Date of Cancellation (DOC) must follow the two record identifiers. DOC must be the current date or the current date minus one.

4.5 ADDITIONAL GUIDELINE FOR NCIC 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 or NOT STOLEN.

4.6 AUTOMATIC NOTIFICATION OF RECORD CANCELLATION

NCIC will automatically search the appropriate NCIC databases for duplicate vehicle records. If the VIN and VMA Fields of the record being canceled match another record or the LIC and either LIS, LIY, or LIT Fields match another record, a \$.D. administrative message will be sent to the ORI of the duplicate record. Additional information on administrative messages can be found in the Introduction chapter of this manual.

SECTION 5--INQUIRY

5.1 EXAMPLES OF INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

Vehicle data contained in QV, ZV, QW, QWA, QWE, QWF, QWS, QWI, or ZW inquiries will automatically search all NCIC files that may include LIC and VIN data.

1N01HEADER.QV.WA1230000.LIC/ABC123.LIS/MD.VIN/2P4555P026483.VMA/PONT

Negative Response:

1L01HEADER
WA1230000

NO RECORD LIC/ABC123 LIS/MD
NO RECORD VIN/2P4555P026483

Positive Response:

1L01HEADER
WA1230000

MKE/STOLEN VEHICLE
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC
VIN/2P4555P026483 VYR/1995
VMA/PONT VMO/BON VST/SW VCO/BRO DOT/19990921
OCA/2325
MIS/DENT IN REAR LEFT FENDER
OAN/1234567891234
OPT/IN AS OF 20120806
NIC/V000032699 DTE/19990930 1432 EDT DLJ/20120806 1600 EST
ORI IS ANY CITY PD MD 301 555-1234
IMMED CONFIRM RECORD WITH ORI

It is essential that all identifying data in positive responses be compared with the suspect vehicle before further action is taken.

For any inquiry transaction containing a 17-character VIN, the check-digit edit will be performed and matching record(s) will be provided. However, if the VIN does not conform with the edit, a caveat will be returned advising that the VIN may contain erroneous data. For example, in addition to a positive or negative response, the following caveat may also be received:

***VERIFY VIN/1K/42G0D5432123; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

An inquiry can contain up to a maximum of three VINs separated by commas with no spaces. When an inquiry contains multiple VINs, the System will compute the check digit in each VIN.

Example:

1N01HEADER.QV.WA1230000.VIN/WG/23K1K6E/654321,1K/42B2GOD5432123,1GB82/2KOF123456/

Negative Response:

1L01HEADER
WA1230000

NO RECORD VIN-SER-OAN/WG/23K1K6E/654321 OR 1K/42B2GOD5432123 OR 1GB82/2KOF123456/
***VERIFY VIN/1K/42B2GOD5432123; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
***VERIFY VIN/1GB82/2KOF123456/; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

Positive Response:

L01HEADER
WA1230000

MKE/STOLEN VEHICLE
ORI/MD1012600 LIC/ABC123 LIS/WY LIY/199/ LIT/PC
VIN/WG/23K1K6E/654321 VYR/1996
VMA/FORD VMO/MJS VST/2D VCO/BLJ DOT/19991010
OCA/192/3645
MIS/DENT IN REAR LEFT FENDER
OAN/019283/465VA
OPT/IN AS OF 20120806
NIC/V/2300531/ DTE/19991012 EST BLJ/20120806 1400 EST
ORI IS ANY CITY PD MD 301 555-1234
IMMED CONFIRM RECORD WITH ORI

NO RECORD VIN-SER-OAN/1K/42B2GOD5432123 OR 1GB82/2KOF123456/
***VERIFY VIN/1K/42B2GOD5432123; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
***VERIFY VIN/1GB82/2KOF123456/; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

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
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	4 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

Inquiries can be made using the NIC only, or LIC, VIN, and OAN either separately or in combinations, such as VIN and OAN or LIC and VIN, etc. Each identifier must be preceded by its MFC. However, when making an inquiry using the OAN, the VIN must be used. Up to three numbers may be included after VIN/ (e.g., VIN, OAN, and SER). Each number must be separated by a comma with no space. An inquiry of this type will search the VIN, SER, and OAN Fields of all Vehicle and Vehicle/Boat Part File records, as well as the VIN Field of all person records. The LIS and VMA are not required for a vehicle inquiry but **should** be included. Using the LIS will limit the search to records on file containing matching LIS information and prevent unnecessary \$.H. administrative messages from being generated. NCIC searches felony vehicle records using LIC only.

5.4 ADDITIONAL GUIDELINES FOR INQUIRY

1. If a VIN is more than eight characters, the NCIC VIN search method uses the rightmost eight characters of the VIN. Complete VINs should be used for inquiry whenever available. A caveat will appear to warn agencies which receive a positive vehicle response that any match(s) is not exact as to all VIN characters. The following will appear at the beginning of the record immediately before the message key translation:

RECORD NIC/V123456789 IS BASED ON PARTIAL VIN SEARCH - VERIFY ALL DATA BEFORE
TAKING FURTHER ACTION BASED ON THIS RECORD

2. If a LIC is more than eight characters, the NCIC LIC search method uses the leftmost eight characters of the LIC. Complete LICs should be used for inquiry whenever available. A caveat will appear to warn agencies which receive a positive vehicle response that any match(s) is not exact as to all LIC characters. The following will appear at the beginning of the message immediately before the message key translation:

RECORD NIC/V123456/89 IS BASED ON A PARTIAL LIC SEARCH - VERIFY ALL DATA BEFORE TAKING ACTION BASED ON THIS RESPONSE

3. A QV, QVB, ZV, QW, QWA, QWE, QWF, QWS, QWB, or ZW inquiry that contains LIC or VIN will retrieve a Boat File record with a matching LIC or VIN in the boat supplemental trailer record. Inquiries with VIN will also retrieve any part (EP, EBP, EPS) record regardless of category, with a matching SER or OAN.
4. An inquiry containing only license plate data can provide a secondary hit response from other NCIC files when the primary hit contains VIN. When this happens, another computer search is automatically generated on the VIN contained in the record response. The automatic second search may retrieve up to 15 records from the Vehicle, Vehicle/Boat Part Files and/or person files if they contain a matching VIN, SER, or OAN, regardless of the LIC data used in the original inquiry.
5. If the initial inquiry on license plate data retrieves a person record with identical license data, a second search will be performed on the base VIN (or the oldest supplemental VIN if there is no base VIN), the base SOC, or the FBI Number/UCN.
6. An inquiry containing VIN or LIC can provide a secondary hit response from the NCIC person files when the primary hit contains a SOC or FBI Number/UCN. When this happens, another search is automatically generated on the SOC and/or FBI Number/UCN contained in the record response. The automatic second search may retrieve up to 15 matches of each from the person files for SOC or FBI Number/UCN regardless of the VIN or LIC data used in the original inquiry.
7. An inquiry that results in a positive hit response on a vehicle record with expired license plate data will generate a warning caveat as part of the response to agencies. The following will appear at the beginning of the record before the message key translation:

WARNING - THE FOLLOWING STOLEN VEHICLE RECORD CONTAINS EXPIRED LICENSE PLATE DATA. USE CAUTION, CONTACT ENTERING AGENCY TO CONFIRM STATUS.
8. If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be included after the first 20 hit responses to indicate a file is being created with up to an additional 100 hit responses.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

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

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

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

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

5.5 ADDITIONAL GUIDELINES FOR NCIC INQUIRY

1. IMAGE INDICATOR (IND)

Inquiries submitted in an NCIC format may contain an Image Indicator (IND) to specify whether an image should be returned if available. If the IND is Y, an image related to each primary hit response, if available, will be returned (i.e., one identifying image for a vehicle record, one mugshot for a person record). If IND is not entered, the field will default to an N.

IN01HEADER.QV.WA1230000.LIC/ABC123.LIS/MD.VIN/2P4555P026483.VMA/PONT.IND/Y.

The following would be returned after the immediate confirm caveat for a generic vehicle image:

IMR/VVMO:BON VST:SW
VYR:1995 VMA:PONT
IMN:I000001222 GENERIC VEHICLE
MIS: PHOTO PROVIDED BY MANUFACTURER

00256
<image>.

The Image Response (IMR) is composed of the following data: IMT (V for generic image) and standard vehicle MFCs (VST, VYR, and VMA). The IMN is next, followed by the image description (GENERIC VEHICLE). Following is the Image MIS Field, then image size in bytes (00256), and, last, the <image> would be replaced with the actual image.

The following would be returned after the immediate confirm caveat for an identifying vehicle image:

IMR/IVIN:2P4555P026483 LIC:ABC123 LIS:MD
VYR:1995 VMA:PONT
NIC:V000032699 IMN:I000031222
MIS: PHOTO SHOWING UNIQUE PAINT SCHEME

00512
<image>.

The Image Response (IMR) is composed of the following data: IMT (I for identifying image) and standard vehicle MFCs (LIC, LIS, VYR, and VMA). The NIC of the base record is next, followed by the IMN. Following the IMN is the Image, MIS Field, then

image size in bytes (00512), and, last, the <image> would be replaced with the actual image.

2. RELATED SEARCH HIT (RSH)

Inquiries may also contain a RSH Field. If the RSH is Y, secondary hit responses will be returned for all linked records. The NCIC System links records when: 1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other and 2) the LKI/LKA are the same as ORI/OCA contained in the primary hit response.

If the hit response contains more than ten secondary hit responses, the following will be included in the response to indicate a file is being created with up to an additional 100 hit responses.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

5.6 BATCH INQUIRY (QVB)

1. The NCIC batch inquiry allows users to create a file of individual QV/ZV inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific inquiry from which they were generated. Prior to each response SEQUENCE NUMBER: <SEQ> will be returned to identify those responses that follow as coming from the inquiry with that sequence number. For example:

```
1N01HEADER.QVB.DC1014300.001.VIN/WG/23K1K6E/654321&002.LIC/ABC123.LIS/MD.VIN/2P
4555P02683&005.VIN/1K/42B2G0D5432123&010.NIC/V123456789
```

Acknowledgment:

```
1L01HEADER
DC1014300
BATCH INQUIRY RECEIVED
```

2. The sequence numbers, as shown in the example, do not have to be sequential (001, 002, 005, 010), but they have to be unique. The HDR, ORI, MKE, and sequence number are entered without the MFC. The identifiers available in the QV/ZV inquiry are available for use in the QVB message, including the IND and the RSH indicators, and are preceded by the proper MFC.
3. There is a limit of 1800 characters for a batch inquiry, including the header and all control characters.

4. The results of the batch inquiry are transmitted via a file to be retrieved by the user. The maximum number of inquiry batched records is 2,000. If the maximum number is exceeded, the Introduction chapter of this manual provides the necessary message translation. The user is notified of the file by the \$.B. administrative message. The following is an example of the contents of a file:

1L01HEADER
DC1014300

SEQUENCE NUMBER: 001
NO RECORD VIN/WG723K1K6E/654321

SEQUENCE NUMBER: 002

MKE/STOLEN VEHICLE
ORI/MD1012600 LIC/ABC123 LIS/MD LIY/1999 LIT/PC
VIN/2P4555PO2683 VYR/1996
VMA/FORD VMO/MJS VST/2D VCO/BLJ DOT/20000110
OCA/ABC123
MIS/DENT IN LEFT REAR FENDER
OAN/019283/465VA
NIC/V/2300531/ DTE/20000112 1400 EST DLJ/20000115 1400 EST
ORI IS ANY CITY PD MD 301 555-1212
IMMED CONFIRM RECORD WITH ORI

SEQUENCE NUMBER: 005

NO RECORD VIN/1K742B2G0D5432123
***VERIFY VIN/1K742B2G0D5432123; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES

SEQUENCE NUMBER: 010

NO RECORD NIC/V123456/89

5.7 PROCEDURES FOR HANDLING A HIT

1. An NCIC hit may not be probable cause to arrest. However, a hit confirmed with the ORI may be adequate grounds to take possession of a vehicle.
2. When an agency receives a record(s) in response to an NCIC inquiry, and the whereabouts of the stolen vehicle inquired upon is known, and the vehicle inquired upon appears to be identical with one or more of the records, the agency that can seize the stolen vehicle must contact the ORI of each record(s) to confirm the hit(s) prior to seizing the vehicle.
3. "To confirm the hit" means to verify that the theft report is still outstanding, to verify that the vehicle inquired upon is identical to the vehicle in the record, and to obtain information concerning the return of the vehicle to the rightful owner.
4. Standard hit confirmation procedures should be followed when a hit is received on a record for a vehicle subject to seizure. When the vehicle is located within the United

States, the law enforcement officer should take possession of the vehicle. The officer must also contact either the entering agency or the office of the United States Marshals Service to execute the seizure order. When the vehicle is located outside of the United States, the law enforcement officer should contact the entering agency to determine if that agency will retrieve the vehicle.

5. This system is based on two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.
6. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

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SECTION 6--LOCATE

6.1 WHEN TO USE A LOCATE MESSAGE

1. Any agency, except the agency that entered the record, that recovers a vehicle which is indexed in NCIC must place a locate message on the active vehicle record(s). When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen vehicle must contact the ORI of each record possibly identical with the vehicle in question to confirm the hit. Following confirmation with the originating agency, a locate message must be transmitted for each record on file for the vehicle.

2. The MKE LV should be used for locating a stolen vehicle record; the MKE LF for locating a felony vehicle record.
3. Once a Vehicle File record has had a locate placed on it, it cannot be modified.

6.2 EXAMPLE OF A LOCATE MESSAGE

```
1N01HEADER.LV.WA1230000.NIC/V000032699.OCA/2325.19991205.5865.HIT NCIC
19991204...10000.4000.9000
```

Acknowledgment:

```
1L01HEADER
WA1230000
LOCATE NIC/V000032699
```

The above locate example contains: header (1N01HEADER), message key (LV), recovering agency identifier (WA1230000), two record identifiers (NIC/V000032699 and OCA/2325), date of recovery (19991205), recovering agency case number (5865), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991204), value of property recovered (10000), value of other recovered property (4000), and value of recovered contraband (9000).

When a locate message is transmitted for a Vehicle File record, the message key translation changes from STOLEN VEHICLE to LOCATED STOLEN VEHICLE, or from FELONY VEHICLE to LOCATED FELONY VEHICLE, and the date of recovery, recovering agency ORI, and recovering agency OCA are added to the record.

6.3 MESSAGE FIELD CODES FOR LOCATE

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC

LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-10	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, SPECIAL CHARACTERS
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED PROPERTY	OPTIONAL	VOR	1-8	NUMERIC
VALUE OF RECOVERED CONTRABAND	OPTIONAL	VRC	1-8	NUMERIC

6.4 IDENTIFICATION OF A RECORD TO RECEIVE LOCATE

The locate transaction must contain two record identifiers. For a stolen vehicle or felony vehicle record, the first identifier must be one of the following: NIC, LIC, or VIN. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. The OCA used to identify the record must be the OCA of the agency that entered the record. This OCA is contained in the NCIC response to the apprehending/locating agency inquiry. The date of recovery and recovering agency case number must be entered, in that order, and are not preceded by the MFC.

6.5 ADDITIONAL GUIDELINES FOR LOCATE

1. after a record is located, it is retired.

2. The FBI CJIS staff permits the NICB to locate an NCIC Vehicle File record (MKE/LOCATED VEHICLE) when NICB receives information concerning the recovery of a stolen vehicle and an inquiry reveals that the NCIC record is in active status (MKE/STOLEN VEHICLE).
3. Any agency that receives a notification message based upon an NICB locate should contact the recovering agency to obtain details concerning the recovery. The NICB should be considered a secondary contact.
4. There are no locate procedures for CVI records.
5. Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

6.6 AUTOMATIC NOTIFICATION OF LOCATE

1. When an agency places a locate against another agency's record, NCIC will automatically notify the entering agency through a \$.L. administrative message.
2. NCIC will automatically search the appropriate NCIC databases for duplicate vehicle records. If the VIN and VMA Fields of the record being located match another record or the LIC and either LIS, LIY, or LIT Fields match another record, a \$.D. administrative message will be sent to the ORI of the duplicate record.

SECTION 7--CLEAR

7.1 WHEN TO USE A CLEAR MESSAGE

1. Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:
 1. When the agency recovering the vehicle is the agency that entered the record.
 2. When the agency that entered the record is officially advised that the vehicle has been recovered by another agency.
3. The appropriate MKE must be used to clear a vehicle record. MKE/CV must be used to clear a stolen vehicle record; MKE/CF must be used to clear a felony vehicle record.

7.2 EXAMPLE OF A CLEAR MESSAGE

```
1N01HEADER.CV.MD1012600.NIC/V000032699.OCA/A222.19991005.WA1230000.5865.HIT NCIC
19991003.4..1500..1000
```


Acknowledgment:

1L01HEADER
MD1012600
CLEAR NIC/V000032699

The above clear example contains: header (1N01HEADER), message key (CV) Originating Agency Identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/ A222), date of recovery (19991005), the recovering agency identifier (WA1230000), the recovering agency case number (5865), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991003), number of persons apprehended (4), value of recovered property (1500), and value of recovered contraband (1000).

7.3 MESSAGE FIELD CODES FOR CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN	1-20	ALPHABETIC, NUMERIC
LICENSE PLATE NUMBER	CONDITIONAL	LIC	1-10	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, SPECIAL CHARACTERS
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC

REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED 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. For a stolen vehicle or felony vehicle record, the first identifier must be one of the following: NIC, LIC, or VIN. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

7.5 ADDITIONAL GUIDELINES FOR CLEAR

There are two circumstances that require unique record formats to clear a vehicle file record.

1. If the agency that entered the record recovers the vehicle, only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Additionally, benefits and effectiveness data should be included.
2. If the vehicle file record is located by an agency other than the entering agency and:
 1. The record being cleared is in a located status (MKE/LOCATED VEHICLE or MKE/LOCATED FELONY VEHICLE), only the date of clear would be entered following the two record identifiers.
 2. The record being cleared is in an active status (MKE/STOLEN VEHICLE or MKE/FELONY VEHICLE), the date of clear followed by the recovering agency's identifier and the recovering agency's case number, in that order, without field codes would be entered after the two record identifiers. Additionally, benefits and effectiveness data should be included.

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.

7.6 AUTOMATIC NOTIFICATION OF CLEAR

NCIC will automatically search the appropriate NCIC databases for duplicate vehicle records. If the VIN and VMA Fields of the record being cleared match another record or the LIC and either the LIS, LIY, or LIT match another record, a \$.D. administrative message will be sent to the ORI of the duplicate record.

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VEHICLE/BOAT PART FILE

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SECTION 1--INTRODUCTION

1.1 DEFINITION

A part is defined as any serially-numbered component from a vehicle or boat, and ownership documentation for a vehicle or boat.

1.2 CRITERIA FOR ENTRY

1. A stolen vehicle/boat part may be entered if a theft report has been made. The entering agency must maintain the entry in an up-to-date status. The agency holding the theft report should enter the record. An agency in the state of registry may enter a record for a vehicle/boat part stolen in another state only after an inquiry, conducted after a reasonable period of time, discloses no record in NCIC has been entered by the agency holding the theft report. In this instance, the agency in the state of registry must enter the identity of the agency holding the theft report in the Miscellaneous (MIS) Field.
2. A stolen vehicle identification number (VIN) plate, certificate of origin/certificate of title (blank or associated with a vehicle), or a serially-numbered backhoe, hay baler, engine, transmission, battery, carburetor, door, bumper, hubcap, etc., may be entered in the Vehicle/Boat Part File as stolen if a theft report is on file. AM/FM/CB radios, tape players, and other entertainment devices should not be entered in the Vehicle/Boat Part File but may be entered in the Article File.
3. Agencies must have a theft report (electronic or hard copy) on file to support a vehicle/boat part entry. All NCIC entries should be made only by the agency holding the theft report and having primary jurisdiction over the place of actual theft. An exception to this occurs when a criminal justice agency or regional dispatch center acts as holder of a record for another agency which has no telecommunications equipment. Only when there is a written agreement between the two agencies which delineates the legal responsibility for the record can the agency holding the record place its own ORI in the ORI Field when the entry is made. Additional information concerning these responsibilities can be found in the Introduction of this manual.
4. In addition, data of investigative interest pertaining to stolen vehicles/boat parts transported into the United States may be entered by an agency having sufficient documentation to be responsible for the record.

1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EP	STOLEN VEHICLE/BOAT PART
Modify	MP	
Cancel	XP	
Inquiry	QV	

	ZV	
	QVB	
	QB	
	ZB	
	QBB	
Locate	LP	LOCATED VEHICLE/BOAT PART
Clear	CP	

If it is desired that a stolen vehicle/boat part be held for latent fingerprint examination, -P should be entered as part of the MKE, for example, EP-P which translates as STOLEN VEHICLE/BOAT PART - HOLD FOR LATENTS.

1.4 RECORD RETENTION PERIOD

1. If a stolen vehicle/boat part record remains on file for and it does not contain a SER and OAN, the record is retired.
2. Stolen Vehicle/Boat Part File records which contain a SER or OAN will remain on file for the Following this retention period, the records in the Vehicle/Boat Part File are retired. For example, a Vehicle/Boat Part File record entered in
3. Exceptions to the record retention periods will occur in the event a serious error is detected in the record on file. Additional information on serious errors can be found in the Introduction chapter of this manual.
4. after a vehicle/boat part record is located, it 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 AND EDITS

Code	Field	Edits
BRA	Brand Name	Must be a valid NCIC -assigned BRA or VMA code as listed in Vehicular or Boat Data Codes, <i>NCIC Code Manual</i> . If the BRA is PART, the CAT cannot be CF, CT, EN, OB, or TN.
CAT	Category	Must be a valid NCIC assigned code as listed in Vehicular Data Codes, <i>NCIC Code Manual</i> . If the CAT is OB, then the VYR, the EPD, and the SER are mandatory
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) less than or equal to current date plus one day or equal to or less than current date.
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOR	Date of Recovery	Must be valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOT	Date of Theft	Must be a valid Gregorian date (YYYYMMDD). Cannot be greater than the current date.
EPD	Engine Power or Displacement	Must be a valid NCIC assigned code as listed in Vehicular Data Codes, <i>NCIC Code Manual</i> . May be one to four numerics followed by one alphabetic which must be C, H, I, L, or P. This field can only be filled if the CAT is EN or OB. If the CAT is OB, then the EPD is mandatory.
IMN	Image NCIC Number	A self-checking number consisting of an alphabetic character (I in the Image File) followed by nine numeric characters automatically assigned by NCIC to each accepted record. Must have valid check digits when used to identify a record in a subsequent message.
IMT	Image Type	Must be a V representing a generic vehicle when associating a vehicle record to an image. May be a V or an I when deleting an association to an image.
IND	Image Indicator	Must be Y or N.
LKA	Linkage Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only or the word NONE. The first seven characters of the LKA cannot equal the first seven characters of the LKI. The only valid special character is the hyphen. The LKA must be valid for the LKI. (There must be an ORI and matching OCA in the System).
LKI	Linkage Agency Identifier	Must be a valid NCIC-assigned ORI.

MIS	Miscellaneous	Must contain a description of the boat or vehicle part. If a generic BRA code is used, the MIS Field must include the manufacturer's name.
MKE	Message Key	Must be a valid message key.
NIC	NCIC Number	A self-checking number consisting of an alphabetic character (V for vehicle/boat part and R for Canadian Vehicle Index records) followed by nine numeric characters automatically assigned by NCIC 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 the field is left blank.
NPA	Number of Persons Apprehended	Count of persons arrested as a result of locating the stolen part in record being located. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY LOCATED.
NPF	Number of Missing Persons Found	First three characters must be numeric. The fourth must be J for Juvenile, or O for other missing person. The fifth character must be I or N for individual indexed or not indexed in NCIC. 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 alphabets only cannot be used. The OAN cannot be identical to the SER.
OCA	Originating Agency Case Number	Must not contain a single zero only, a run of zeros only, a single alphabetic only, the word NONE, or the first seven characters of the ORI Field. The only valid special character is the hyphen.
ORI	Originating Agency Identifier	Must be a valid NCIC -assigned ORI.
RCA	Recovery Agency Case Number	Must not contain a single zero only, run of zeros only, alphabetic only, or the word NONE. The only valid special character is the hyphen. The first seven characters of the RCA cannot equal the first seven characters of the RRI.
RPP	Reason for Property Record Removal	Must be a valid NCIC -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. Cannot be identical to the OAN. If the CAT is OB, then the SER is mandatory.
VLN	Name of Validator	Any valid character representing validator.
VNP	Value of Recovered Property	Fair market value (in whole dollars) of the part when it was recovered. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VOR	Value of Other Recovered Property	Fair market value (in whole dollars) of the property recovered in addition to the stolen part identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of recovering the stolen part which is identified in the record. Can be entered only if RPP is entered. Must be blank or 0 if RPP is OTHER MEANS or PREVIOUSLY RECOVERED.
VYR	Vehicle Year	If the CAT is OB, then the VYR is mandatory. If the year is unknown, UNKN must be entered.

1.7 CRITERIA FOR REJECTING DUPLICATE RECORDS

1. If the OAN, OCA, and ORI Fields of a stolen vehicle/boat part message are the same the second entry will be rejected with the message REJECT ON FILE.
2. If the SER, BRA, CAT, and ORI Fields or the OAN, BRA, CAT, OCA, and ORI Fields of a stolen vehicle/boat are the same as those field codes of a part record already on file, the second record entry will be rejected.
3. Whenever the message REJECT ON FILE is sent, the record on file will also be transmitted.

1.8 AUTOMATIC NOTIFICATION OF ENTRY

When an agency enters, clears, cancels, modifies, or locates, or the System purges a stolen vehicle/boat part record (except VMA=AERO), NCIC will automatically notify the NICB through a \$.8. administrative message. If the VMA is AERO, NCIC will automatically notify the Department of Justice through a \$.8. JUST/EPIC Aircraft administrative message. Additional information on administrative messages can be found in the Introduction chapter of this manual.

If a vehicle has license data, a \$.8. Out-of-State Notification will be sent automatically as necessary.

1.9 IMAGE CAPABILITY

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC.

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 EXAMPLES OF VEHICLE/BOAT PART ENTRIES

1. Example of a Stolen Vehicle/Boat Part Entry With Serial Number (SER)

```
1N01HEADER.EP.MD1012600.1563229C.FORD.CT..19990922.1999-1234...REC/MUSTANG  
TITLE/VIN-7F02Y00997.N
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
NIC/V761479101 SER/1563229C  
OCA/1999-1234
```

2. Example of a Stolen Vehicle/Boat Part Entry with Owner-applied Number (OAN)

```
1N01HEADER.EP.MD1012600..MASS.HY.EF026452016.19990922.1999-2345...MASSEY-  
FERGUSON HAY BALER.
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
NIC/V761480064 OAN/EF026452016  
OCA/1999-2345
```

3. Example of a Stolen Vehicle/Boat Part Entry with SER and OAN

```
1N01HEADER.EP.MD1012600.1J6543H81.EVIN.OB.SM246838/.19990922.1999-  
3456...EVINRUDE BOAT MOTOR.Y.15P.1974
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
NIC/V761480370 SER/1J6543H81  
OCA/1999-3456
```

2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
BRAND NAME	MANDATORY	BRA	2-4	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
CATEGORY	MANDATORY	CAT	2-2	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
OWNER-APPLIED NUMBER	CONDITIONAL	OAN	1-20	ALPHABETIC, NUMERIC
DATE OF THEFT	MANDATORY	DOT	8-8	NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
LINKING AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKING CASE NUMBER	SET	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MISCELLANEOUS	MANDATORY	MIS	1-200	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY FLAG	OPTIONAL	NOA	1-15	ALPHABETIC

ENGINE POWER OR DISPLACEMENT	CONDITIONAL	EPD	2-5	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
VEHICLE YEAR	CONDITIONAL	VYR	4-4	ALPHABETIC, NUMERIC

2.3 MANDATORY FIELDS FOR ENTRY

Stolen vehicle/boat part entries require the following fields: HDR, MKE, ORI, BRA, CAT, DOT, OCA, a brief description of the stolen part in the MIS Field, and at least one of the following numeric identifiers: SER or OAN.

2.4 ADDITIONAL GUIDELINES FOR ENTRY

1. The agency entering the record must account for all fields in the Vehicle/Boat Part File record format. All available data should be entered when the original entry is made. If there are data known that do not fit into a specific data field, then the MIS Field should be used. The MIS Field should only be used for information that cannot be placed in another data field. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MP).
2. Serialized truck-mounted campers (including shell type) should be entered in the Vehicle/Boat Part File. In NCIC the mounted camper should be entered as a part (EP) with the same OCA as that in the Vehicle File truck record. Unmounted serialized campers should be entered as a base part (EP) record. When a truck-mounted camper is not serialized, only a record for the truck should be entered in the Vehicle File with data in the MIS Field that describe the camper and state that it was mounted on the truck at the time of theft.
3. For training and administrative purposes, agencies may enter test records into NCIC using the header TN01. The test records will not generate any notifications nor will batch processing be performed in the test system.
4. When a stolen vehicle record is entered into NCIC, a vehicle/boat part record should not be entered when the part serial number has the same last eight characters as the VIN. When a stolen vehicle is partially located, users are encouraged to enter separate stolen part records for the unrecovered parts. In instances when a stolen vehicle part serial number does not have the same last eight characters as the VIN of the stolen vehicle, separate entries can be made into the Vehicle/Boat Part File.

2.5 MESSAGE FIELD EDITS FOR ENTRY

1. SERIAL NUMBER (SER)

When a stolen vehicle/boat part is entered, the serial number of the part must be entered in the SER Field. If an entry is for a stolen certificate of title, the title number should be entered in the SER Field. If the part is a nonmotorized forklift, the serial number should be entered in the SER Field. The vehicle identification number should be entered in the SER Field when the stolen part is a VIN plate. If the CAT is OB, then the SER is mandatory.

2. BRAND NAME (BRA)

1. Valid brand name codes for vehicle/boat parts are listed in Vehicular Data Codes, *NCIC Code Manual*. Valid brand name codes for boat parts are listed in Boat Data Code, *NCIC Code Manual*. BMA codes cannot be used in the BRA Field of a boat part record. If the brand name for a part is not listed, the part may be entered using the generic code PART, listing the true manufacturer's name in the MIS Field.
2. The BRA codes ENGN (engine) and TRMN (transmission) should be used for entry of stolen engines and transmissions manufactured by companies other than vehicle manufacturers. When the codes ENGN and TRMN are used in part records, the complete brand name must be entered in the MIS Field.
3. For entry of a vehicle/boat part record for a stolen certificate of origin (CTO) or certificate of title (CTT), the BRA code for the manufacturer of the vehicle which is identified on the certificate should be used. For entry of a stolen blank CTO or CTT with a preassigned serial number, the BRA code CERF should be used. For entry of a stolen VIN plate, engine, or transmission, the BRA code for the make of the vehicle from which the part was stolen, e.g., FORD, CHEV, PLYM, etc., should be used. The same is true for any part entry for construction and/or farm and garden equipment such as a bucket/scoop or harrow. These should be entered using the BRA code for manufacturer of the equipment from which the part was stolen, e.g., DEER or MASS.

3. CATEGORY (CAT)

A valid two-character category code must be entered in the CAT Field of a stolen vehicle/boat part entry. Valid codes can be found in Vehicular Data Codes, *NCIC Code Manual*.

4. MISCELLANEOUS (MIS) DATA

If a stolen vehicle/boat part entry contains either the code PART, ENGN, or TRMN in the BRA Field, the manufacturer's complete name must be entered in the MIS Field. A brief description of the part must also appear in the MIS Field as shown in the examples below:

- CAR RECOVERED VIN PLATE MISSING
- ONLY VIN PLATE STOLEN
- POWERGLIDE AUTOMATIC MISSING
- CERTIFICATE OF TITLE STOLEN

5. OWNER-APPLIED NUMBER (OAN)

The OAN Field is a 20-character searchable field. If the record entry also contains a SER, it cannot be the same as the OAN.

Another use of the OAN Field occurs when the stolen vehicle/boat part has a unique identification number which has been assigned in connection with a theft prevention program. In such a case, the OAN may be entered as the only numeric identifier or in addition to a SER.

6. ENGINE POWER OR DISPLACEMENT (EPD)

The EPD Field may only be used for part entries when the CAT Field code is EN (engine) or OB (outboard motor). If the CAT Field is OB, then the EPD is mandatory. The EPD Field is used to describe the size of the engine or motor, e.g., 750C for 750 cubic centimeters. Other units of measure are cubic inches -I, liters -L, horsepower -H, and pounds of thrust -P.

When the engine power or displacement contains a fraction or decimal, the whole number should be placed in the EPD Field, and the whole number plus the fraction or decimal should be placed in the MIS Field.

7. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g., state system-assigned number, filing system number, state identification number).

8. VEHICLE YEAR (VYR)

The VYR must represent the production (model) year during which the vehicle/boat part was manufactured. If the year of manufacture is unknown, the entering agency should enter UNKN. If the CAT is OB, then the VYR Field is mandatory.

9. IMAGE DATA (IMN AND IMT)

The Image NCIC Number (IMN) must begin with an I and the Image Type (IMT) must be V. If the IMT is not V, the message will be rejected as a field error. NCIC will verify the generic image is an active record in the System by inquiring with the IMN. If the

image is not found or the image is not stored as a generic type, the message will be rejected.

10. 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.

11. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the vehicle/boat part is known, Y should be entered into the NOA Field. 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.

SECTION 3--MODIFICATION

3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active vehicle/boat part record. A vehicle/boat part record cannot be modified if the record is in a located status (MKE/LOCATED PART).

3.2 EXAMPLE OF A MODIFICATION MESSAGE

```
1N01HEADER.MP.MD1012600.NIC/V000032699.OCA/A222.BRA/HON.EPD/750C
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
MODIFY NIC/V000032699
```


The above modification example contains: header (1N01HEADER), message key (MP), Originating Agency Identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/A222), the fields being modified, and the data being changed (BRA/HON, EPD/750C).

3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM ENTRY TRANSACTION				

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The modification transaction must contain two record identifiers. For a stolen vehicle/boat part record, the first identifier must be NIC or SER. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

3.5 VALIDATION GUIDELINES FOR NCIC MODIFICATION

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a vehicle/boat part record to indicate that the record has been validated. When data are entered into the VLN Field, NCIC stores the current date in the Date of Last Validation Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

1N01HEADER.MP.MD1012600.NIC/V126431001.OCA/2501.VLN/JONES, DAVID E

Acknowledgment:

1L01HEADER
MD1012600
VALIDATE NIC/V126431001

SECTION 4--CANCELLATION**4.1 WHEN TO USE A CANCELLATION MESSAGE**

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid; for example, it is determined that a record resulted from a fictitious or false theft report.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

1N01HEADER.XP.MD1012600.NIC/V000032699.OCA/A222.19991205.NOT STOLEN

Acknowledgment:

1L01HEADER
MD1012600
CANCEL NIC/V000032699

The above cancellation example contains: header (1N01HEADER), message key (XP), Originating Agency Identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/A222), date of cancellation (19991205), and reason for property record removal (NOT STOLEN).

4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC

ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC

4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

The cancellation transaction must contain two record identifiers. For a stolen vehicle/boat part record, the first identifier must be NIC or SER. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. Date of Cancellation (DOC) must follow the two record identifiers. DOC must be the current date or the current date minus one.

4.5 ADDITIONAL GUIDELINE FOR CANCELLATION

When a record is canceled in an NCIC format, the user is expected to enter the reason for property record removal (RPP). The RPP Field is entered directly after the DOC Field. For a cancellation, the RPP value will be either CASE DROPPED or NOT STOLEN.

SECTION 5--INQUIRY

5.1 REQUIREMENTS FOR INQUIRY

Inquiries can be made using the NIC or VIN Fields. The VIN Field contains the OAN or SER information. An inquiry of this type will search the VIN, SER, and OAN Fields of all Vehicle/Boat Part File records and the VIN Field of all person records. Additional information on inquiry can be found in the Vehicle File chapter.

5.2 MESSAGE FIELD CODES FOR INQUIRY (QV)

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

VEHICLE IDENTIFICATION NUMBER	CONDITIONAL	VIN*	1 -20	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC

* The value of MFCs SER or OAN must be represented with the MFC VIN.

5.3 REQUIREMENTS FOR INQUIRY

In a stolen vehicle/boat part inquiry, the complete stolen vehicle/boat part serial number and owner-applied number value must be entered as a VIN. For example:

```
1N01HEADER.QV.WA1230000.VIN/1563229C
```

Negative Response:

```
1L01HEADER
WA1230000
```

```
NO RECORD VIN/1563229C
```

Positive Response:

```
1L01HEADER
WA1230000
```

```
MKE/STOLEN PART
ORI/MD1012600 SER/1563229C BRA/FORD CAT/CT
DOT/19990922
OCA/1999-1234
MIS/REC/MUSTANG TITLE/VIN-7F02Y00997
NIC/V11111531/ DTE/19990922 1340 EDT DLJ/19991215 1600 EST
ORI IS ANY CITY PD MD 301 555-1234
IMMED CONFIRM RECORD WITH ORI
```

5.4 ADDITIONAL GUIDELINES FOR INQUIRY

1. IMAGE INDICATOR (IND)

Inquiries submitted in an NCIC format may contain an Image Indicator (IND) to specify whether an image should be returned if available. If the image indicator is Y, an image related to each primary hit response, if available, will be returned (i.e., one identifying image for a vehicle/boat part record, one mugshot for a person record). If IND is not entered, the System will default to N.

2. RELATED SEARCH HIT (RSH)

1. Inquiries may also contain a Related Search Hit (RSH) Field. If the RSH is Y, secondary hit responses will be returned for all linked records. The NCIC System links records when: 1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other and 2) the LKI/LKA are the same as ORI/OCA contained in the primary hit response.
2. If the hit response contains more than ten secondary hit responses, the following will be included in the hit response to indicate a file is being created with the additional hits.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

3. A \$.B. will then be sent to the ORI to identify the file name to be requested to retrieve the additional hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

5.5 BATCH INQUIRY (QVB)

The NCIC batch inquiry allows users to create a file of individual QV/ZV inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific inquiry from which they were generated. Prior to each response SEQUENCE NUMBER: <SEQ> will be returned to identify those responses that follow as coming from the inquiry with that sequence number. Additional information on procedures for conducting batch inquiries can be found in the Vehicle File chapter.

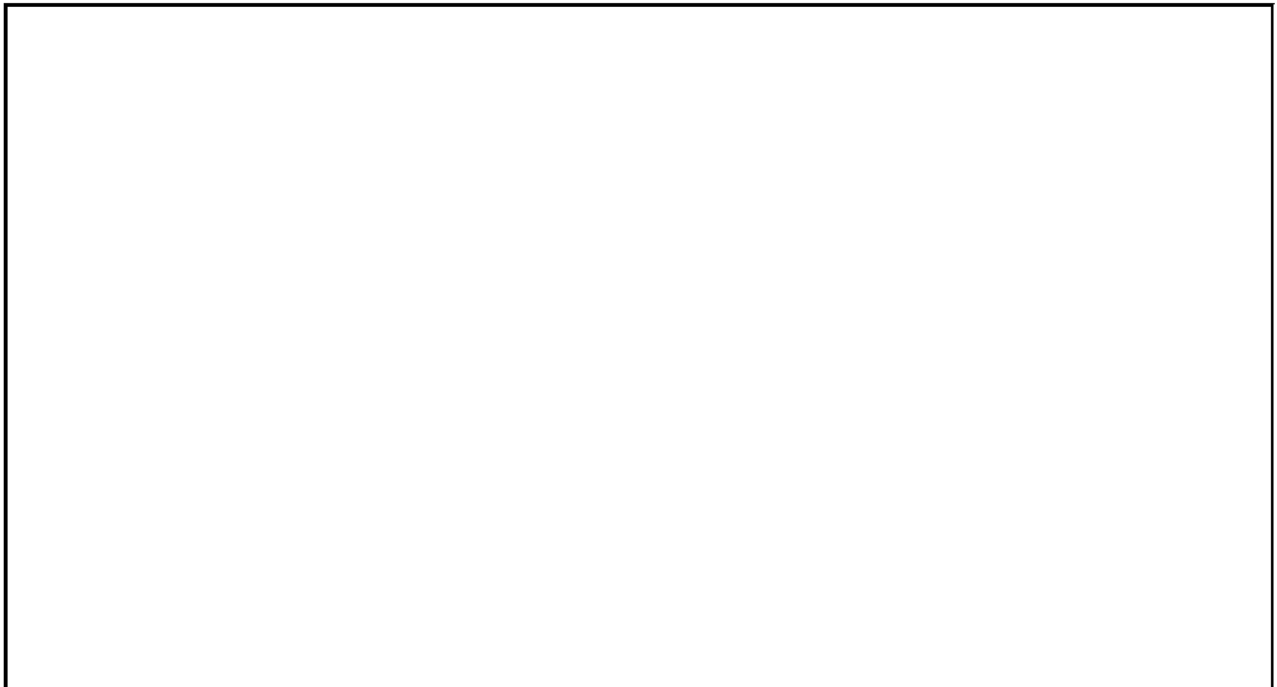
5.6 PROCEDURES FOR HANDLING A HIT

1. An NCIC hit may not be probable cause to arrest. A hit confirmed with the ORI may be adequate grounds to recover a vehicle/boat part.
2. When an agency receives a record in response to an NCIC inquiry, and the whereabouts of the stolen vehicle/boat part inquired upon is known and the vehicle/boat part inquired upon appears to be identical with one or more of the records, the agency that can seize the stolen vehicle/boat part must contact the ORI of each record(s) possibly identical with the vehicle/boat part in question to confirm the hit(s) prior to seizing the vehicle/boat part.
3. When an agency receives a record in response to an NCIC inquiry, and the whereabouts of the stolen vehicle/boat part inquired upon is not known, the hit should not be confirmed.
4. "To confirm the hit" means to verify that the theft report is still outstanding; to verify that the vehicle/boat part inquired upon is identical to the vehicle/boat part described in the record; and to obtain information concerning the return of the vehicle/boat part to the

rightful owner.

5. This system is based on two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.
6. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

5.7



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SECTION 6--LOCATE

6.1 WHEN TO USE A LOCATE MESSAGE

Any agency, except the agency that entered the record, that recovers a vehicle/boat part which is indexed in NCIC must place a locate message on the active vehicle/boat part record(s). When an agency receives a record or multiple records in response to an inquiry, the agency that can seize the stolen vehicle/boat part must contact the ORI of each record possibly identical with the vehicle/boat part in question to confirm the hit.

Following confirmation with the originating agency, a locate message must be transmitted for each record on file for the vehicle/boat part.

6.2 EXAMPLE OF A LOCATE MESSAGE

```
1N01HEADER.LP.WA1230000.NIC/V000032699.OCA/2325.19991205.5865.HIT NCIC
19991204...500.4000.9000
```

Acknowledgment:

```
1L01HEADER
WA1230000
LOCATE NIC/V000032699
```

The above locate example contains: header (1N01HEADER), message key (LP), recovering agency identifier (WA1230000), two record identifiers (NIC/V000032699 and OCA/2325), date of recovery (19991205), recovering agency case number (5865), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991204), value of recovered property (500), value of other recovered property (4000), and value of recovered contraband (9000).

When a locate message is transmitted for a Vehicle/Boat Part File record, the message key translation changes from STOLEN PART to LOCATED STOLEN PART, and the date of recovery, recovering agency ORI, and recovering agency OCA are added to the record.

6.3 MESSAGE FIELD CODES FOR LOCATE

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC

RECOVERING 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 locate transaction must contain two record identifiers. For a stolen vehicle/boat part record, the first identifier must be NIC or SER. The second identifier must always be the OCA. Each identifier must be preceded by its MFC. The OCA used as an identifier will be that of the agency that entered the record as shown in the record received from NCIC in reply to the apprehending/locating agency's inquiry. The date of recovery and recovering agency case number must be entered, in that order, and are not preceded by the MFC.

6.5 LOCATE PROCEDURES

1. ☐ after a record is located, it is retired.
2. The FBI CJIS permits the NICB to locate an NCIC Vehicle/Boat Part File record (MKE/LOCATED PART) when NICB receives information concerning the recovery of a stolen vehicle/boat part and an inquiry reveals that the NCIC record is in active status (MKE/STOLEN PART).
3. There are no locate procedures for CVI records.

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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 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 through a \$.L. administrative message.

NCIC will automatically search the appropriate NCIC databases for duplicate vehicle/boat part records. A \$.D. administrative message will be sent to the ORI of the duplicate record.

SECTION 7--CLEAR

7.1 WHEN TO USE A CLEAR MESSAGE

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

1. When the agency recovering the vehicle/boat part is the agency that entered the record.
2. When the agency that entered the record is officially advised that the vehicle/boat part has been recovered by another agency.

7.2 EXAMPLE OF A CLEAR MESSAGE

```
1N01HEADER.CP.MD1012600.NIC/V000032699.OCA/A222.19991105.WA1230000.5865.HIT NCIC
19991105.4..1500..1000
```

Acknowledgment:

```
1L01HEADER
MD1012600
CLEAR NIC/V000032699
```

The above clear example contains: header (1N01HEADER), message key (CP), Originating Agency Identifier (MD1012600), two record identifiers (NIC/V000032699 and OCA/A222), date of recovery (19991105), the recovering agency identifier (WA1230000), the recovering agency case number (5865), and benefits and effectiveness data: reason for property record removal (HIT NCIC 19991105), number persons apprehended (4), value of recovered property (1500), and value of recovered contraband (1000).

7.3 MESSAGE FIELD CODES FOR CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
SERIAL NUMBER	CONDITIONAL	SER	1-20	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CLEAR	MANDATORY	DCL	8-8	NUMERIC
RECOVERING AGENCY IDENTIFIER	OPTIONAL	RRI	9-9	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC
REASON FOR PROPERTY RECORD REMOVAL	OPTIONAL	RPP	10-21	ALPHABETIC, NUMERIC
NUMBER OF PERSONS APPREHENDED	OPTIONAL	NPA	1-3	NUMERIC
NUMBER OF MISSING PERSONS FOUND	OPTIONAL	NPF	1-20	ALPHABETIC, NUMERIC
VALUE OF RECOVERED PROPERTY	OPTIONAL	VNP	1-8	NUMERIC
VALUE OF OTHER RECOVERED 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. For a stolen vehicle/boat part record, the first identifier must be NIC or SER. The second identifier must always be the OCA. Each identifier must be preceded by its MFC.

7.5 CLEAR PROCEDURES

There are two circumstances that require unique record formats to clear a Vehicle/Boat Part File record.

1. If the agency that entered the record recovers the vehicle/boat part, only the date of recovery (which cannot be prior to the date of theft) must be entered following the two record identifiers. Additionally benefits and effectiveness data should be included.
2. If the Vehicle/Boat Part File record is located by an agency other than the entering agency and:
 1. The record being cleared is in a located status (MKE/LOCATED VEHICLE/ BOAT PART); only the date of clear would be entered following the two record identifiers.
 2. The record being cleared is in an active status (MKE/STOLEN VEHICLE/ BOAT PART), the date of clear followed by the recovering agency's identifier and the recovering agency's case number in this order without field codes would be entered after the two record identifiers. Additionally, benefits and effectiveness data should be included.

7.6 ADDITIONAL GUIDELINE FOR NCIC CLEAR

Following the date of recovery and recovering agency case number, users are expected to enter benefits and effectiveness data. The entry of benefits data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period.

7.7 AUTOMATIC NOTIFICATION OF CLEAR

NCIC will automatically search the appropriate NCIC databases for duplicate vehicle/boat part records. A \$.D. administrative message will be sent to the ORI of the duplicate record.

NCIC OPERATING MANUAL VIOLENT PERSON FILE

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NCIC
VIOLENT PERSON FILE

SECTION 1—INTRODUCTION

1.1 BACKGROUND

The Violent Person File (VPF) was designed to alert law enforcement officers that an individual they are encountering may have the propensity for violence against law enforcement.

1.2 CRITERIA FOR ENTRY

An entry into the VPF should be made when at least one of the following criteria has been met:

- 1.
- 2.
- 3.
- 4.

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1.3 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EVP	ENTER VIOLENT PERSON
	EVPC	ENTER VIOLENT PERSON-CAUTION
Modify	MVP	
Cancel	XVP	
Entry of supplemental record	ENVP	
Cancellation of supplemental record	XNVP	

*There is no specific MKE to query the Violent Person File; however, a wanted person inquiry will return a hit response on this file if a match occurs. A caution indicator should be added to the MKE EVP when it is known that a VPF subject is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is

appropriate to the particular circumstances. The reason for the caution must be entered in the Caution and Medical Conditions (CMC) Field.

1.4 RECORD RETENTION PERIOD

VPF records have an unlimited retention period. A VPF record will remain on file indefinitely or until action is taken by the entering agency to cancel the record.

Other exceptions to the record retention periods will occur in the event a serious error is detected in the record on file.

1.5 AUTOMATIC RETIREMENT

Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a VPF record or supplemental record for the year of entry plus 4 years from the date of entry of the base record regardless of when the license plate data is entered. Entering agencies are **not** notified of records from which expired license data are retired. If the purged license plate is the only searchable identifier in the VPF record, the entire record will be removed, and the originating agency will **not** be notified.

A nonexpiring license plate (LIY/NX) contained in a VPF record will remain on file until action is taken by the originating agency to remove the license data or cancel the entire record.

1.6 VALIDATION

For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

The VLN Field will be returned only when the requester 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 is suppressed.

1.7 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
AKA	Alias	May include alphabetic, 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.

CMC	Caution and Medical Conditions	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 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	Must be either a Y or N. N is the default value. If Y Indicator is entered, then the DLO Field must contain data.
DOB	Date of Birth	Must be a valid Gregorian date, (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date. If the DOB is not the only numeric identifier, 00 may be entered for the month and/or day when the actual date is unknown. More information in Personal Descriptors, <i>NCIC Code Manual</i> .
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 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 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> .
IMN	Image NCIC Number	A self-checking number automatically assigned by NCIC to each accepted image record and consists of the alphabetic character I followed by nine numeric characters. Must have valid check digit.
IMT	Image Type	Must be a valid NCIC-assigned code as listed in the Image File chapter of this manual.
LIC	License Plate Number	The characters UNK, UNKN, UNKNOWN may be used in inquiry transactions. For entry of a record with UNK, UNKN, or UNKNOWN, contact the FBI CJIS Division staff. If VMA is AERO, LIS is US, and LIT is PP or NP, the first character in the LIC Field must be the alphabetic N. If the license plate number exceeds ten characters, only the last ten characters should be entered in the LIC Field. The full plate number must be shown in the MIS Field.
LIS	License Plate State	Must be a valid NCIC-assigned code as listed in State and Country Data Codes, <i>NCIC 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 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 alphabets, numerics, and special characters.
MKE	Message Key	Must be a valid message key.

MNU	Miscellaneous Number	The first two characters must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC 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 police agency or identification number in MNU Field cannot be the only numeric identifier in the record. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
NAM	Name	The name may include alphabetic, 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 automatically assigned by NCIC to each accepted record and consists of an alphabetic character (L in the Violent Person File) followed by nine numeric characters. Must have valid check digits when used to identify record in a subsequent transaction.
NOA	Notify Originating Agency	Must be Y or N. NCIC will default N if left blank.
OCA	Originating Agency Case Number	Must not contain a single zero only, run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the OCA cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
OLN	Operator's License Number	One zero only or run of zeros only may not be used. More information in Personal Descriptors, <i>NCIC 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) Year of Expiration or the alphabetic NX to represent a 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 the State and Country Codes, <i>NCIC Code Manual</i> . More information also 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> .
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> .
VCO	Vehicle Color	Must be 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. The Vehicle File chapter has additional edits on the VIN Field. If state-assigned or nonconforming 17-character VIN, SVIN, must be entered in the first four characters of the MIS Field. If the VIN exceeds 20 characters, only the last 20 characters should be entered in the VIN Field. The full VIN must then be shown in the MIS Field.
VLN	Name of Validator	Any valid characters representing validator.

VMA	Vehicle Make	The VMA Field can be up to 24 characters. The first four characters must be alphabetic and a valid code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blanks. The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, 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.
	(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 codes approved golf cart and snowmobiles)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYCL, or one of the VMA codes for snowmobiles or motorcycles as listed in the <i>NCIC Code Manual</i> , Vehicular Data Codes. If VST is MV, the VMA code must be SPEC, ATV, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles listed in the <i>NCIC Code Manual</i> , Vehicular Data Codes. If VMA code is ATV or SPEC, the VST must be EB, EN, MV, or OP, and the name of the manufacturer must be entered in the MIS Field.
VMO	Vehicle Model	Spaces cannot be skipped. Hyphens or symbols 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 vehicle year is less than 1988 and the first four characters of the VMA are ASVE, the VMO must be AV or REP.

	(construction equipment)	If the first four characters of the VMA are COEQ, the VMO must be CE.
	(farm and garden equipment)	If the first four characters of the VMA are FARM, the VMO must be FE.
	(motorcycle)	If the VST is MB, MC, MD, MK, MS, or MY, the VMO required is CYL.
	(snowmobile)	If the first four characters of the VMA are SNOW or one of the valid manufacturer's codes as listed in Vehicular Data Codes, <i>NCIC Code Manual</i> the VMO must be SKT, SKW, TRA, TRW, or WHE.
	(trailer)	If the first four characters of the VMA are TRLR or HMDE, the VMO must be TL.
	(truck)	If the first four characters of the VMA are TRUK, the VMO must be TK.
VPC	Violent Person Criteria	Must be a numeric 1, 2, 3, or 4.
VST	Vehicle Style	Must be a valid NCIC-assigned code as listed in Vehicular Data Codes, <i>NCIC 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 2 years beyond the current model year. For entries 1981 or later, and when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.
WGT	Weight	Minimum of 050 and maximum of 499. More information in Personal Descriptors, <i>NCIC Code Manual</i> .

1.8 CRITERIA FOR REJECTING DUPLICATE RECORD ENTRIES

1. If the following fields of a VPF entry message are the same as the corresponding fields of an active VPF record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; or DOB, NAM, and ORI.
2. Whenever the message REJECT ON FILE is received, the record on file will also be transmitted.
3. A duplicate record will be accepted if the ORI in the second entry is different or the person type is different, e.g., Wanted Person, etc. In this case, the first entry will be furnished as a response to the second entry.

1.9 IMAGE CAPABILITY

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC.

1.10 INVESTIGATIVE INTEREST

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC.

SECTION 2--ENTRY

2.1 EXAMPLE OF AN ENTRY

```
1N01HEADER.EVPC.MDUSM0123.SMITH, JOHN J.M.W.TX.US.19511012.510.175.  
BRO.BRO..DRK.SC R HND.121011C0141159TTC113..204111111.  
C313456.MD.NX.123456/89.VAUSM0100.98/654321.N..00.ABC123.MD.2014.PC.  
ZY2/H9L000009.19/5.PONT.SUN.2D.BLU.KNOWN TO BE VERY AGGRESSIVE WITH LAW ENFORCEMENT  
OFFICERS.N.1.MD99999999.Y
```

Acknowledgment:

```
1L01HEADER  
MDUSM0123  
NAM/SMITH, JOHN J NIC/L123456/89  
OCA/123456/89
```

Note: When vehicular data have been entered, all entries and modifications will cross-search all persons file (except the NICS Denied Transaction and Unidentified Person File), and Vehicle, Vehicle/Boat Part, and License Plate Files.

2.2 MESSAGE FIELD CODES FOR ENTRY

The following is a list of the VPF data fields and the order of the fields for an entry transaction.

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SEX	MANDATORY	SEX	1-1	CODE AS DEFINED IN <i>NCIC 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>
CITIZENSHIP	OPTIONAL	CTZ	2-2	MUST BE VALID NCIC ASSIGNED COUNTRY CODE AS LISTED IN STATE AND COUNTRY CODES, <i>NCIC CODE MANUAL</i>
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
HEIGHT	MANDATORY	HGT	3-3	NUMERIC
WEIGHT	MANDATORY	WGT	3-3	NUMERIC
EYE COLOR	MANDATORY	EYE	3-3	CODE AS DEFINED IN <i>NCIC 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)
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
LINKAGE AGENCY IDENTIFIER	OPTIONAL SET	LKI	9-9	ALPHABETIC, NUMERIC
LINKAGE CASE NUMBER	OPTIONAL	LKA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CAUTION AND MEDICAL CONDITIONS	OPTIONAL	CMC	2-2	CODE AS DEFINED IN <i>NCIC 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	2-4	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	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
MISCELLANEOUS	OPTIONAL	MIS	1-500	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
VIOLENT PERSON CODE	MANDATORY	VPC	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NOTIFY ORIGINATING AGENCY	OPTIONAL	NOA	1-1	ALPHABETIC

2.3 MANDATORY FIELDS FOR ENTRY

1. The following fields are mandatory to cause acceptance of a VPF entry into NCIC: HDR, MKE, ORI, NAM, SEX, RAC, HGT, WGT, EYE, HAI, OCA, VPC, and at least one of the following numeric identifiers: DOB (including year, month, and day); FBI; MNU (other than originating agency police or identification number); SOC; OLN with OLS and OLY; LIC with LIS, LIY, and LIT; VIN with VYR, VMA, and VST.

2.4 ADDITIONAL GUIDELINES FOR ENTRY

1. The entering agency must account for all fields in the VPF record format. All available data called for in the record format must be entered. Missing data obtained at a later time

should be promptly added through the use of a modify message (MKE/MVP). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a VPF record are located in Section 8 of this chapter.

2. For training and administrative purposes, agencies may enter test records into NCIC by using the header TN01. The test records will not generate any notifications nor will batch processing be performed in the test system.
3. If a DOB is the only known numerical identifier, it must be a valid Gregorian date (YYYYMMDD) or the entry will be rejected.
4. All numerical identifiers except the OCA and MNU are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA Field, and a hyphen is used to separate the first two alphabets from the number itself in the MNU Field. If the MNU exceeds 15 characters, the first 15 characters should be entered in the MNU Field. The full MNU should be entered in the MIS Field.
5. A record in the VPF may contain a minimum number of personal descriptors, license, and vehicular data because little was known of the individual at the time of entry. The lack of information limits the chance of a hit on the record.

One possible source of additional identification data may be the Interstate Identification Index (III). Thus, an inquiry (MKE/QH) should be made prior to or soon after making the violent person entry to determine if the criminal history record of the subject is in III. A positive response to this inquiry may reveal not only physical descriptors, identifying numbers, and aliases not known to the inquirer, but also arrest, court, and/or custody-supervision data which might provide investigative leads.

When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, 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.

6. An ORI attempting to enter a record on a person it already has entered will receive a reject message. An entry on the same individual will be accepted providing the originating agencies are different. The agency making the second entry will receive the record already on file at the time the second entry is acknowledged. This notification should lead to some form of communication between the two agencies, as valuable lead information might be available.

7. The entry of invalid and/or unissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error. For example:

ATTENTION: THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.

2.5 MESSAGE FIELD CODES FOR ENTRY

1. The ORI represents the agency responsible for maintaining the VPF record.
2. PERSONAL DESCRIPTORS

Entry instructions and valid codes for name; sex; race; date of birth; height; weight; eye color; hair color; skin tone; scars, marks, and tattoos; fingerprint classification; miscellaneous number; Social Security number; and operator's license number; and caution and medical conditions can be found in the Personal Descriptors, *NCIC Code Manual*. Codes for entering the place of birth and citizenship can be found in State and Country Codes, *NCIC Code Manual*.

3. ORIGINATING AGENCY CASE NUMBER (OCA)

The entering agency should ensure the OCA is a unique number assigned to the case within the agency. For NCIC records not related to an investigative case, the OCA Field must still be unique (e.g. state system-assigned number, filing system number, state identification number).

4. LINKAGE DATA (LKI and LKA)

To link a VPF record to another NCIC record, the LKI and LKA Fields should contain the ORI and OCA Fields from the related record. The message will be rejected if the first seven characters of the LKA Field are the same as the first seven characters of the LKI Field.

5. DNA DATA (DNA and DLO)

The DNA Field has a default value of N, meaning no DNA data are available. When the user sets the DNA Field to Y, indicating DNA data are available, then specific information regarding the location of the DNA sample must be included in the DLO Field. The DLO Field can include contact information, type of DNA sample, and other information deemed appropriate by the agency. If the DNA Field is set to Y and the DLO is blank, then the record will be rejected.

6. VEHICLE OR LICENSE PLATE DATA

Entry instructions for vehicle and license plate information can be found in the Vehicle File chapter of this manual, Vehicular Data Codes, *NCIC Code Manual*, and State and Country Codes, *NCIC Code Manual*.

7. VIOLENT PERSON CRITERIA (VPC) CODE

The Violent Person Criteria Field must be a numeric 1, 2, 3, or 4 to indicate which criteria listed in Section 1.2 justifies entry into the file. The VPC codes are the following.

VPC Code Translation

- 1 - ASSAULT ON LAW ENFORCEMENT
- 2 - VIOLENT CRIME HOMICIDE/ATTEMPTED HOMICIDE
- 3 - VIOLENT CRIME WITH WEAPON
- 4 - THREAT TO LAW ENFORCEMENT

8. MISCELLANEOUS (MIS) DATA

1. Aliases, nicknames (monikers), vehicular data, dates of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered in a supplemental record (MKE/ENVP), as illustrated and explained in Section 8 of this chapter, as this procedure increases the chance of a hit on this record. Information in the MIS Field is not searchable.
2. When specific information required for a mandatory field is not available, similar information should be substituted in that field with appropriate comments in the MIS Field.

9. NOTIFY ORIGINATING AGENCY (NOA)

When the ORI believes that notification each time its record is hit will provide investigative leads, regardless of whether the location of the wanted person is known, Y should be entered into the NOA Field. 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.

10. STATE IDENTIFICATION NUMBER (SID)

Guidelines for the entry of additional SIDs as a supplemental record to a Violent Person 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 VPF record. For online validation, a modification message is also used to validate a record.

3.2 EXAMPLE OF A MODIFICATION MESSAGE

1N01HEADER.MVP.MDUSM0123.NAM/SMITH, JOHN J.NIC/L146203706. SOC/375145249.OLY/2014

Acknowledgment:

1L01HEADER
MDUSM0123
MODIFY NAM/SMITH, JOHN J NIC/L146203706

The above modification example contains: header (1N01HEADER), message key (MVP), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH JOHN J and NIC/L146203706), and the fields being modified and the data being changed (SOC/375145249 and OLY/2014).

3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

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

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The record to be modified must be identified by NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, followed by the fields to be modified. All fields, other than the HDR, MKE, and ORI, must be preceded by the appropriate MFC and a slash. The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

Section 8 of this chapter contains information on modifying an alias and/or additional identifiers previously appended to a VPF record by means of a supplemental record.

3.6 MODIFICATION TO REMOVE VEHICULAR DATA

1. TO REMOVE ALL VEHICULAR DATA

If there is a need to delete all vehicular data from a VPF base record, a special message field code may be used to remove all vehicular data without identifying each individual field. When the characters LIC-VCO/ are included in the modification transaction, the NCIC System will delete the following fields: LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO.

```
1N01HEADER.MVP.MDUSM0123.NAM/SMITH, JOHN J.NIC/L146203706.LIC-VCO/.
```

Acknowledgment:

```
1L01HEADER
MDUSM0123
MODIFY NAM/SMITH, JOHN J NIC/L146203706
```

The above modification example to remove all vehicular data from the record contains: header (1N01HEADER), message key (MVP), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH, JOHN J and NIC/L146203706), and the fields being removed (LIC-VCO) immediately followed by slash period (/).

2. TO REMOVE PART OF VEHICULAR DATA

The special modification message explained above cannot be used to remove less than all of the vehicular data from a VPF base record. For example, if only the four fields of license plate data (LIC, LIS, LIY, LIT) are to be deleted from the record, the usual modification procedure must be followed with each field to be deleted explicitly set forth in the modify message. For example:

```
1N01HEADER.MVP.MDUSM0123.NAM/SMITH, JOHN J.NIC/L146203706. LIC/.LIS/.LIY/.LIT/.
```

3.7 VALIDATION GUIDELINES FOR NCIC MODIFICATION

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a VPF record to indicate that the record has been validated. When data are included in the VLN Field, NCIC places the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN Field data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

```
1N01HEADER.MVP.MDUSM0123.NAM/SMITH, JOHN J.NIC/L0000069216.  
VLN/JONES, DAVID E
```

Acknowledgment:

```
1L01HEADER  
MDUSM0123  
VALIDATE NAM/SMITH JOHN J NIC/L000069216
```

SECTION 4—CANCELLATION

4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when it is determined that the record is invalid or the entering agency determines the subject no longer poses a threat to law enforcement officers.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

```
1N01HEADER.XVP.MDUSM0123.NAM/SMITH, JOHN J.NIC/L146203706.20120923
```

Acknowledgment:

```
1L01HEADER  
MDUSM0123  
CANCEL NAM/SMITH, JOHN J NIC/L146203706
```

The above cancellation example contains: header (1N01HEADER), message key (XVP), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH JOHN J and NIC/L146203706), and date of cancellation (20120923).

When a VPF record is canceled, the entire record, including all data appended to the record by means of a supplemental record entry, is automatically canceled.

4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF CANCELLATION	MANDATORY	DOC	8-8	NUMERIC

4.4 IDENTIFICATION OF A RECORD TO BE CANCELED

The record to be canceled must be identified by NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC. The name used in identifying the record to be canceled must be set forth with the exact spelling and spacing as shown in the record on file. The cancellation date (without MFC) must follow the two record identifiers and be equal to the current date or the current date minus one.

4.5 ADDITIONAL GUIDELINES FOR CANCELLATION

Benefits and effectiveness data are not applicable to the VPF records.

SECTION 5--INQUIRY

5.1 NCIC INQUIRY PROCESSING

When an agency transmits an NCIC wanted person inquiry (QW, QWA, QWE, QWF, QWS, or ZW), the data in the Violent Person File will be searched in addition to all other NCIC person files (except the NICS Denied Transaction and Unidentified Person Files). If vehicle identifiers are included in the inquiry, the Article, License Plate, Vehicle, and Vehicle/Boat Part Files will be searched as well. Additional information can be found in the Wanted Person File chapter.

5.2 EXAMPLE OF INQUIRY WITH NEGATIVE AND POSITIVE RESPONSES

1. Wanted Person File Inquiry (QW/ZW)

```
1N01HEADER.QW.WA1230000.NAM/SMITH JOHN J.SEX/M.RAC/W.DOB/19511012.
VIN/ABC123DEF45678901
```

Negative QW/ZW Response

```
1L01HEADER
WA1230000

NO NCIC WANT NAM/SMITH, JOHN J DOB/19511012 SEX/M RAC/W
NO RECORD VIN/ABC123DEF45678901
***VERIFY VIN/ABC123DEF45678901; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS
FILES ARE SEARCHED WITHOUT LIMITATIONS.
```

Positive QW Response

```
1L01HEADER
WA1230000

WARNING-A SUBJECT IN THIS RESPONSE HAS BEEN IDENTIFIED AS A VIOLENT
OFFENDER OR A SERIOUS THREAT TO LAW ENFORCEMENT OFFICERS. REVIEW THIS
RESPONSE IN ITS ENTIRETY TO OBTAIN ADDITIONAL INFORMATION ON THIS SUBJECT.
USE EXTREME CAUTION IN APPROACHING THIS INDIVIDUAL.

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

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

MKE/VIOLENT PERSON - CAUTION
CMC/95 - VIOLENT TENDENCIES
VPC/1 - ASSAULT ON LAW ENFORCEMENT
ORI/VASPD1000 NAM/SMITH, JOHN J SEX/M RAC/W POB/TX
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/123456789 CTZ/JS
SKN/DRK SMT/SC R HND
FPC/121011C0141159TTCI13 MNJ/AS-123456789 SOC/123456789
OLN/11111111 OLS/MD OLY/1999
VLD/20151204 VLN/JONES, DAVID E NOA/Y
OCA/123456273 SID/VA99999999
MIS/KNOWN TO THREATEN POLICE OFFICERS
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2Y2/H5LI00009 VYR/1975
VMA/PONT VMO/VEN VST/2D VCO/BLJ
ORI IS VA STATE POLICE ROANOKE OFFICE /03-555-1212
NIC/L146203706 DTE/20121204 DLJ/20151204

5.3 REQUIREMENTS FOR INQUIRY

1. The capability to query only the Violent Person File does not exist; however, the same procedures used to search the Wanted Person File will also search the Violent Person File. Complete details can be found in the Wanted Person File chapter.
2. In a positive response, Wanted Person and Foreign Fugitive File records will appear first, followed by Missing Person, Gang, Known or 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 File records.
3. As part of a positive Violent Person File response, the receiving agency is advised that the person in question cannot be arrested solely upon the basis of the information provided. A caveat at the end of a record response emphasizes to record recipients that the record may be disseminated only to criminal justice agencies for criminal justice purposes.
4. A Violent Person File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, 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.

5.4 ADDITIONAL GUIDELINES FOR INQUIRY

When only one numeric identifier is used in an inquiry, the response(s) will include the record(s) on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response will include the record(s) on file with that Social Security number, even though there may be other records on file for the same individual which does not contain that particular number.

Following a positive response to an inquiry with limited personal descriptors, an agency should make a second inquiry using all identifiers contained in the response record(s). The

second inquiry should ensure the receipt of all records which could possibly pertain to the person in question.

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

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

5.5 INQUIRY USING VEHICULAR DATA

A QV, ZV, QW, QWA, QWE, QWF, QWS, or ZW inquiry by license plate number or vehicle identification number will retrieve all person files as well as the Violent Person File in which the vehicle and/or license has been entered. Additionally, such an inquiry will retrieve data from the Boat, Vehicle, Vehicle/Boat Part, and License Plate Files. It is not necessary to include a name in this type of inquiry.

5.6 PROCEDURES FOR HANDLING A HIT

There are no hit confirmation procedures for the Violent Person File.

SECTION 6—LOCATE

There are no locate procedures for the Violent Person File.

SECTION 7—CLEAR

There are no clear procedures for the Violent Person File.

SECTION 8--SUPPLEMENTAL RECORD

8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	4-4	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

NAME	CONDITIONAL*	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL*	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL*	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ALIAS	OPTIONAL	AKA	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SCARS, MARKS, TATTOOS, AND OTHER CHARACTERISTICS	OPTIONAL	SMT	3-10	CODE AS DEFINED IN <i>NCIC 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>
IMAGE NCIC NUMBER SET	OPTIONAL SET	IMN ⁴		
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

¹OLN/<OLN>.<OLS>.<OLY>

²LIC/<LIC>.<LIS>.<LIY>.<LIT> ³VIN/<VIN>.<VYR>.<VMA>.<VMO>.<VST>.<VCO>

⁴IMN/<IMN>.<IMT>

*Base record identifier

8.2 WHEN TO ENTER A SUPPLEMENTAL RECORD

An enter supplemental record is used when additional identifiers, such as an alias or scars, marks, tattoos, and other characteristics etc., need to be added to a violent person record. The enter supplemental record message may be made only by the agency that entered the violent person record.

8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY

```
1N01HEADER.ENVP.MDUSM0123.NAM/SMITH, JOHN J.OCA/1234523.
AKA/DEER, JIM.BUCK, ROBERT J.DOB/19521012.19520912.
LIC/ABC123.MD.2015.PC.LIC/123ABC.MD.
2015.PC.VIN/3J5/K5D112345.1975.OLDS.CUT.2T.BLU.
SMT/CAJL L EAR.TAT R ARM
```

Acknowledgment:

```
1L01HEADER
MDUSM0123
SUPP NAM/SMITH, JOHN J OCA/1234523
```

The above supplemental record entry example contains: header (1N01HEADER), message key (ENVP), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH, JOHN J and OCA/1234523), and the supplemental data added to the record: two aliases (AKA/DEER, JIM and BUCK, ROBERT J), two dates of birth (DOB/19521012 and 19520912), two sets of license plate data (LIC/ABC123.MD.2015.PC and LIC/123ABC.MD.2015.PC), one set of vehicle information

(VIN/3J57K5D112345.1975.OLDS. CUT.2T.BLU), and two scars, marks, and tattoos (SMT/CAUL L EAR and TAT R ARM).

8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY

The violent person record to which a supplemental record of alias(es) and/or other additional identifiers is to be added must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

The AKA Field and all other identifying data fields which may be included in a supplemental record with their field codes and the maximum number of aliases and/or other identifiers that may be added to a violent person record are the following:

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
License Plate Number, State, Year of Expiration, and Type (entered as a set)	LIC	9
Vehicle Identification Number, Year, Make, Model, Style, and Color (entered as a set; model and color not required for entry, but should be entered if known)	VIN	9
Caution and Medical Conditions	CMC	10
Image NCIC Number and Image Type (entered as a set)	IMN	1
Citizenship	CTZ	9
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, etc.; miscellaneous number; Social Security number; citizenship; state identification number; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, license plate, vehicle, address, or image is likewise counted as one identifier.
2. For example, a record relating to JOHN HARRY DOE might have appended supplemental data consisting of three other names (AKAs), nine dates of birth, five scars, two miscellaneous numbers (e.g. army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession. Entry of these additional data would require several supplemental record entry messages, as all of these additional identifiers could not be included in one supplemental record entry message.

8.7 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY

1. After the violent person record has been identified, each field included in a supplemental record entry, except those entered as sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data, e.g., AKA/<AKA>.SOC/<SOC>.DOB/<DOB>. The data elements must be separated by a period, and each field must end with a period. Fields that are not part of sets of data may be entered in any order in a supplemental record entry.
2. The OLN, LIC, VIN, and IMN Fields in the supplemental record format are multiple element data fields; i.e., these fields have more than one data element following the field code and slash and are entered as sets, e.g., OLN/<OLN>.<OLS>.<OLY>.
3. Each set of data must be preceded by the appropriate field code followed by a slash. The data elements within a set of data must be entered in sequence after the slash, and each data element must be accounted for.
4. The field in the base record must be filled before any supplemental entry for that same field will be accepted except AKA, Image, Vehicle and License Set. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the base record does not contain a Social Security number in the SOC Field.
5. All numeric identifiers excluding the OCA and MNU Fields are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA, and a hyphen must be used to separate the two alphabets from the number itself in the MNU Field.

6. The criteria for rejecting duplicate records, as defined in the Introduction section of this chapter, apply to the entry of supplemental information.
7. Personal Descriptors, State and Country Codes, and Vehicular Data Codes, *NCIC Code Manual*, contain appropriate coding of personal identifiers and vehicular data.

8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY

1. ALIAS (AKA)

1. Field code AKA followed by a slash is used to identify an alias. An alias includes any name in which any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, i.e., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.
2. An alias is to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial, if any, space, and suffix indicating seniority, if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the MFC AKA.
3. Nicknames (monikers) are to be entered in the AKA Field of the Violent Person File record. The term nickname in NCIC is defined as a name added to or substituted for the proper name of a person, such as a street name (i.e., Shorty). It is not a familiar form of a proper name, such as Jim for James.

The nickname is to be entered in the AKA Field, followed by a comma (space after comma is optional), then an X (i.e., Peanut, X).

4. Further guidelines for the coding of aliases are provided in Personal Descriptors, *NCIC 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.2014

In the event more than one operator's license is to be entered at the same time, each set of operator's license data must be preceded by MFC OLN/.

3. LICENSE PLATE SET (LIC)

Field code LIC followed by a slash is used to identify additional license plate data in an entry. This set contains four data elements: LIC, LIS, LIY, and LIT. Elements must be entered in the order listed in the format and must be separated by a period. For example:

LIC/CBA321.MD.2014.TK

In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data must be preceded by MFC LIC/.

4. VEHICULAR DATA SET (VIN)

1. Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This field contains six data elements: VIN, VYR, VMA, VMO, VST, and VCO.
2. The VIN, VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by periods and each element must be accounted for. For example:

VIN/1L69X6J023456.1976.CHEV.IMP.4D.BLK.

Or

VIN/1D37Q6R001225.1976.CHEV..2D..

5. ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

The MFCs followed by a slash are used to identify additional data to be included in a supplemental record, i.e., DOB/, SMT/, MNU/, and SOC/. Multiples can be entered without repeating the MFC and separated only by periods. For example, an entry might include:

DOB/19570102.19550823.SMT/SC L CHK.POCKMARKS.MNU/AF-2252333. SOC/303055378

When identifying data are entered in a supplemental record, the corresponding fields in the corresponding base record must be filled.

8.9 MODIFICATION OF ALIAS(ES) AND/OR OTHER IDENTIFIERS IN A SUPPLEMENTAL RECORD

1. No one-step procedure is available to modify an alias or other identifier in a supplemental record to a violent person record.
2. To modify (change) an alias or other identifier in a supplemental record, the incorrect alias or other identifier must be canceled and reentered.

8.10 EXAMPLE OF A SUPPLEMENTAL RECORD ALIAS AND OTHER IDENTIFIERS CANCELLATION

1N01HEADER.XNVP.MDUSM0123.NAM/SMITH, JOHN J.NIC/L146203706.
AKA/BUCK, ROBERT J.DOB/19520912.LIC/ABC654.MD.2013.PC

Acknowledgment:

1L01HEADER
MDUSM0123
CANCEL SUPP NAM/SMITH, JOHN J NIC/L146203706
AKA/BUCK, ROBERT J
DOB/19520912
LIC/ABC654.MD.2013.PC

This example of a cancellation of an alias and other additional identifiers in a supplemental record contains: header (1N01HEADER), message key (XNVP), Originating Agency Identifier (MDUSM0123), two record identifiers (NAM/SMITH, JOHN J and NIC/K146203706), and data to be canceled (AKA/BUCK, ROBERT J), (DOB/19520912), and (LIC/ABC654.MD.2013.PC).

8.11 IDENTIFICATION OF A RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS

When canceling an alias(es) and/or other additional identifiers contained in a supplemental record, the violent person record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The supplemental data to be canceled, with each field preceded by the proper MFC, are then entered.

8.12 NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE

A maximum of nine identifiers of various kinds may be canceled in one message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA, DOB, SMT, MNU, CTZ, 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; 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. Each set of operator's license or license plate data (multiple data element fields) must be preceded by OLN/ or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicular data, only the VIN and VMA are required following VIN/, with a period to account for the intervening VYR. For example:

VIN/1L69X6J023456..CHEV

This transaction would result in deletion of the entire VIN set.

3. When a Violent Person File record is canceled, its entire supplemental record is automatically canceled.

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WANTED PERSON FILE

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SECTION 1--INTRODUCTION

1.1 CRITERIA FOR ENTRY

1. GENERAL CRITERIA

An entry in the Wanted Person File should be made immediately after: 1) the decision to arrest or authorize arrest has been made, and 2) the decision has been made regarding extradition. The criteria for entry follow.

Agencies must have a warrant (electronic or hard copy) on file to support a wanted person entry. Only the agency that holds the warrant may make an NCIC wanted person entry. The only exception is that any criminal justice agency or regional dispatch center may act as holder of the record for another agency that has no telecommunications equipment. When such an entry is made, the agency holding the record may place its own Originating Agency Identifier (ORI) in the ORI Field but only when there is a written agreement between the two agencies that delineates the legal responsibility of each for the record. Additional information concerning these responsibilities can be found in the Introduction of this manual.

2. ADULT

1. An individual (including a juvenile who will be tried as an adult) for whom a federal warrant is **outstanding**. Federal fugitives are persons who:
 1. Are being sought because they have been charged with one or more federal crimes,
 2. Have failed to appear for a required court action or for deportation, or
 3. Have escaped from federal custody.
2. An individual (including a juvenile who will be tried as an adult) for whom a felony or misdemeanor warrant is outstanding.
3. Probation and parole violators meeting the criteria above.

3. JUVENILE

Juvenile status is determined by the laws of the state of residence of the parent, guardian, person, or agency entitled to legal custody of such juvenile. The criteria for entry are the following:

1. A juvenile who has been **adjudged delinquent** and is **subject to the jurisdiction** of the court making such adjudication or to the jurisdiction or supervision of an agency or institution pursuant to an order of such court (Category 1), and

1. Who has **escaped** from an institution or agency vested with the legal custody or supervision of such juvenile, or
2. Who has **absconded** while on probation or parole?

Entry of a record in this category must be supported by a copy of the judgment, formal adjudication, or order of commitment which subjects such a delinquent to probation or parole or to the legal custody of the institution or agency concerned.

Specifically excluded from this category are "status offenders," i.e., children who commit noncriminal but legally proscribed acts, such as truancy, disobedience to parents, running away, and violating curfew.

2. A juvenile who has been charged with the commission of a delinquent act that would be a crime if committed by an adult and who has fled from the state where the act was committed. (Category 2)

Entry of a record in this category is permitted only when a petition has been filed in a court of competent jurisdiction in the requesting state where the violation of criminal law is alleged to have been committed.

Only agencies in states where the Rendition Amendment to the Interstate Compact on Juveniles (ICS) has been signed will be permitted to enter Category 2 records. (The ICS and the Rendition Amendment can be found in Section 10 of this chapter.) The following states are permitted entry:

Alabama	Indiana	Nebraska	Rhode Island
Alaska	Iowa	Nevada	South Carolina
Arizona	Kansas	New Hampshire	Tennessee
Arkansas	Kentucky	New Jersey	Texas
California	Louisiana	New Mexico	Utah
Colorado	Maine	New York	Vermont
Delaware	Maryland	North Carolina	Virginia
Florida	Massachusetts	North Dakota	Washington
Georgia	Minnesota	Ohio	West Virginia
Hawaii	Mississippi	Oklahoma	Wisconsin
Idaho	Missouri	Oregon	Wyoming
Illinois	Montana	Pennsylvania	District of Columbia

Agencies in states **not listed** that attempt to enter an EWJ record an offense code other than 8100, 8101, or 8102 will receive the reject message: REJECT – NOT AUTHORIZED.

A positive record response is also restricted to those states listed above for EWJ entries with an offense code other than 8100, 8101, or 8102. Agencies in states not listed above will receive a NO RECORD response.

4. TEMPORARY FELON

A temporary felony want record, message key (MKE) ET, may be entered to establish a "want" entry when a law enforcement agency needs to take **prompt action** to apprehend a person (including a juvenile) who has committed, or the officer has reasonable grounds to believe has committed, a **felony**. This individual may seek refuge by fleeing across jurisdictional boundaries while circumstances prevent the immediate acquisition of a warrant.

A temporary felony want record must be specifically identified as such. A warrant for the arrest of the individual must be obtained as soon as possible, and thereafter, the temporary felony want record must be either canceled and a permanent wanted person record (MKE/EW) must be entered or the MKE must be modified to the permanent wanted person record MKE/EW. A temporary felony want record will be automatically retired after 48 hours.

5. EXTRADITION

1. Before entering a record of a wanted person in NCIC, the entering agency must attempt to determine, to the maximum extent possible, if extradition will be authorized when the individual is located in another state. For NCIC purposes, extradition is the surrender **by one state to another** of an individual charged with or convicted of an offense outside its own territory and within the territorial jurisdiction of the other. Agencies entering warrants that do not meet the NCIC definition of extradition (e.g., intrastate only) must code the EXL Field as 4 (NO EXTRADITION – IN-STATE PICK UP ONLY. SEE MIS FIELD FOR LIMITS) for felony warrants or D (NO EXTRADITION – IN-STATE PICK UP ONLY. SEE MIS FIELD FOR LIMITS) for misdemeanor warrants. Additional details regarding intrastate limitations may be placed in the MIS Field.
2. In situations where an agency is absolutely certain that the wanted person will not be extradited, the individual's record **may be entered** in NCIC using the appropriate code in the Extradition Limitation Field.
3. At the time of entry, if there is a limitation concerning extradition of the wanted person, such information should be entered using the appropriate code in the Extradition Limitation Field with any specific limitations placed in the MIS Field of the record. More information can be found in the Personal Descriptors chapter of the *NCIC Code Manual*.

EXTR ADJACENT STATES ONLY
EXTR WEST OF MISS ONLY
EXTR WITHIN 1000 MILES ONLY
NOEX

4. In many instances, however, no forecast of extradition can be made at the time the wanted person is entered on file because extradition is not a law enforcement decision. In such cases, use the codes 6 or F in the Extradition Limitation (EXL) Field to indicate PENDING EXTRADITION DETERMINATION. If at some future time, the entering agency learns that the individual definitely will not be extradited, the NCIC record **must be modified using the appropriate code in the EXL Field.**

1.2 MESSAGE KEY (MKE) CODES

Message	MKE	Translation
Entry	EW	WANTED PERSON
	EWJ	WANTED-JUVENILE DELINQUENT-ADJUDGED
		or
		WANTED-EMANCIPATED JUVENILE DELINQUENT-ADJUDGED
		or
		WANTED-JUVENILE DELINQUENT-CHARGED
		or
		WANTED-EMANCIPATED JUVENILE DELINQUENT-CHARGED
	ET	WANTED PERSON-TEMPORARY FELONY
Modify	MW	
	MT	
	MDW	
Cancel	XW	
	XT	
Inquiry	QW	
	ZW QWA QWE QWF QWS	
	QWB	
	QWI	
	QV	
	ZV	
Locate	LW*	LOCATED WANTED PERSON
		or
		LOCATED WANTED JUVENILE DELINQUENT-ADJUDGED

		or
		LOCATED WANTED JUVENILE DELINQUENT-CHARGED
		or
		LOCATED WANTED EMANCIPATED JUVENILE DELINQUENT-ADJUDGED
		or
		LOCATED WANTED EMANCIPATED JUVENILE DELINQUENT-CHARGED
	LT	LOCATED WANTED PERSON- TEMPORARY FELONY
Entry of a detainer	DW	DETAINED WANTED PERSON or DETAINED WANTED JUVENILE DELINQUENT-ADJUDGED or DETAINED WANTED JUVENILE DELINQUENT-CHARGED or DETAINED WANTED EMANCIPATED JUVENILE DELINQUENT-ADJUDGED or DETAINED WANTED EMANCIPATED JUVENILE DELINQUENT-CHARGED
Cancellation of a detainer	XDW	
Clear	CW	
	CT	
Entry of supplemental record of aliases and/or additional identifiers	EN	
Entry of supplemental stolen/fraudulent identifiers	ENS	
Cancellation of supplemental record	XN	
Cancellation of stolen/fraudulent identifiers	XNS	
Entry of dental information	ED	
Modification of dental information	MD	
Cancellation of dental information	XD	

*The LW MKE will only translate as indicated when the locate appended to the record shows that the subject will be extradited (EXTR) or detained (DETN).

1. A caution indicator should be added to the MKEs EW, ET, or EWJ when it is known that an individual is armed and dangerous, has suicidal tendencies, has previously escaped custody, is a drug addict, or whatever is appropriate to the particular circumstances of the individual.
2. The reason for the caution must be entered in the Caution and Medical Conditions (CMC) Field (NCIC format). For example, a record with MKE/EW-C might include one of the following in the CMC Field:

ARMED AND DANGEROUS
SUICIDAL TENDENCIES
HEMOPHILIAC
PREVIOUSLY ESCAPED CUSTODY
HEROIN ADDICT
DIABETIC

3. For the MKEs EW and ET, the caution indicator C is preceded by a dash, e.g., EW-C; however, the message key EWJ does not allow space for the dash, e.g., EWJC.
4. The MKE EW-C translates WANTED PERSON - CAUTION. The MKE ET-C translates WANTED PERSON - TEMPORARY FELONY/CAUTION.
5. The MKE EWJC translates as one of the following:

WANTED - JUVENILE DELINQUENT - ADJUDGED/CAUTION
WANTED - EMANCIPATED JUVENILE DELINQUENT - ADJUDGED/CAUTION
WANTED - JUVENILE DELINQUENT - CHARGED/CAUTION
WANTED - EMANCIPATED JUVENILE DELINQUENT - CHARGED/CAUTION

1.3 RECORD RETENTION PERIOD

Wanted person records have an unlimited retention period. A wanted person (EW) record that has not been located or has one locate message appended with no extradition (NOEX) will remain on file indefinitely or until action is taken to clear or cancel the record or a second NOEX locate is placed upon the record. The same rules apply to a located juvenile record (whether emancipated or not).

Other exceptions to the record retention period will occur in the event a serious error is detected in the record on file. Additional information on serious error detection can be found in the Introduction chapter of this manual.

1.4 RETENTION PERIOD FOR A TEMPORARY FELONY WANT RECORD

Temporary felony want records have a 48-hour retention period. A temporary felony want record will be retired at the end of 48 hours, and a \$.P. administrative message will be sent to the originating agency. Additional information concerning the \$.P. administrative message can be found in the Introduction chapter of this manual.

1.5 AUTOMATIC RETIREMENT

1. A record with MKE/EW or MKE/EWJ to which one locate message has been appended indicating that the subject will not be extradited (NOEX) will be retired immediately upon receipt of a second locate message with NOEX. The ORI of the record will be notified that the record has been retired.
2. A record with the MKE/EW or MKE/EWJ to which one locate is appended indicating that the subject will be extradited (EXTR) or detained (DETN) will be retired 5 days from the date of the locate transaction. The originating agency will be notified by a \$.P. message. If a second locate is received within those 5 days, the retirement date will be reset to 5 days from the date of the second locate transaction.
3. Records for juveniles will **not** be retired when the juvenile reaches the age of emancipation. Once the individual has been emancipated, NCIC will notify the entering agency with a \$.J. message, change the MKE translation, and add a caveat to the record indicating that the juvenile has reached the age of emancipation. Additional information concerning the \$.J. administrative message can be found in the Introduction chapter of this manual.
4. Data in the License Plate Number (LIC), License Plate Year of Expiration (LIY), and License Plate Type (LIT) Fields will remain in a wanted person base record or supplemental record for the year of entry plus 4 years from the date of entry of the base record regardless of when the license plate data is entered. Entering agencies are **not** notified of records from which expired license data are retired. If the purged license plate is the only searchable identifier in the Wanted Person File record, the entire record will be removed, and the originating agency will **not** be notified.
5. A nonexpiring license plate (LIY/NX) contained in a Wanted Person File record will remain on file until action is taken by the originating agency to remove the license data or clear or cancel the entire record.

1.6 VALIDATION

For validation policy and procedures, refer to the Validation Section in the Introduction of this manual.

The Name of Validator (VLN) Field will be returned 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 POSTING OF WANTED PERSON NOTICES

1. Users are reminded that when possible the FBI Number/UCN should be included in a wanted person entry. When a Wanted Person File entry contains the FBI Field, the same wanted information is posted in the subject's criminal history record maintained by the FBI Criminal Justice Information Services (CJIS) Division. The FBI CJIS staff will then notify a wanting agency of subsequent fingerprints received that are identified with the wanted person.
2. A user may request a copy of a subject's criminal history record by placing the acronym SIR (Send Identification Record) as the last item of the MIS Field of a Wanted Person File entry that contains an FBI Number/UCN. A wanted notice will not be posted in the CJIS Division nor will an identification record be forwarded when the NCIC entry contains an incorrect FBI Number/UCN. When an entry contains an incorrect FBI Number/UCN, the ORI will be notified and requested to correct the NCIC record using a modification message.
3. The modification of an NCIC Wanted Person File record to add or correct an FBI Number/UCN will cause a wanted notice to be posted in the subject's criminal history record. When a clear, cancel, or locate transaction is processed, a notification will be transmitted to remove the wanted notice from the criminal history record.
4. When a located NCIC Wanted Person File record containing an FBI Number/UCN has detainer information appended, a Wanted Person Notice will be posted in the subject's criminal history record.

1.8 MESSAGE FIELD CODES AND EDITS

Code	Field	Edits
ADD	Address Type	Must be a valid NCIC assigned code as listed in the Personal Descriptors Codes, <i>NCIC Code Manual</i> .
ADO	Additional Offense	Must be Y, N, or blank. The default value is blank.
AKA	Alias	May include alphabetic, numerics, a comma, hyphens, and spaces; the comma must follow the last name; there can be no more than one space after the comma. The hyphen cannot be in the first position or directly precede the comma. More information in Personal Descriptors, <i>NCIC Code Manual</i> .
ATN	Attention	Free text.
CMC	Caution and Medical Conditions	Must be a valid NCIC assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .

COU	County	Free text (alphabetical).
CTI	Court Identifier	Must be a valid NCIC assigned ORI.
CTY	City	Free text (alphabetical).
CTZ	Citizenship	Must be a valid NCIC assigned country code as listed in <i>State and Country Codes, 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 11 of this chapter.
DCL	Date of Clear	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DDA	Date of Documented Address	Must be a valid Gregorian date, (YYYYMMDD) and cannot be later than the current date.
DIS	Date Incarceration Starts	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
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.
DNO	Detainer Case Number	Must not contain a single zero only, a run of zeros only, the word NONE, or a single alphabetic only. The first seven characters of the DNO cannot equal the first seven characters of the ORI. The only valid special character is the hyphen.
DOB	Date of Birth	Must be a valid Gregorian date (YYYYMMDD) if it is the only numeric identifier. The DOB cannot be later than the current date or DOW. If the DOB is not the only numeric identifier, 00 may be entered for the month and/or day when the actual date is unknown. If MKE is EWJ or EWJC, the DOB must be a valid Gregorian date. More information in <i>Personal Descriptors, NCIC Code Manual</i> .
DOC	Date of Cancellation	Must be a valid Gregorian date (YYYYMMDD) equal to current date or current date minus one.
DOD	Date of Detainer	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.

DOE	Date of Emancipation	Must be a valid Gregorian date (YYYYMMDD). The DOE must be later than the DOV. The DOE is mandatory when the MKE is EWJ or EWJC. If the MKE is not EWJ or EWJC, the DOE must be left blank.
DOR	Date of Recovery	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date.
DOV	Date of Violation	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date. (Juvenile)
DOW	Date of Warrant	Must be a valid Gregorian date (YYYYMMDD) equal to or less than current date. (Adult)
DRE	Dentist's Remarks	Maximum of 50 alphanumeric and/or special characters (free text).
DSE	Date of Sentence Expiration	Must be a valid Gregorian date (YYYYMMDD) greater than current date plus 5 days.
DXR	Dental X-rays Available	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.
ETN	Ethnicity	Must be a valid NCIC-assigned code as listed in Personal Descriptors, <i>NCIC Code Manual</i> .
EXL	Extradition Limitation	Must be a valid NCIC-assigned code as listed in the Personal Descriptors Chapter of the <i>NCIC Code Manual</i> .
EXT	Extradition	Must be EXTR, NOEX, or DETN
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 alphanumeric 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.
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 represent inches. May be a minimum of 400 but not more than 711. More information in Personal Descriptors, <i>NCIC Code Manual</i> .
HIT	Wanted/Missing Person Hit Results	Must be a valid code as listed in the Introduction chapter of this manual. Can be entered only if RPS is entered.
IMN	Image NCIC Number	A self-checking number consisting of alphabetic character I followed by nine numeric characters automatically assigned by NCIC 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.
INC	Place of Incarceration	Free text (alphanumeric and special characters).
IND	Image Indicator	Must be Y or N.
IRI	Incarcerating Agency	Must be a valid NCIC-assigned ORI.
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 Vehicular Codes, <i>NCIC Code Manual</i> .
LIY	License Plate Year of Expiration	Must be a valid four-character year (YYYY) or the alphabets NX to represent a nonexpiring registration..
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	SVIN must be the first four characters in the MIS Field if the VIN is a state-assigned or nonconforming 17-character VIN. If EXL code is 2 or B or is 5 or E, the MIS Field <u>must</u> contain additional information. 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 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> .
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 automatically assigned by NCIC to each accepted record and consists of an alphabetic character (W in the Wanted Person File) followed by nine numeric characters. Must have valid check digits when used to identify the record in a subsequent transaction.
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 wanted person. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY LOCATED.
NPF	Number of Missing Persons Found	First three characters must be numeric. The fourth character must be J for juvenile or O for other missing person. Fifth character must be I or N for indexed or not indexed in NCIC. 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.
OFF	Offense	Must be a valid code from the <i>NCIC Code Manual</i> , Uniform Offense Codes. If code 0201 or 0299 is used, ORI must be military or FBI. If codes 8100, 8101, or 8102 are used, MKE must be EWJ or EWJC.
OLN	Operator's License Number	One zero only or a run of zeros only may not be used. More information in Personal Descriptors, <i>NCIC 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 represent the year the license expires (XXXX), the alphabets NX to represent nonexpiring, or the code UNKN for unknown. More information in Personal Descriptors, <i>NCIC Code Manual</i> .
OOO	Original Offense Code	Must be a valid code from Uniform Offense Codes, <i>NCIC Code Manual</i> . Entry of OOC is required (and permitted only) when OFF is 4901, 4999, 5001, 5002, 5011, 5012, 5013, 5014, 5015, 8100, 8101, or 8102. The OOC Field cannot equal 4901, 4999, 5001, 5002, 5011, 5012, 5013, 5014, 5015, 8100, 8101, or 8102. If OOC is 8100, 8101, or 8102, MKE should be EWJ or EWJC. If OOC is 8002, then the FBI Field should contain data
ORI	Originating Agency Identifier	Must be a valid NCIC-assigned ORI.
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.
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> .
PUR	Purpose-III	Must be a valid NCIC assigned code as listed in the Interstate Identification Index chapter.
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.
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. Foreign country codes are not permitted. Embedded blanks are not permitted.
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	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> .
STA	State	Must be a valid NCIC assigned code as listed in the State and Country Codes, <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 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 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 alphabetic and a valid code. If the VMA code is less than four characters and data are included in positions 5 through 24, positions 3 and/or 4 should be blanks. The remaining characters are free text and must contain the name of the manufacturer when the VMA code is AERO, ATV, COEQ, 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 earlier. If the VMA code is AMER, the VYR must be 1988 or earlier. If the VMA code is JEEP, the VYR must be 1989 or later.
	(aircraft)	If VST is 1J, 2J, 3J, MJ, 1P, 2P, 3P, MP, BP, HP, or SA, the VMA code must be AERO.
	(all-terrain vehicle, dune buggy, go-cart, golf carts, and snowmobile)	If VST is EB, EN, or OP, the VMA code must be SPEC, ATV, SNOW, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles listed in the <i>NCIC Code Manual</i> , Vehicular Data Codes. If VST is MV, the VMA code must be SPEC, ATV, CYCL, or one of the approved VMA codes for snowmobiles or motorcycles listed in the <i>NCIC Code Manual</i> , Vehicular Data Codes.
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 wanted person who is subject of the record. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY RECOVERED.
VRC	Value of Recovered Contraband	Fair market value (in whole dollars) of any contraband recovered as a result of locating a wanted person who is subject of the record. Can be entered only if RPS is entered. Must be blank or 0 if RPS is OTHER MEANS or PREVIOUSLY RECOVERED.
VST	Vehicle Style	Must be a valid code 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 one year beyond the current year. For entries of model year 1981 or later, when the VIN is 17 characters, the tenth position (vehicle year) of a VIN must represent the VYR.
WGT	Weight	Minimum of 050 and maximum of 499. More information in Personal Descriptors, <i>NCIC Code Manual</i> .
WNO	Warrant Number	May be up to 15 alphabetic and/or numeric characters.
ZIP	ZIP Code	Must be either five numerics or ten characters with five numerics followed by a hyphen and another four numerics.

1.9 CRITERIA FOR ENTERING NAMES AND DATES OF BIRTH FOR STOLEN/ FRAUDULENT IDENTIFIERS

The general rule for the use of stolen/fraudulent (S/F) identifier fields is that they must be used whenever a wanted person is known to be using identification documents that are stolen/fraudulent. If the wanted person is using a made-up name or numerical identifier for which it is not known whether identification documents (Social Security card, operator's license, etc.) exist, these identifiers should be entered in the appropriate base record or supplemental identifier fields, such as the DOB Field. If the identity of the thief is known and there is an arrest warrant, the victim information should be entered in the S/F fields.

The base record NAM must be entered for each record. This field should contain the wanted person's true name regardless of whether it is the name contained on the arrest warrant. Listed below are guidelines for coding the "true" and S/F NAM Fields and the "true" and S/F DOB Fields.

1. If the name on the arrest warrant is believed to be the wanted person's real name, the name should be entered in only the base record NAM. If the wanted person's date of birth is available, it should be entered in the base record DOB. Any known S/F identifiers should be entered in the S/F identifier fields.

2. If the name on the arrest warrant is known to be S/F and the wanted person's true name is known, the S/F name should be entered in the S/F NAM Field. The wanted person's real name must be entered in the base record NAM. The date of birth from the S/F identification, if known, must be entered in the S/F DOB. If the wanted person's real date of birth is known, it should be entered in the base record DOB.
3. If an arrest warrant is issued in the name of "John Doe" or "Jane Doe" because the wanted person's true identity is unknown and the wanted person is known to be using stolen or fraudulent identification documents, entry of a Wanted Person File record is permitted provided the identifiers from the stolen or fraudulent documents are included in the wanted person record and identified as such. The FBI Field should not be entered in these types of records.

Refer to SECTION 2.6 CRITERIA FOR ENTRY OF "JOHN DOE" OR "JANE DOE" WARRANTS for further information.

4. This enhancement only serves to **highlight** information when the record subject is known to use S/F identification documents. It does not alter current policy concerning entry of "John Doe" or "Jane Doe" records without a warrant which is currently allowed only when the record subject is using a homicide victim's identification.
5. When a record is entered into the Identity Theft File, if the identity of the thief is known and a warrant is obtained, the thief's personal information should be entered in the base Wanted Person File record. Additionally, the victim information should be entered in the supplemental stolen/fraudulent data fields.

1.10 CRITERIA FOR REJECTING DUPLICATE RECORDS

If the following fields of an NCIC wanted person or temporary felony want message are the same as those field codes of a wanted person record already on file, the second entry will be rejected with the message REJECT ON FILE: FBI and ORI; NAM, MNU, and ORI; NAM, SOC, and ORI; OLN, OLS, and ORI; VIN, VMA, NAM, and ORI; LIC, LIS, LIY, LIT, NAM, and ORI; OCA, NAM, and ORI; and DOB, NAM, and ORI.

Whenever the message REJECT ON FILE is sent by NCIC, the record on file will also be transmitted. A duplicate record will be accepted if the ORI in the second message is different or the person type is other than wanted, for example, Protection Order File, Gang File, etc. A duplicate record will also be accepted if there are vehicle data in the wanted person message which match data in the Vehicle File. In those cases, the duplicate record(s) will be furnished with the acknowledgment.

1.11 IMAGE CAPABILITY

The Image File chapter of this manual contains information regarding entry, modification, cancellation, and inquiry of images in NCIC.

1.12 -- INVESTIGATIVE INTEREST

The Other Transactions chapter of this manual contains information regarding investigative interest supplemental records in NCIC.

SECTION 2--ENTRY

2.1 EXAMPLE OF AN ENTRY

```
1N01HEADER.EW-C.MD101/83J.SMITH, JOHN J.M.W.TX.19311012..510.175.BRO.
BRO..DRK.SC R HND.121011CO141159TTCI13.AS-123456789.123456789.98765432.
MD.2002.0907..19901201.123456789...98-0003457.MD101/83J.KNOWN TO BE VERY AGGRESSIVE
WITH LAW ENFORCEMENT FFICERS.Y.ABC123.MD.2000.PC.
2Y2/H5L0000009.19/5.PONT.SUN.2D.BLU.00.....1.Y.FBI LAB, QUANTICO, VA
703-632-4000, VA1234567, MTDNA, CODIS NUMBER - ABC-JHR-
123456789.US.....N.Y.MD99999999
```

Acknowledgment:

```
1L01HEADER
MD101/83J
NAM/SMITH, JOHN J NIC/W146203706
OCA/123456789
```

Note: When vehicular data have been entered, all entries and modifications will cross-search all person files (except the NICS Denied Transaction and Unidentified Person Files), and Vehicle, Boat, Vehicle/Boat Part, and License Plate Files.

2.2 MESSAGE FIELD CODES FOR ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-4	ALPHABETIC, SPECIAL CHARACTERS
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**	DOE	8-8	NUMERIC
HEIGHT	MANDATORY ¹	HGT	3-3	NUMERIC
WEIGHT	MANDATORY ¹	WGT	3-3	NUMERIC
EYE COLOR	OPTIONAL	EYE	3-3	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
HAIR COLOR	MANDATORY ¹	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)
OFFENSE CODE	MANDATORY	OFF	4-4 4-24	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
ORIGINAL OFFENSE CODE	CONDITIONAL	OOC	4-4	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
DATE OF WARRANT OR DATE OF VIOLATION ²	MANDATORY	DOW DOV	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
WARRANT NUMBER	OPTIONAL	WNO	1-15	ALPHABETIC, NUMERIC
COURT IDENTIFIER	OPTIONAL	CTI	9-9	ALPHABETIC, NUMERIC
MISCELLANEOUS	OPTIONAL	MIS	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>
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>
NAME	OPTIONAL	NAM***	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB***	8-8	NUMERIC
SOCIAL SECURITY NUMBER	OPTIONAL	SOC***	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU***	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

OPERATOR'S LICENSE NUMBER	CONDITIONAL SET	OLN***	1-20	ALPHABETIC, NUMERIC
OPERATOR'S LICENSE STATE	SET	OLS***	2-2	ALPHABETIC
OPERATOR'S LICENSE OF YEAR EXPIRATION	SET	OLY***	2-2 4-4	ALPHABETIC (2) NUMERIC (4)
EXTRADITION LIMITATION	MANDATORY	EXL	1-2	ALPHABETIC, NUMERIC
DNA PROFILE INDICATOR	OPTIONAL	DNA	1-1	ALPHABETIC
DNA LOCATION	CONDITIONAL	DLO	1-250	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITIZENSHIP	OPTIONAL	CTZ	2-2	CODE AS DEFINED IN NCIC <i>CODE MANUAL</i>
STREET NUMBER	OPTIONAL WITHIN SET	SNU	1-7	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
STREET NAME	OPTIONAL WITHIN SET	SNA	1-25	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
CITY NAME	OPTIONAL WITHIN SET	CTY	1-20	ALPHABETIC
COUNTY	OPTIONAL WITHIN SET	COU	1-20	ALPHABETIC
STATE	OPTIONAL WITHIN SET	STA	2-2	CODE AS DEFINED IN NCIC <i>CODE MANUAL</i>
ZIP CODE	OPTIONAL WITHIN SET	ZIP	5-5 10-10	NUMERIC, SPECIAL CHARACTERS
ADDRESS TYPE	OPTIONAL WITHIN SET	ADD*	2-2	CODE AS DEFINED IN NCIC <i>CODE MANUAL</i>
DATE OF DOCUMENTED ADDRESS	OPTIONAL WITHIN SET	DDA	8-8	NUMERIC

ETHNICITY	OPTIONAL	ETN	1-1	CODE AS DEFINED IN <i>NCIC CODE MANUAL</i>
ADDITIONAL OFFENSE	OPTIONAL WITH DEFAULT	ADO	1-1	ALPHABETIC
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

¹Optional for foreign fugitive

² Date of Violation (DOV) Field is used when the MKE is EWJ.

**Mandatory blank for MKE EW/EW-C/ET/ET-C

***Fraudulent data

2.3 MANDATORY FIELDS FOR ENTRY

1. The following fields are mandatory to cause acceptance of a wanted person entry into NCIC : HDR, MKE, ORI, NAM (base record NAM must be included in all entry messages, and it must be the individual's true name if known), SEX, RAC, HGT, WGT, HAI, OFF, DOW, OCA, EXL and at least one of the following numeric identifiers: DOB (including year, month, and day); FBI; MNU (other than originating agency police or identification number); SOC; OLN with OLS and OLY; LIC with LIS, LIY, and LIT; VIN with VYR, VMA, and VST; or S/F NAM and S/F DOB, (a S/F NAM is required if a S/F DOB is entered as the only searchable numeric identifier); S/F MNU (other than originating agency police or identification number); S/F SOC; or S/F OLN with S/F OLS and S/F OLY.

2. STOLEN/FRAUDULENT (S/F) IDENTIFIERS

1. The mandatory fields for entry of a record permit entry when the only known numerical identifier for an individual is a S/F identifier. Since S/F identifiers are processed as a supplemental record, and since at least one unique numerical identifier is required to enter a base record, the Wanted Person File record entry format allows an entering agency to transmit both the base record and one of each type of S/F identifier (NAM, DOB, MNU, SOC, and OLN with OLS and OLY) in one transaction. This provides for the inclusion of a numerical identifier for record entry purposes. If the S/F DOB is the only numerical identifier, the S/F NAM must be included as well, or the record will be rejected.
2. Any agency transmitting a base record entry message for an individual who is known to be using an S/F identification and whose real identifiers are unknown must include a minimum of one S/F numerical identifier, SOC, MNU, OLN with OLS and OLY, or NAM and DOB with the base record entry message. For example:

```
1N01HEADER.EW-C.MD1012600.DOE, JOHN.M.W....510.150.BRO.BRO..
FAR.....0903..19990228.99-15243...98-0001234.MD101783J.
```

BELIEVED TO BE USING HOMICIDE VICTIM PETER SMITH DRIVERS LICENSE AND
SSN.Y.....00.SMITH,PETER.19451212.899001234..DC123456.DC.2002

3. The base record entry format includes one of each of the S/F identifier fields. These fields immediately follow the VCO Field and are entered in the following order: S/F NAM; S/F DOB; S/F SOC; S/F MNU; and S/F OLN, OLS, and OLY. Any agency transmitting a base record entry message may optionally include one of each type of the S/F identifiers. The following is an example of a entry with base numerical identifiers as well as S/F data:

```
1N01HEADER.EW.MD1012600.JONES,RANDY.M.W.JS.19450123..510.  
150.BRO.BRO..FAR.SC JL ARM.11121314151514131211.AF-123456789.  
123456789.MD18273645.MD.2002.2202.19990228.99-15243...99-00347.  
MD101783J.PETER SMITH DRIVERS LICENSE AND SSN TAKEN DURING  
BURGLARY..18273645.MD.2003.PC.19283746572728.1996.CHEV.IMP.4T.BLJ.05.SMITH,P  
ETER.19451212.899001234..A444444.WV.200
```

4. Although the S/F fields are appended to the base record entry message, NCIC will process the data therein as a supplemental S/F identifier record entry message. Thus, S/F identifiers included in a base record entry message cannot be changed or deleted with a modify message, i.e., MKEs MW and MT. Stolen/fraudulent identifiers can be changed or deleted only by using the supplemental S/F identifier record entry and cancel transactions, i.e., MKEs ENS and XNS, respectively.
5. To preclude the illogical association of a S/F name with a true date of birth, NCIC does not cross-index S/F names and dates of birth with base record names and dates of birth or supplemental aliases and dates of birth.

2.4 MANDATORY FIELDS FOR JUVENILE OFFENDER (MKE/EWJ) ENTRY

The following fields are mandatory to cause acceptance of a juvenile offender record entry into NCIC: MKE, ORI, NAM, SEX, RAC, DOB, DOE, HGT, WGT, HAI, OFF, DOV, OCA, and EXL.

2.5 ADDITIONAL GUIDELINES FOR ENTRY

1. The entering agency (ORI) must account for all fields in the Wanted Person File record format. In the original entry, all available data called for in the record must be entered. In addition, all available critical data should be entered. Missing data obtained at a later time should be promptly added through the use of a modify message (MKE/MW or MKE/MT). Guidelines for the entry of aliases and/or other additional identifiers as a supplemental record to a wanted person record are located in Section 8 of this chapter.
2. For training and administrative purposes, agencies may enter test records into NCIC by using the header TN01. The test records will not generate any notifications, nor will batch processing be performed in the test system.

3. If a DOB is the only known numerical identifier, it must be a valid Gregorian date (YYYYMMDD) or the entry will be rejected.
4. All numerical identifiers except the OCA and 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 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.
5. When a warrant issued for a subject contains multiple charges, the entering agency should enter the code for the more serious charge in the Offense Code (OFF) Field with the additional charge(s) shown in the MIS Field. Two separate entries by an ORI for the same person should not be made. It is only necessary for an ORI to enter one record on a person, no matter how many separate charges are lodged against him/her.
6. The ADO Field should be used to indicate that multiple warrants exist for the same individual by the same ORI. Additional offenses should be listed in the MIS Field.
7. A record in the Wanted Person File may contain a minimum number of personal descriptors, license, and vehicle data because little was known of the individual at the time of entry. This lack of information limits the chance of a hit on the record.

One possible source of additional identification data may be the Interstate Identification Index (III). Thus, an inquiry (MKE/QH) should be made prior to or soon after making the wanted person entry to determine if the criminal history record of the subject is in III. A positive response to this inquiry may reveal not only physical descriptors, identifying numbers, and aliases not known to the inquirer, but also arrest, court, and/or custody-supervision data which might provide investigative leads.

8. An ORI attempting to enter a record on a person it already has entered will receive a reject message. An entry on the same individual will be accepted providing the originating agencies are different. The agency making the second entry will receive the record already on file at the time the second entry is acknowledged. This notification should lead to some form of communication between the two agencies, as valuable lead information might be available.
9. The entry of invalid and/or unissued numbers in the SOC Field is allowed. A caveat will be generated stating that the SOC has not been assigned and that the agency should check for a possible data entry error. For example:

ATTENTION: -- THE SOC USED IN YOUR TRANSACTION HAS NOT BEEN ASSIGNED BY THE SOCIAL SECURITY ADMINISTRATION. PLEASE CHECK FOR A DATA ENTRY ERROR.

10. If the NCIC entry does not contain data in the EXL Field, the entry will be rejected.
11. The following caveat will be generated with the entry acknowledgment when a Wanted Person File record entry contains EXL 5, 6, E, or F.

RECORD INCLUDES EXTRADITION ARRANGEMENTS PENDING OR PENDING EXTRADITION DETERMINATION. WHEN EXTRADITION HAS BEEN DETERMINED, THE EXTRADITION LIMITATION FIELD SHOULD BE MODIFIED IMMEDIATELY. YOJ WILL RECEIVE A REMINDER NOTIFICATION EVERY 15 DAYS UNTIL THE EXTRADITION LIMITATION FIELD HAS BEEN MODIFIED TO INCLUDE SPECIFIC EXTRADITION INFORMATION OR THE RECORD IS CLEARED.

12. When additional numeric identifiers and personal descriptors regarding the subject of the record are found in other databases or documentation, the entering agency must make an informed decision as to whether or not the subject is the same as the one in the NCIC record. In the absence of biometric identifiers, the determination should be based on multiple factors such as known criminal activity, date of birth, scars, marks, tattoos, photographs, Social Security number, 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.

2.6 CRITERIA FOR ENTRY OF "JOHN DOE" OR "JANE DOE" WARRANTS

1. In jurisdictions authorized to use "John Doe" or "Jane Doe" warrants, an agency may enter a Wanted Person File record in the name of "John Doe" or "Jane Doe" using the identifiers from the stolen or fraudulent documents, provided this type of warrant has been obtained.
2. If an arrest warrant is issued in the name of "John Doe" or "Jane Doe," the name from the S/F documents should be listed as S/F. Any identifiers should be placed in the appropriate S/F identifier field(s), and a statement should be placed in the MIS Field indicating that the documents may be in the possession of "John Doe" or "Jane Doe." The FBI Field should not be included in these types of entries.
3. If an agency is located in a jurisdiction that does not issue this type of warrant, only those cases involving a homicide where the wanted person is believed to be using the victim's identification can be entered as "John Doe" or "Jane Doe." The criteria below list the instructions to enter "John Doe" or "Jane Doe" records without a warrant:
 1. To allow specific identification of "John Doe" or "Jane Doe" entries in cases involving a homicide where a warrant could not be secured, OFF 0913 has been added for use in the OFF Field.
 2. A variation in the DOW Field will be required when the OFF/0913 is used. Because a warrant could not be issued, the date the investigation was opened should be entered in the DOW. Use of OFF/0913 will generate the following caveat at the end of the records:

NO WARRANT. SUBJECT POSSIBLY IN POSSESSION OF
HOMICIDE VICTIM'S PERSONAL IDENTIFICATION.
CONTACT ORI IMMEDIATELY.

3. OFF 0913 is **restricted** to open homicide investigations where the victim's identification was missing at the time the body was located and to agencies unable to obtain a "John Doe" or "Jane Doe" warrant. The report must indicate that the victim's identification was missing and must be available for audit purposes by FBI CJIS staff.

2.7 MESSAGE FIELD CODE EDITS FOR ENTRY

1. PERSONAL DESCRIPTORS

Entry instructions and valid codes for name; sex; race; ethnicity; date of birth; height; weight; eye color; hair color; skin tone; scars, marks, and tattoos; fingerprint classification; miscellaneous number; Social Security number; operator's license number; and extradition limitation can be found in Personal Descriptors, *NCIC 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 Vehicular Data Codes, *NCIC Code Manual*.

2. DATE OF EMANCIPATION (DOE)

1. The DOE Field is mandatory when the message key is EWJ or EWJC. It is mandatory blank for all other wanted person MKEs. The DOE indicates the exact day that an unemancipated juvenile will reach the age of emancipation (majority) as defined by the laws of his/her state of residence. The DOE must be later than the DOV. The DOE is entered in the same manner as a DOB (year, month, and day). For example, a wanted person who was born on July 5, 1988, and is emancipated at the age of 18 years would be entered in file with DOB/19880705 and DOE/20060705.

The entry of February 29 (---0229) in the DOE Field for a year that is not a leap year is prohibited. If the DOB is February 29 and the year of emancipation is not a leap year, the DOE should be entered as March 1. The DOE must be complete (year, month, and day) or the entry will be rejected.

2. Most states have a fixed age of emancipation which is commonly referred to as the age of majority. However, many states have exceptions which cause a person to become emancipated at an earlier age. For example, a person who is not married and is unemancipated until he/she reaches the age of 18 may be emancipated at an earlier age if his/her marital status changes or if he/she enters the military.
3. The exceptions concerning age of emancipation may be changed at any time by the passage of state law. Before entering a record for a missing person who is a resident of another state, an agency should contact the CTO of that state to obtain information concerning the age of emancipation.

3. UNIFORM OFFENSE CLASSIFICATIONS

The appropriate code for the particular offense should be entered in the OFF. The codes listed in the *NCIC Code Manual*, Uniform Offense Codes, are the only codes approved for use in the OFF. If the OFF Field contains 0199, 0299, 0399, 5099, 7099, 7199, 7299, 7399, 5005, or 5015, then positions 5 through 24 must contain an explanation of the offense code.

4. MISCELLANEOUS (MIS) DATA

Aliases, nicknames (monikers), vehicular data, date of birth, Social Security numbers, and operator's license numbers should not be entered in the MIS Field. All additional searchable data should be entered as a supplemental record (MKE/EN), illustrated and explained in Section 8 of this chapter, to increase the chances of a hit on the record. 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 for Send Identification Record (SIR) as the last item in the MIS Field. A blank character must precede SIR if other information is included in the MIS Field. For NCIC records with a code of 2 or B (LIMITED EXTRADITION SEE MIS FIELD) in the EXL Field, the MIS Field must contain details regarding the extradition authorized; with the code of 5 or E (EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD) in the EXL Field, the MIS Field must contain the location from where the extradition is pending. VEHICLE OR LICENSE PLATE DATA

1. A vehicle and/or license plate may be entered as part of a wanted person record (EW, EWJ, or ET) provided the location of the vehicle and/or license plate is unknown, and the entering agency has reasonable grounds to believe that the wanted person may be operating the vehicle or a vehicle bearing the license plate.
2. Mere knowledge or verification with the appropriate Department of Motor Vehicles that a vehicle and/or license plate is registered to the wanted person does not meet the criteria for entry of either or both as part of his/her wanted record.
3. In instances where the vehicle or license plate in a wanted person entry has been stolen, a notation that the vehicle or license plate is stolen should be placed in the MIS Field. Also, a separate entry of the stolen vehicle, felony vehicle, or license plate should be made in the Vehicle or License Plate Files by the agency possessing the theft report or handling the felony investigation. In NCIC, the LKI and the LKA Fields should be used to link multiple records.
4. The wanted person and stolen vehicle or license plate records should be cross-referenced in the MIS Field. For example, the MIS Field of the wanted person record might read SUBJ STOLE VEH BELOW-SEE NIC/V123456789, and the MIS Field of the vehicle record might contain SEE NIC/W000069216. Additionally, records entered with the same OCA and ORI are automatically linked in NCIC, and both will be returned with an inquiry on either record if the RSH Field contains Y. Otherwise, a

record cross-referencing another record via the LKI and LKA Fields will also receive both records if the RSH Field contains Y.

5. Should the wanted person entry contain data about a vehicle or license plate which has already been entered in the Vehicle or License Plate Files, the agency making the entry will be furnished the vehicle or license plate record already on file at the time the wanted person entry is acknowledged.
6. When the vehicle in the record has been recovered, the vehicle data must be removed from the wanted person record.

5. 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).

6. 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.

7. ADDRESS DATA

1. All fields will be optional within the set.
2. The DDA Field should include the date on which the subject, his/her employer, relative, or associate was last known to be at that address.
3. If foreign address information is available, only the NCIC assigned country code, as listed in the *NCIC Code Manual*, should be entered into the STA Field.
4. Punctuation should be omitted from the CTY and COU Fields. For example: St. Louis would be entered as ST LOUIS or SAINT LOUIS.
5. The use of standard address abbreviations are recommended (e.g., Street: ST).
6. Additional address components such as Apartment Number should be included in the SNA Field.

7. Post Office box address information should be included in the SNA Field as PO BOX and the number.
8. The type of address is entered into the ADD Field. The ADD Field is a valid NCIC assigned code as listed in the *NCIC Code Manual*. If code “05 – Other” is chosen, agencies should enter additional information in the MIS Field.

8. STATE IDENTIFICATION NUMBER (SID)

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

9. CAUTION AND MEDICAL CONDITIONS (CMC)

When a wanted person record is entered with a caution indicator (the MKE ends with -C), the CMC Field must contain a valid caution and medical code. Section 8 of this chapter describes procedures for entry of additional CMC codes as a supplemental record to a wanted person record. The allowable CMC codes and their translations are the following:

00 = Armed and Dangerous	60 = Allergies
05 = Violent Tendencies	65 = Epilepsy
10 = Martial Arts Expert	70 = Suicidal
15 = Explosive Expertise	80 = Medication Required
20 = Known to abuse drugs	85 = Hemophiliac
25 = Escape Risk	90 = Diabetic
30 = Sexually Violent Predator - Contact ORI for Detailed Information	
40 = International Flight Risk	
50 = Heart Condition	01 = Other (Explain in MIS Field)
55 = Alcoholic	

10. COURT IDENTIFIER (CTI)

The CTI Field must be a valid criminal justice ORI for a court. Court ORIs are designated by the character J in position nine of the ORI Field.

11. 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.

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 wanted person is known, Y should be entered into the NOA Field. 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. ORIGINAL OFFENSE CODE (OOC)

This field is entered immediately after the offense code. It has to be a valid code from the Uniform Offense Classifications, *NCIC Code Manual*. Entry of the OOC is mandatory (and permitted only) when the OFF is one of the following: 4901, 4999, 5001, 5002, 5011, 5012, 5013, 5014, 5015, 8100, 8101, or 8102. In a wanted person hit response, the OOC Field will be translated just as the OFF Field is translated currently.

14. WARRANT NUMBER (WNO)

The WNO is entered immediately after the LKA Field. This optional field may contain up to 15 alphabetic/numeric characters. Along with the CTI Field, the WNO is intended to improve the hit confirmation and validation process.

2.8 VEHICLE OR LICENSE PLATE DATA AND THE \$.8. PROGRAM

An agency making a wanted person entry containing data on a vehicle or license plate registered in another state must advise the NCIC CTA in the state of registry about such an entry if the state of registry is not a \$.8. Program participant. Additional information concerning the \$.8. administrative message can be found in the Introduction chapter of this manual.

Only those states listed as Rendition States (Section 1 of this chapter) will receive notification if license data from their state are included in a Juvenile Offender (Category 2) record transaction.

SECTION 3--MODIFICATION

3.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to add, delete, or change data in an active wanted person base record. If a

wanted person record has been retired, it cannot be modified and, therefore, must be reentered. A wanted person record cannot be modified if the record is in a located status (MKE/LOCATED WANTED PERSON). An MW message to delete information in a field of the base record will cause the same data, except for vehicle and license data, in the supplemental record to move up to the base record.

3.2 EXAMPLE OF A MODIFICATION MESSAGE

```
1N01HEADER.MW.MD1012600.NAM/SMITH, JOHN J.NIC/W146203706.SOC/375145249.OLY/1999
```

Acknowledgment:

```
1L01HEADER
MD1012600
MODIFY NAM/SMITH, JOHN J NIC/W146203706
```

The above modification example contains: header (1N01HEADER), message key (MW), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/W146203706), the fields being modified, and the data being changed (SOC/375145249 and OLY/1999).

3.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

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

3.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The record to be modified must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC. The name used in identifying the record to be modified must be set forth with the exact spelling and spacing as shown in the record on file.

3.5 ADDITIONAL GUIDELINES FOR MODIFICATION

1. Section 8 of this chapter provides further instructions for modifying an alias and/or an additional identifier previously appended to a wanted person record by means of a supplemental record.
2. If an agency has entered a temporary felony want record, it can be modified to an EW by modifying the MKE using MT.
3. An agency modifying a wanted person record to insert the FBI Number/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.
4. In instances where an ORI will not honor the extradition of an individual, the ORI must initiate a modify message to include the extradition limitations by using the appropriate code in the EXL Field and any additional information in the MIS Field of the record, such as, WILL NOT EXTR FROM OHIO.
5. If an entering agency subsequently learns that the person is using one of the S/F identifiers with one of his "true" identifiers, the record must be modified to add the S/F identifier to the appropriate "true" identifier field.
6. When the subject of the record has been located and extradition is pending, the entering agency may modify the record to include code 5 or E (EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD) in the EXL Field and indicate the

location from which extradition is pending in the MIS Field.

7. The following caveat will be generated with the modify acknowledgment when a Wanted Person File record is modified to contain EXL 5, 6, E, or F.

RECORD INCLUDES EXTRADITION ARRANGEMENTS PENDING OR PENDING EXTRADITION DETERMINATION. WHEN EXTRADITION HAS BEEN DETERMINED, THE EXTRADITION LIMITATION FIELD SHOULD BE MODIFIED IMMEDIATELY. YOU WILL RECEIVE A REMINDER NOTIFICATION EVERY 15 DAYS UNTIL THE EXTRADITION LIMITATION FIELD HAS BEEN MODIFIED TO INCLUDE SPECIFIC EXTRADITION INFORMATION OR THE RECORD IS CLEARED.

8. The owning ORI of a Detained Wanted Person File record may delete vehicle and license plate data by using an MW transaction.

3.6 MODIFICATION TO REMOVE VEHICULAR DATA

1. TO REMOVE ALL VEHICULAR DATA

When a vehicle which was included in a wanted person record is recovered prior to apprehension/location of the wanted person, a special modification message may be used to remove all vehicular data without identifying each individual field.

The record to be modified must be identified by either NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC. The characters LIC-VCO/. follow the two record identifiers. Entry of LIC-VCO/. causes NCIC to delete the following fields: LIC, LIS, LIY, LIT, VIN, VYR, VMA, VMO, VST, and VCO. For example:

```
IN01HEADER.MW.MD1012600.NAM/SMITH, JOHN J.NIC/W146203706.LIC-VCO/.
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
MODIFY NAM/SMITH, JOHN J NIC/W146203706
```

The above modification example to remove all vehicular data contains: header (IN01HEADER), message key (MW), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/W146203706), and the fields being removed (LIC-VCO) immediately followed by slash period (/.).

2. TO REMOVE PART OF VEHICULAR DATA

The special modification message explained above cannot be used to remove less than all of the vehicular data from a wanted person record. If only the four fields of license plate data (LIC, LIS, LIY, LIT) are to be deleted from the record, the usual modification procedure must be followed, with each field to be deleted explicitly set forth as shown in the following modify message:

1N01HEADER.M W.MD1012600.NAM/DOE, JOHN J.NIC/W146203/06.LIC/.LIS/.LIY/.LIT/.

3.7 ADDITIONAL GUIDELINES FOR NCIC MODIFICATION

1. LINKAGE DATA (LKI and LKA)

1. The Linkage ORI and OCA Fields are provided as separate fields to associate incidents that are handled by multiple departments. A record which shares the same incident of a record entered with a different ORI and/or OCA can be modified to link the records by entering the associated ORI and OCA into the linkage fields (LKI and LKA) of both records. If a modify transaction is used to add a linkage to another record, then both LKI and LKA must be entered.
2. LKI and LKA Fields already existing in the wanted person record can be modified individually.
3. The LKI and LKA Fields must be deleted as a pair; otherwise, the message will be rejected.

2. NAME OF VALIDATOR (VLN) FIELD DATA

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a wanted person record to indicate that the record has been validated. When data are entered into the VLN Field, NCIC enters the current date in the Date of Last Validation (VLD) Field of the record. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify message containing VLN data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

1N01HEADER.MW.MD1012600.NAM/SMITH, JOHN J.NIC/W000069216.VLN/JONES, DAVID E

Acknowledgment:

1L01HEADER
MD1012600
VALIDATE NAM/SMITH, JOHN J NIC/W000069216

SECTION 4--CANCELLATION

4.1 WHEN TO USE A CANCELLATION MESSAGE

Cancellation of a record is restricted to the agency that entered the record. A cancellation message is used when the entering agency determines that the record is invalid; for example, the warrant which was the basis for the record has been dismissed.

4.2 EXAMPLE OF A CANCELLATION MESSAGE

1N01HEADER.XW.MD1012600.NAM/SMITH, JOHN J.NIC/W146203706.19991205

Acknowledgment:

1L01HEADER
MD1012600
CANCEL NAM/SMITH, JOHN J NIC/W146203706

The above cancellation example contains: header (1N01HEADER), message key (XW), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/W146203706), and date of cancellation (19991205).

When a wanted person record is canceled, the entire record, including all data appended to the record by means of a S/F record entry, are automatically canceled.

4.3 MESSAGE FIELD CODES FOR CANCELLATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	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 a wanted person record by means of a supplemental record can be found in Section 8 of this chapter.

When canceling a record in NCIC, the user is expected to enter benefits and effectiveness data. The RPS Field is entered directly after the DOC Field. For a cancellation message, the RPS value will be either CASE DROPPED, NOT WANTED, or WARRANT DISMISSED.

The following is an example of a cancellation transaction containing benefits and effectiveness data:

```
1N01HEADER.XW.MD1012600.NAM/SMITH, JOHN J.NIC/W000069216.19991205.  
CASE DROPPED
```

SECTION 5--INQUIRY

5.1 EXAMPLES OF INQUIRIES WITH NEGATIVE AND POSITIVE RESPONSES

The MKEs QW, QWA, QWE, QWF, QWS, and ZW are used for Wanted Person File inquiries. Record responses will be filtered based on each individual MKE used at the time of inquiry. The design of each MKE is as follows:

The Wanted Person File Inquiry (QW/ZW) is designed to limit responses to possible extraditable misdemeanor records and felony records regardless of extradition. The QW/ZW inquiry returns records with EXL Field codes 1-6, A, B, E, F, and code C if the entering agency is from an adjacent state.

The Wanted Person File Inquiry - All (QWA) is designed to return all felony and misdemeanor records regardless of extradition. Not all records included in a QWA response may be actionable by the inquiring agency; however, the information returned may provide investigative leads.

The Wanted Person File Inquiry - Extraditable (QWE) is designed to limit responses to felony and misdemeanor records that are possibly extraditable from the inquiring agency's location. The QWE returns records with EXL Field codes 1, 2, 5, 6, A, B, E, and F and codes 3 and C if the entering agency is from an adjacent state.

The Wanted Person File Inquiry - Felony (QWF) is designed to limit responses to only felony records regardless of extradition and will return records with EXL Field codes 1-6.

The Wanted Person File Inquiry - State (QWS) is designed to serve states that use NCIC in lieu of a state warrant database. The QWS returns all felony records with an EXL Field code of 1-6, and possible extraditable misdemeanors with an EXL Field code of A, B, E, F and C if the entering agency is from an adjacent state. The QWS also returns nonextraditable misdemeanors with an EXL Field code of D and the entering agency's ORI matches the first two characters of the inquiring agency's ORI.

In a positive response, Wanted Person File records will be returned first in the order of seriousness based on the EXL Field code at the time of entry (i.e., felonies 1-6 followed by misdemeanors A-F). Other records will be returned in the following order: Foreign Fugitive, Missing Person, Gang, Known or Suspected Terrorist, Violent Person, National Sexual Offender Registry, Supervised Release, Immigration Violator, Protection Order, Identity Theft, Protective Interest, License Plate, Vehicle, Boat, Vehicle/Boat Part, and Article Files .

If a Violent Person File record is returned, the following caveat will precede all file hits, including the Wanted Person File record:

WARNING-A SUBJECT IN THIS RESPONSE HAS BEEN IDENTIFIED AS A VIOLENT OFFENDER OR A SERIOUS THREAT TO LAW ENFORCEMENT OFFICERS. REVIEW THIS RESPONSE IN ITS ENTIRETY TO OBTAIN ADDITIONAL INFORMATION ON THIS SUBJECT. USE EXTREME CAUTION IN APPROACHING THIS INDIVIDUAL.

Wanted Person File inquiries will also cause an automatic cross-search of the Foreign Fugitive, Missing Person, Gang, Known or Suspected Terrorist, Violent Person, Protection Order, Immigration Violator, Supervised Release, Identity Theft, and Protective Interest Files and the National Sex Offender Registry. If vehicle identifiers are included in the inquiry, the Vehicle, Boat, Vehicle/Boat Part, and License Plate Files will also be searched. If MNU, SOC, or OLN is included in the inquiry, the Article File personal identifier records will also be searched.

Note: Wanted Person File inquiries do not search the NICS Denied Transaction File.

Examples:

1. Wanted Person File Inquiry (QW/ZW)

```
1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19511012.
VIN/ABC123DEF456/8901
```

Negative QW/ZW Response:

```
1L01HEADER
WA1230000
```

```
NO NCIC WANT DOB/19511012 NAM/SMITH, JOHN J SEX/M RAC/W
NO RECORD VIN/ABC123DEF456/8901
```

***VERIFY VIN/ABC123DEF456/8901; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.
***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS
FILES ARE SEARCHED WITHOUT LIMITATIONS.

Positive QW Response (with supplemental record):

1L01HEADER
WA1230000

***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS
FILES ARE SEARCHED WITHOUT LIMITATIONS.
MKE/WANTED PERSON - CAUTION
CMC/00 - ARMED AND DANGEROUS
2 -LIMITED EXTRADITION SEE MIS FIELD
ORI/MD1012600 NAM/SMITH,JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/JS
SKN/DRK SMT/SC R HND
FPC/121011CO141159TTCI13 MNJ/AS-123456789 SOC/123456789
OLN/111111111 OLS/MD OLY/1999
OFF/HOMICIDE - WILLFUL KILL POL OFF GUN
DOW/19991201 OCA/123456273 SID/MD99999999
WNO/635F1129 CTI/MD101261J
MIS/EXTR EAST OF MISSISSIPPI ONLY KNOWN TO COLLECT, DRIVE AND STEAL
MIS/CLASSIC CARS
LIC/ABC123 LIS/MD LIY/2000 LIT/PC
VIN/2Y27H5LI00009 VYR/1975
VMA/PONT VMO/VEN VST/2D VCO/BLJ
ORI IS ANY CITY PD MD 301 555-1212
ADD/01 - RESIDENCE (LAST KNOWN) DDA/19991201
SNJ/11 SNA/MAIN STREET
CTY/ANY STA/MD ZIP/00000
COJ/ANY
DOB/19501012
DOB/19520912
AKA/BJCK,ROBERT J
AKA/DEER,JIM
SMT/CAJL L EAR
SMT/TAT R ARM
SID/VA11111111
LIC/ABC654 MD 2003 PC
LIC/DFE987 MD 2003 PC
VIN/3J57K5D012345 1975 OLDS CUT 2T BLJ
NIC/W146203706 DTE/19991205 1400 EST DLJ/20000106 1215 EST
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
NO RECORD VIN/ABC123DEF456/8901
***VERIFY VIN/ABC123DEF456/8901; IT DOES NOT CONFORM TO
VIN STANDARDS FOR 1981 AND LATER VEHICLES.

In these examples, the check-digit edit was applied to the 17-character VIN in the inquiry message and resulted in the Verify VIN caveat.

When an inquiry contains one or more VINs, the System will compute the check digit for each 17-character VIN. Each VIN, up to a maximum of three in any inquiry, must be separated by a comma.

2. Wanted Person File Inquiry - All (QWA)

IN01HEADER.QWA.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19521012.

Negative QWA Response:

1L01HEADER
WA1230000

NO NCIC WANT DOB/19521012 NAM/SMITH, JOHN J SEX/M RAC/W
***MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.

Positive QWA Response:

1L01HEADER
WA1230000

***MESSAGE KEY QWA SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.
MKE/WANTED PERSON
EXL/B - LIMITED EXTRADITION SEE MIS FIELD
ORI/MD1012600 NAM/SMITH,JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19521012 HGT/510 WGT/175 EYE/BRO HAI/BRO
SKN/DRK SMT/SC R HND
MNJ/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/19990114 1400 EST DLJ/19990315 1600 EST
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

3. Wanted Person File Inquiry - Extraditable (QWE)

IN01HEADER.QWE.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19531012.

Negative QWE Response:

1L01HEADER
WA1230000

NO NCIC WANT DOB/19531012 NAM/SMITH, JOHN J SEX/M RAC/W
***MESSAGE KEY QWE SEARCHES WANTED PERSON FILE FELONY
AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL
OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

Positive QWE Response:

1L01HEADER
WA1230000

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

EXL/2 - LIMITED EXTRADITION SEE MIS FIELD
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19501012 HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/JS
SKN/DRK SMT/SC R HND
MNJ/AS-123456789 SOC/123456789
OFF/MARIJUANA - SELL
DOW/19981201 OCA/123987654 SID/MD99999999
MIS/EXTR EAST OF MISSISSIPPI ONLY
ORI IS ANY CITY PD MD 301-555-1212
NIC/W146482134 DTE/1999061/ 1600 EDT DLJ/19990/05 1300 EDT
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

4. Wanted Person File Inquiry - Felony (QWF)

1N01HEADER.QWF.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19501012.

Negative QWF Response:

1L01HEADER
WA1230000

NO NCIC WANT DOB/19501012 NAM/SMITH, JOHN J SEX/M RAC/W
***MESSAGE KEY QWF SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION. ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

Positive QWF Response:

1L01HEADER
WA1230000

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

EXL/2 - LIMITED EXTRADITION SEE MIS FIELD
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19501012 HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/JS
SKN/DRK SMT/SC R HND
MNJ/AS-123456789 SOC/123456789
OFF/HIT AND RUN
DOW/19981201 OCA/127658132 SID/MD99999999
MIS/EXTR EAST OF MISSISSIPPI ONLY
ORI IS ANY CITY PD MD 301 555-1212
NIC/W145761321 DTE/19990/05 1400 EDT DLJ/19990/15 1600 EDT
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

5. Wanted Person File Inquiry - State (QWS)

1N01HEADER.QWS.MD1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.DOB/19511210.

Negative QWS Response:

1L01HEADER
MD1230000

NO NCIC WANT DOB/19511210 NAM/SMITH, JOHN J SEX/M RAC/W
***MESSAGE KEY QWS SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION, ALL MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM

THE INQUIRING AGENCY'S LOCATION, AND ALL INTRASTATE MISDEMEANOR RECORDS.
ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.

Positive QWS Response:

1L01HEADER
MD1230000

***MESSAGE KEY QWS SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION, ALL MISDEMEANOR RECORDS INDICATING POSSIBLE EXTRADITION FROM
THE INQUIRING AGENCY'S LOCATION, AND ALL INTRASTATE MISDEMEANOR RECORDS.
ALL OTHER NCIC PERSONS FILES ARE SEARCHED WITHOUT LIMITATIONS.
MKE/WANTED PERSON
EXL/4 - NO EXTRADITION - IN-STATE PICK UP ONLY. SEE MIS FIELD FOR LIMITS
ORI/MD1012600 NAM/SMITH,JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19511210 HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/JS
SKN/DRK SMT/SC R HND
MNJ/AS-123456789 SOC/123456789
OFF/SIMPLE ASSLT
DOW/19981201 OCA/234291315 SID/MD999999999
MIS/PICK UP IN SURROUNDING COUNTIES ONLY
ORI IS ANY CITY PD MD 301 555-1212
NIC/W194657812 DTE/19990917 1400 EDT DLJ/19990925 1600 EDT
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

6. An example of a positive response depicting multiple offenses is listed below:

1L01HEADER
WA1230000

***MESSAGE KEY QW SEARCHES WANTED PERSON FILE FELONY RECORDS REGARDLESS OF
EXTRADITION AND MISDEMEANOR RECORDS INDICATING POSSIBLE INTERSTATE
EXTRADITION FROM THE INQUIRING AGENCY'S LOCATION. ALL OTHER NCIC PERSONS
FILES ARE SEARCHED WITHOUT LIMITATIONS.
MKE/WANTED PERSON - CAUTION
CMC/00 - ARMED AND DANGEROUS
ADO/Y - THIS SUBJECT HAS MULTIPLE WARRANTS FROM THIS AGENCY
2-LIMITED EXTRADITION SEE MIS FIELD
ORI/MD1012600 NAM/SMITH,JOHN J SEX/M RAC/W ETN/H POB/TX
DOB/19511012 HGT/510 WGT/175 EYE/BRO HAI/BRO CTZ/JS
SKN/DRK SMT/SC R HND
FPC/121011C0141159TTCI13 MNJ/AS-123456789 SOC/123456789
OLN/111111111 OLS/MD OLY/2009
OFF/HOMICIDE-WILLFUL KILL POL OFF GUN
DOW/20111001 OCA/123456273 SID/MD999999999
WNO/635F1129 CTI/MD101261J
MIS/EXTR EAST OF MISSISSIPPI ONLY KNOWN TO COLLECT, DRIVE AND STEAL
MIS/BURGLARY, DOW 20111002, WNO 123456
LIC/ABC123 LIS/MD LIY/2010 LIT/PC
VIN/2Y27H5LI00009 VYR/1975
VMA/PONT VMO/VEN VST/2D VCO/BLJ
ORI IS ANY CITY PD MD 301 555-1212
NIC/W146203706 DTE/20111003 1400 EST DLJ/20111212 0800 EST
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI

5.2 MESSAGE FIELD CODES FOR INQUIRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
SEX	OPTIONAL	SEX	1-1	ALPHABETIC
RACE	OPTIONAL	RAC	1-1	ALPHABETIC
FBI NUMBER/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

5.3 REQUIREMENTS FOR INQUIRY

1. An inquiry of the Wanted Person File may be made by name and one, more than one, or all of the following alphanumeric identifiers: DOB (including year, month, day), FBI, MNU, SOC, and OLN with each data element preceded by the proper MFC. Additionally, inquiries may be made using vehicle data (LIC, LIS, and/or VIN and VMA); NAM and OCA only, in that order; or NIC only, with each data element preceded by the proper MFC.

Note: Exact spelling of the name as contained in the record is required when inquiring with only NAM and OCA.

2. A juvenile offender (Category 2) record response will be restricted to those agencies in states that have signed the Rendition Amendment to the Interstate Compact on Juveniles. Only those federal agencies located in Rendition states will be allowed access to Category 2 records.

5.4 ADDITIONAL GUIDELINES FOR INQUIRY

1. When only one numeric identifier is used in a Wanted Person File inquiry, the response will include only the record on file containing that specific numeric identifier. For example, if an inquiry contains only the Social Security number, the response(s) will include records on file with that Social Security number even though there may be other records on file for the same individual which do not contain that particular number.
2. An agency making an inquiry with limited personal descriptors should make a second inquiry using all available identifiers contained in the response record to ensure the receipt of all records on file which could possibly pertain to the person in question.
3. An NCIC inquiry containing a DOB will search on the exact date of birth; therefore, additional inquiries may be made varying the year. Some state systems employ a search method to automatically extend the search parameter to a period before and after the

DOB in the inquiry (e.g., plus or minus 5 years). If a record from the state system is received via this search method, the new DOB should be used in an NCIC inquiry.

4. If a positive response (hit) includes vehicle or license plate data in the wanted person record, the Vehicle File should be queried to ascertain if the vehicle and/or license plate is stolen.
5. Currently, all names and dates of birth are cross-indexed so as to produce a hit regardless of the name and date of birth combination used in an inquiry message. To preclude the illogical association of a S/F name with a true date of birth, the NCIC System will not cross-index S/F names and dates of birth with base record names and dates of birth or supplemental aliases and dates of birth.

If the only numerical identifier being entered into the record is a DOB, then both the NAM and DOB must be entered as the same type of identifier, i.e., either both must be entered as a base record NAM and DOB or both must be entered as a S/F NAM and DOB.

6. When the inquiry contains a NAM and complete DOB as the only numeric identifier, the date of birth in the inquiry must match the exact date of birth in a record before a record will be retrieved.

When the subject of the inquiry uses more than one DOB, the person's name should be checked using each available birth date. NCIC will search for all matching records that contain the exact DOB and a surname that is a phonetic match to the surname in the inquiry.

Sex and race should be included to minimize multiple hits by limiting the scope of the name search. Including sex will cause NCIC 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. 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

7. When the inquiry contains a name and an alphanumeric identifier other than DOB, i.e., the SOC, FBI, MNU, or OLN, a name search is not generated. In this situation, only the alphanumeric identifier is searched. Including sex and race in this inquiry will not confine the search.

8. If an alphanumeric identifier is not available, an alphabetical search by NAM can be requested by contacting the FBI CJIS staff.
9. An inquiry can provide a secondary hit response from other files in NCIC when the primary hit contains a SOC, FBI, or VIN, and those fields were not part of the original search criteria. A second computer search is automatically generated on the SOC, FBI, and VIN contained in the primary record response. The second search is against all person files (except the NICS Denied Transaction and Unidentified Person Files), Vehicle, Boat, and Vehicle/Boat Part Files. If the hit response contains more than 20 hit responses (primary and/or secondary), the following will be included after the first 20 hit responses to indicate a file is being created with up to an additional 100 hit responses.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

10. VEHICLE INQUIRY OF WANTED PERSON FILE

An inquiry (QV or ZV) by LIC, LIS, and/or VIN, and, when available, VMA will also identify a person record into which the vehicle and/or license plate data have been entered.

11. LOCATED DATA IN A POSITIVE RESPONSE

If the subject of a wanted person record has been apprehended/located and a locate message has been transmitted, apprehension/locate information will appear near the end of the record printout following the word LOCATED. This information will contain the date of apprehension/location, apprehending/locating agency identifier, apprehending/locating agency case number, and extradition data, that is, EXTR, DETN, or NOEX. Entry of a locate message in the Wanted Person File record does not change the MKE code translation for EW or ET when the subject will not be extradited (NOEX). However, when the subject will be extradited (EXTR), or detained (DETN), the MKE will translate indicating the located status.

12. DETAINER DATA IN A POSITIVE RESPONSE

If a detainer has been filed against a subject of a Wanted Person record in located status, detainer information will appear near the end of the record. Detainer information may contain the date incarceration starts, date of detainer, detainer case number, date of sentence expiration, place of incarceration, and incarcerating agency identifier. Additionally, the message key will indicate "DETAINED WANTED PERSON."

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

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

14. If an inquiry hits on more than 100 records, the NCIC System will discontinue processing the response and return the first 100 records with the following caveat.

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

To modify the search parameters to possibly prevent excessive hits, omit DOB and use NAM and a different numeric identifier. Also, using SEX and RAC with NAM and DOB may reduce the number of hits. To request a Global Inquiry, contact your CSA or the FBI's CJIS Division.

15. A Wanted Person File response can contain supplemental data fields of AKA, DOB, SMT, MNU, SOC, CMC, CTZ, 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.

16. IMAGE INDICATOR (IND)

Inquiries submitted in NCIC may contain an Image Indicator (IND) to specify whether an image should be returned if available. If the IND is Y, image data related to each primary hit response will be returned. For a person, this would be a mugshot, if available; for property, it would be either the identifying image or the generic image, if available. If IND is not entered, the field will default to N. For example:

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:W000069216 IMN:I000001233
MIS: MUGSHOT FROM 1982 ARREST

00256
<image>

The Image Response (IMR) is composed of the following data: the Image Type (M for mugshot) and standard person MFCs (NAM, DOB, RAC, HGT, and WGT). The Date of Image (DOI) is next. Then the NIC of the base record is provided, followed by the Image NCIC Number (IMN). Following the IMN is the Image MIS Field, then image size in bytes (00256), and, last, < image> would be replaced with the actual image.

The following would be returned after the immediate confirm caveat for an identifying vehicle image:

IMR/IVIN:2P4555P026483 LIC:ABC123 LIS:MD
VYR:1995 VMA:PONT
NIC:V000032699 IMN:I000031222
MIS: PHOTO SHOWING UNIQUE PAINT SCHEME

00512
<image>

The IMR is composed of the following data: the Image Type (I for identifying image) and standard vehicle MFCs (VIN, LIC, LIS, VYR, and VMA). The NIC of the base record is next, followed by the IMN. Following the IMN is the Image MIS Field, then image size in bytes (00512), and, last, <image> would be replaced with the actual image.

17. RELATED SEARCH HIT (RSH)

Inquiries may also contain a RSH Field. If the RSH is Y, secondary hit responses will be returned for all linked records. The NCIC System links records when: 1) ORI/OCA matches the primary hit response and the dates of entry for those records are within 30 days of each other and 2) the LKI/LKA are the same as ORI/OCA contained in the primary hit response. If RSH is not entered, the field will default to N. For example:

1N01HEADER.QW.WA1230000.NAM/SMITH, JOHN J.SEX/M.RAC/W.
DOB/19691012.IND/Y.RSH/Y

The following would be returned after the primary hit response based on the ORI/OCA of the two records being the same:

RELATED RECORDS

MKE/STOLEN GUN
ORI/MD1012600 SER/B512673 MAK/REM CAL/308 MOD/MOHAWK
TYP/RC DOT/19981005
OCA/99-1234
NIC/G000039842 DTE/19981215 0000 EST DLJ/19981227 0000 EST
ORI IS ANY CITY PD MD 301 555-1111
IMMED CONFIRM RECORD WITH ORI

The following would be returned after the primary hit response if the primary hit response has an LKI/DC1014300 LKA/CS12345 that matches another record's ORI/OCA:

RELATED RECORDS

MKE/MISSING PERSON OTHER
ORI/DC1014300 NAM/THOMAS, TOM SEX/M RAC/W ETN/H POB/FL
DOB/19540327 HGT/509 WGT/153 EYE/BRO HAI/BRO
SKN/FAR SMT/TAT L LEG
FPC/PMFIC114151617181920 SOC/123456789
MNP/MP DLC/19981001 OCA/CS12345 SID/DC99999999
MIS/LAST SEEN WEARING BLUEJEANS AND BLACK PULL OVER SHIRT

ORI IS ANY CITY PD DC 202 555-1111
NIC/M10/65000/ DTE/19991003 1400 EDT DLJ/19991106 1600 EST
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

If the hit response contains more than ten secondary hit responses, the following will be included in the hit response to indicate a file is being created with up to an additional 100 hit responses.

ADDITIONAL HITS AVAILABLE, FILE NOTIFICATION TO FOLLOW

A \$.B. administrative message will be sent to the ORI to identify the file name to be requested to retrieve the hit responses. The File Transfer (FT) transaction in the Other Transactions chapter of this manual contains additional information on retrieving the file.

18. EXPANDED NAME SEARCH (ENS)

Inquiries may also contain an ENS Field. If the ENS is Y and both NAM and DOB are specified as search criteria, then each name part included in the inquiry will be used as a surname, interchanging the remaining name pairs as given names. If the ENS is not entered, the field will default to N. Additional information can be found in the Introduction chapter of this manual.

19. 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.

20. EXPANDED DATE OF BIRTH SEARCH (EBS)

When an inquiry transaction includes the numeric 1 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact month and day and a range of plus or minus one year of the input DOB. When an inquiry transaction includes the numeric 2 in the EBS Field, the expanded date of birth search will return records with the exact input DOB as well as records with the exact year of birth with the month and day transposed. When the inquiry transaction includes the numeric 3 in the EBS Field, the expanded date of birth search will return the following: records with the exact input DOB, records with the exact month and day and a range of plus or minus 1 year of the input DOB, and records with the exact year of birth with the month and day of the input DOB transposed.

5.5 BATCH INQUIRY (QWB)

1. The batch inquiry allows users to create a file of multiple QWA inquiries in one message. Each inquiry is delimited by a sequence number (SEQ) at the beginning of the inquiry and an "&" as a separator. The SEQ is three numerics and is used to match the responses (hit or no hit) to the specific inquiries from which they were generated. Prior to each response SEQUENCE NUMBER: <SEQ> will be returned to identify those responses that follow as coming from the inquiry with that sequence number. For example:

IN01HEADER.QWB.DC1014300.001.NAM/DOE, JOHN.DOB/19650430&
002.NAM/SMITH,BOB.DOB/19540105&005.NIC/W123456/89&010.
NAM/BROWN,JOHN.SOC/123456/89

Acknowledgment:

1L01HEADER
DC1014300
BATCH INQUIRY RECEIVED

2. The sequence numbers do not have to be sequential, but they should be unique. The HDR, ORI, MKE, and SEQ are entered without the MFC. The identifiers available in the

QW/ZW inquiry are available for use in the QWB message, including the IND, RSH, ENS, and EBS indicators, preceded by the proper MFC.

3. Including the header and all control characters, a batch inquiry is limited to 1800 characters.
4. The results of the batch inquiry are transmitted via a file to be retrieved by the user. The maximum number of inquiry batched records is 2,000. If the maximum number is exceeded, the Introduction chapter of this manual provides the necessary message translation. The user is notified of the file by the \$.B. administrative message. The following is an example of the contents of the file:

The following is an example of the contents of the file:

1L01HEADER
DC1014300

SEQUENCE NUMBER: 001
NO NCIC WANT NAM/SMITH, JOHN DOB/19650430
***MESSAGE KEY QWB SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.

SEQUENCE NUMBER: 002
***MESSAGE KEY QWB SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.
MKE/MISSING PERSON INVOLUNTARY
ORI/DC1014300 NAM/SMITH, BARRY SEX/M RAC/W POB/FL
DOB/19540105 HGT/509 WGT/153 EYE/BRO HAI/BRO
SKN/FAR SMT/TAT L LEG
FPC/PMFIC11415161/181920 SOC/123456/89
MNP/MP DLC/19981001 OCA/CS12345 SID/DC999999999
MIS/LAST SEEN AT THE TYSONS CORNER MALL
ORI IS ANY CITY PD DC 202 555-1111
NIC/M10/65000/ DTE/19991003 1400 EDT DLJ/19991015 1600 EDT
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

SEQUENCE NUMBER: 005
NO NCIC WANT NIC/W123456/89
***MESSAGE KEY QWB SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.

SEQUENCE NUMBER: 010
***MESSAGE KEY QWB SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.
MKE/MISSING PERSON INVOLUNTARY

ORI/DC1014300 NAM/BROWN, JOHN SEX/M RAC/W POB/FL
DOB/19540105 HGT/509 WGT/153 EYE/BRO HAI/BRO
SKN/FAR SMT/TAT L LEG
FPC/PMFICI14151617181920 SOC/123456789
MNP/MP DLC/19981001 OCA/CS12345 SID/DC99999999
MIS/LAST SEEN AT THE TYSONS CORNER MALL
ORI IS ANY CITY PD DC 202 222-1111
NIC/M123496537 DTE/19751011 0000 EDT DLJ/19751016 0000 EDT
IMMED CONFIRM MISSING PERSON STATUS WITH ORI

5.6 QWI INQUIRY - COMBINED III AND QWI TRANSACTIONS

The QWI transaction allows the user to access both III and NCIC by performing one transaction. Because this inquiry is treated by NCIC as a QWA and by III as a QH, the same policies for performing transactions apply to the QWI transaction.

NCIC and III will return positive and/or negative responses independently. NCIC will return Wanted Person File records matching the search criteria regardless of the seriousness of the offense or extradition. The IND, RSH, ENS, and EBS Fields are not used by III. The PUR and ATN Fields are not used by NCIC. The following caveat will be included in the QWI response:

***MESSAGE KEY QWI SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS.

Additional information on the QH can be found in the III chapter.

QWI Transaction Example

1N01HEADER.QWI.NY1510300
NAM/GREEN, BENJAMIN C.PJR/C.FBI/9015174.
MNJ/AF-123456789.SOC/123456789.SEX/M.RAC/W.
DOB/19620621.IND/N.RSH/N.ENS/N.ATN/DET JONES

NCIC Response:

1L01000072
NY1510300

NO NCIC WANT DOB/19620621 NAM/GREEN, BENJAMIN C SEX/M RAC/W
NO NCIC WANT SOC/123456789
NO NCIC WANT MNJ/AF-123456789

***MESSAGE KEY QWI SEARCHES ALL NCIC PERSONS FILES WITHOUT LIMITATIONS

III Response:

2L01HEADER
NY1510300
THIS INTERSTATE IDENTIFICATION INDEX RESPONSE IS THE RESULT OF YOUR INQUIRY ON
NAM/GREEN, BENJAMIN C SEX/M RAC/W DOB/19620621 PJR/C

NAME	FBI JCN	INQUIRY DATE
GREEN, BENJAMIN C.	9015174	19940626

SEX	RACE	BIRTH DATE	HEIGHT	WEIGHT	EYES	HAIR	SKIN	BIRTH PLACE
M	W	19620621	601	189	BLU	BRO	MED	MICHIGAN

FINGERPRINT CLASS

PO	PM	14	CO	09
01	13	XX	17	62

ALIAS NAMES
GREEN, JOHN

MISC NUMBERS
AS-444332222
IDENTIFICATION DATA UPDATED 19940505

THE CRIMINAL HISTORY RECORD IS MAINTAINED AND AVAILABLE FROM
THE FOLLOWING:

FLORIDA - STATE ID/FL00000123
FBI - FBI/90151/4

THE RECORD(S) CAN BE OBTAINED THROUGH THE INTERSTATE
IDENTIFICATION INDEX BY USING THE APPROPRIATE NCIC
TRANSACTION.
END

In this example, III returns a positive response, whereas there is a no hit response on the NCIC System. The two responses are returned to the user independently.

5.7 QWI TRANSACTION FORMAT

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NAME	MANDATORY	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
PURPOSE	MANDATORY	PUR	1-1	ALPHABETIC
MISCELLANEOUS NUMBER	CONDITIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
SOCIAL SECURITY NUMBER	CONDITIONAL	SOC	9-9	NUMERIC

SEX	CONDITIONAL	SEX	1-1	ALPHABETIC
RACE	CONDITIONAL	RAC	1-1	ALPHABETIC
DATE OF BIRTH	CONDITIONAL	DOB	8-8	NUMERIC
IMAGE INDICATOR	OPTIONAL	IND	1-1	ALPHABETIC
RELATED SEARCH HIT	OPTIONAL	RSH	1-1	ALPHABETIC
EXPANDED NAME SEARCH	OPTIONAL	ENS	1-1	ALPHABETIC
EXPANDED DATE OF BIRTH SEARCH	OPTIONAL	EBS	1-1	NUMERIC
ATTENTION	OPTIONAL	ATN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

5.8 PROCEDURES FOR HANDLING A HIT

1. When an agency receives a record in response to an NCIC inquiry and 1) the whereabouts of the person inquired upon is known and 2) the person inquired upon appears to be identical with the subject of one or more of the records, the agency must contact the ORI of the record possibly identical with the person in question to confirm the record information prior to taking official action based on the record information.
2. An exception occurs when an NCIC wanted person record contains a no extradition indication or other extradition limitations indication and the agency finding the wanted person is outside the geographic area of extradition indicated. These records need not be confirmed, and the record **should not be located**.
3. When an NCIC inquiry returns a record on an individual being detained on local charges and the individual is found within the geographical area of extradition, the inquiring agency must contact the entering agency to confirm the hit.
4. When an agency receives a record in response to an NCIC inquiry and the whereabouts of the person inquired upon is not known, the hit should not be confirmed.
5. This system is based on two levels of priority: urgent and routine, with a different response time governing each level. Hit confirmation procedures are detailed in the Introduction chapter of this manual.
6. When an agency receives a record response to an NCIC query containing investigative interest information, the inquiring agency is not required to notify the investigative interest agency(s). If the investigative interest agency requests notification of all hits, this agency should place a "Y" in the Notify Investigative Agency (NIA) Field. Refer to the Other Transactions chapter of this manual for additional information on investigative interest supplemental records.

SECTION 6--LOCATE

6.1 WHEN TO USE A LOCATE MESSAGE

1. Any agency, except the agency that entered the record, that apprehends or locates a person who is indexed in the NCIC Wanted Person File must place a locate message on the wanted person record.
2. When an agency receives a record or multiple records in response to an inquiry, the inquiring agency must contact the ORI of each record possibly identical with the person in question to confirm the hit.
3. Following confirmation with the originating agencies, a locate message must be transmitted for each record on file for the subject. A record should not be located if no extradition is indicated or the locating agency is outside of the extradition limitations set forth in the record.
4. When an agency places a locate of NOEX on a record, the record will be retired upon any second locate with NOEX.
5. When the locating agency intends to hold the subject on local charges, the locate transaction should include DETN in the EXT Field. A locate message should be transmitted only when the individual is found within the geographical area of extradition.
6. When extradition is pending, the entering agency may request that the locating agency not place a locate message when the entering agency intends to modify the Wanted Person record to indicate that extradition arrangements are pending. An NCIC - Wanted Person record containing a code of 5 or E (EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD) in the EXL Field **should not** have a locate placed against it.

6.2 EXAMPLE OF A LOCATE MESSAGE

```
1N01HEADER.LW.WA1230000.NAM/SMITH, JOHN J.NIC/W146203/06.20011205.8592.EXTR.HIT
NCIC 20011204.1.14.1.002JI..20000.750
```

Acknowledgment:

```
1L01HEADER
WA1230000
LOCATED NAM/SMITH, JOHN J NIC/W146203/06
```

The above locate example contains: header (1N01HEADER), message key (LW), apprehending/ locating agency ORI (WA1230000), two record identifiers (NAM and NIC), date of apprehension/location (20011205), apprehending/locating agency OCA (8592), extradition (EXTR), and benefits and effectiveness data: reason for person record removal (HIT NCIC 20011204), person armed (1), wanted/missing person hit results (14)*, number of

persons apprehended (1), number of missing persons found (002JI), value of other property recovered (20000), and value of recovered contraband (750).

*1=Subject arrested on charge in wanted person record

4=Held for extradition

6.3 MESSAGE FIELD CODES FOR LOCATE

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF RECOVERY	MANDATORY	DOR	8-8	NUMERIC
RECOVERING AGENCY CASE NUMBER	OPTIONAL	RCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
EXTRADITION	MANDATORY	EXT	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. The name used in identifying the record to receive the locate must be set forth with the exact spelling and spacing as shown in the record on file. The OCA used as an identifier will be that of the agency that entered the record as shown in the record received from NCIC in reply to the apprehending/locating agency's inquiry.

6.5 LOCATE PROCEDURE

1. Following the two record identifiers, the date of apprehension/location, apprehending/locating agency case number, and the appropriate abbreviation DETN, EXTR, or NOEX are next entered, in that order, without field codes. The date of apprehension/location must be entered or the locate message will be rejected. The apprehending/ locating agency case number should be entered to ensure that complete apprehension/locate information is in the record.

When contacting the originating agency to confirm the warrant, **extradition information must be obtained to include in the locate message.** In the response to any subsequent inquiry on the located record, the date of location, locating agency ORI, locating agency case number, and extradition information will be appended to the wanted person record following the word LOCATED.

When the locating agency intends to hold the subject on local charges and the individual is found within the geographical area of extradition, the locate transaction should include DETN in the EXT Field.

When the locating agency intends to hold the subject on local charges, the locate transaction should include DETN in the EXT Field.

2. The ORI has the responsibility of immediately advising an apprehending/ locating agency concerning extradition of the individual when contacted about the

apprehension/location.

3. In instances where an ORI receives information that an apprehending/locating agency will not honor the extradition of an individual, the ORI must initiate a modify message to include in the MIS Field of the record the words CANNOT EXTR FROM (and indicate limitations).

6.6 EXTR/NOEX/DETN IN A LOCATE MESSAGE

1. EXTR

EXTR indicates that the subject will be returned to the wanting agency and must be included in the locate message when:

1. The agency that entered the record advises that the apprehended/located person will be extradited or picked up intrastate. Or
2. The person is wanted by a federal agency and has been apprehended/located by federal or local authorities.

2. NOEX

NOEX indicates that the subject will not be returned to the wanting agency and must be included in the locate message when:

1. The agency that entered the record advises that the apprehended/located person will not be extradited based on circumstances at the time of apprehension/location. Or
2. The apprehending/locating agency has received no information concerning an extradition decision after making a concerted effort to obtain such information.

3. DETN

DETN indicates that the subject is being detained and will be returned to wanting agency upon release and must be included in the locate message when:

1. The locating agency intends to hold the subject on local charges.
2. The wanted person has been found in a government holding facility, such as in prison.

6.7 SUBSEQUENT LOCATE TRANSACTIONS

1. NOEX to NOEX

When a record has been previously located with NOEX and a second locate with NOEX is placed against the record, the complete wanted person record, including all supplemental data, is automatically retired. The locate acknowledgment will indicate that

the record is being retired. For example:

```
1L01HEADER  
DCFBIWA00  
2ND LOCATE NAM/DILBERT, ROBERT OCA/213233 RECORD BEING CANCELED
```

2. EXTR or DETN to EXTR or DETN

When a record is in located status and the Extradition (EXT) Field is EXTR or DETN, any subsequent locate transactions with EXTR or DETN will reset the retirement date and update the Date of Recovery (DOR), Recovering Agency Identifier (RRI), Recovering Agency Case Number (RCA), and EXT Fields. The record will be retired 5 days from the date of the locate transaction.

3. NOEX to EXTR or DETN

When a record has been located with an EXT Field of NOEX, a second locate transaction with EXTR or DETN will place the record in located status and add the DOR, RRI, RCA, and EXT Fields. The record will be retired 5 days from the date of the locate transaction.

4. EXTR or DETN to NOEX

When a record is in located status and the EXT Field is EXTR or DETN, any subsequent locate transaction with NOEX will be rejected.

6.8 ADDITIONAL GUIDELINE FOR NCIC LOCATE

Following the extradition information, users are expected to enter benefits and effectiveness data. These fields include: RPS, PAR, HIT, NPA, NPF, VNP (must be left blank or zero for a Wanted Person File record), VOR, and VRC.

Example of a Locate Message with Benefits and Effectiveness Data:

```
1N01HEADER.LW.WA1230000.NIC/W000069216.OCA/2000-5.19991030.35102.  
EXTR.HIT STATE 19991029..1..1..400.1000
```

The entry of benefits and effectiveness data is not MFC-dependent. Therefore, any field not entered should be accounted for with a period. In the above example, a wanted person has been located as a result of a state hit, which occurred on October 29, 1999. The subject was arrested on the charge stated in the wanted person record, the number of persons found was 1, along with \$400 worth of other recovered property, and \$1000 of recovered contraband.

Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

SECTION 7--CLEAR

7.1 WHEN TO USE A CLEAR MESSAGE

Clearance of a record is restricted to the agency that entered the record. A clear message is transmitted:

1. When the agency apprehending the wanted person is the agency that entered the record.

Or

2. When the agency that entered the record is officially advised that the wanted person is in custody of another agency unless the individual is being detained.

The use of a clear transaction results in the immediate removal of the subject record and all associated identifiers.

7.2 EXAMPLE OF A CLEAR MESSAGE WITH BENEFITS AND EFFECTIVENESS DATA

```
1N01HEADER.CW.MD1012600.NAM/SMITH, JOHN J.NIC/W146203706.19991205.  
WA1230000.8592.HIT STATE 19981029..3..1.400.1000
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
CLEAR NAM/SMITH, JOHN J NIC/W146203706
```

The above clear example contains: header (1N01HEADER), message key (CW), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/W146203706), date of apprehension (19991205), the apprehending agency identifier (WA1230000), apprehending agency case number (8592), and benefits and effectiveness data: reason for person record removal (HIT STATE 19981029), wanted/missing person hit results (3*), number of missing persons found (1), value of other recovered property (400), and value of recovered contraband (1000).

*3-Detainer filed

7.3 MESSAGE FIELD CODES FOR CLEAR

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	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 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

7.4 IDENTIFICATION OF A RECORD TO BE CLEARED

The record to be cleared must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to be cleared must be set forth with the exact spelling and spacing as shown in the record on file.

7.5 CLEAR PROCEDURE IF WANTED PERSON APPREHENDED BY AGENCY THAT ENTERED RECORD

If the agency that entered the record apprehends the wanted person, only the date of apprehension must be entered following the two record identifiers.

7.6 CLEAR PROCEDURES IF WANTED PERSON APPREHENDED BY AN AGENCY OTHER THAN ORI

If an agency other than the ORI of the record apprehends the wanted person, use of the following procedures will ensure that the cleared record contains complete apprehension data (date of apprehension, apprehending agency identifier, and apprehending agency case number).

1. If the record being cleared is in a located status, only the date of apprehension must be entered following the two record identifiers.
2. If the record being cleared is in an active status, the date of apprehension followed by the apprehending agency identifier and the apprehending agency case number, in that order, without field codes, must be entered after the two record identifiers. The apprehending agency must provide this information to the originating agency for it to be included in the clear message.
3. Even though the record may be cleared without these data, including the apprehending agency identifier and case number makes an historical record complete.
4. When the NCIC Wanted Person record contains code 5 or E (EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD) in the EXL Field, the Wanted Person record should be cleared by the entering agency once the subject has been extradited.

7.7 ADDITIONAL GUIDELINE FOR NCIC CLEAR

Following the recovering agency information (RRI and RCA), users are expected to include benefits and effectiveness data. These fields include RPS, PAR, HIT, NPA, NPF, VNP, VOR, and VRC. Additional information on benefits and effectiveness data can be found in the Introduction chapter of this manual.

SECTION 7a - DETAINER

7a.1 WHEN TO USE A DETAINER

Detainer information may be appended only to NCIC Wanted Person File records in located status. When an inquiring agency receives a positive response, confirms *that the subject is identical*, the warrant is outstanding, and extradition *is authorized*, it must perform a locate transaction to place the record in located status. If the locating agency intends to hold the individual on local charges, the locate transaction should indicate detention by placing DETN in the Extradition (EXT) Field. At this point, the agency of record should append any detainer information to its record within 5 days of the locate transaction. Appending a detainer will allow the record to remain in NCIC until extradition can occur.

7a.2 POSITIVE RESPONSE CONTAINING DETAINER INFORMATION

```
1L01HEADER
WV1100010
WARNING- A DETAINER HAS BEEN FILED FOR THE SUBJECT OF THIS RECORD.
PLEASE CONTACT ORI TO OBTAIN ADDITIONAL INFORMATION.

MKE/DETAINED WANTED PERSON - CAUTION
CMC/70 - SUICIDAL
ORI/MD1012600 NAM/SMITH, JOHN J SEX/M RAC/W POB/OH
DOB/19/01010 HGT/510 WGT/175 EYE/BRO HAI/BRO FBI/416249J4
SKN/FAR SMT/SC L EAR
FPC/121011C0141159TTC113 MNJ/AS-3/5145249 SOC/3/5145249
OLN/N222333444 OLS/MD OLY/2002
OFF/HOMICIDE - WILLFUL KILL - FAMILY - GUN
DOW/1999122/ OCA/99-4889 SID/MD99999999
ORI IS ANY CITY CORRECTIONS AGENCY 301 555-1234
LOCATED/20010224 PA2022300A 345234 DETN
DOD/20010315 DNO/01-1234567890 IRI/PA202230C DIS/20010315 DSE/20010415
INC/PENNSYLVANIA STATE PEN
NIC/W123456/89 DTE/1999 0830 EST DLJ/20000115 1600 EST
IMMED CONFIRM WARRANT AND EXTRADITION WITH ORI
```

7a.3 EXAMPLE OF A DETAINER ENTRY

```
1N01HEADER.DW.MD1012600.NAM/SMITH, JOHN J.NIC/W123456/89.20010315.
01-1234567890.WV202230C.2001031/.2001041/.DODDRIDGE REGIONAL JAIL
```

Acknowledgment

```
1L01HEADER
MD1012600
ENTER DETAINER NAM/SMITH, JOHN J NIC/W123456/89
```

The above enter detainer information example contains: Header (1N01HEADER), message key (DW), originating agency identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/W123456789), date of detainer (20010315), detainer case number (01-1234567890), incarcerating agency identifier (WV202230C), date incarceration starts (20010317), date of sentence expiration (20010417) and place of incarceration (DODDRIDGE REGIONAL JAIL).

7a.4 MESSAGE FIELD CODES FOR A DETAINER ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL*	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL*	NAM	3-30	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL*	OCA	1-20	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
DATE OF DETAINER	MANDATORY	DOD	8-8	NUMERIC
DETAINER CASE NUMBER	MANDATORY	DNO	1-20	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
INCARCERATING AGENCY IDENTIFIER	MANDATORY	IRI	9-9	ALPHABETIC, NUMERIC
DATE INCARCERATION STARTS	OPTIONAL	DIS	8-8	NUMERIC
DATE OF SENTENCE EXPIRATION	OPTIONAL	DSE	8-8	NUMERIC

PLACE OF INCARCERATION	OPTIONAL	INC	1-50	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
------------------------	----------	-----	------	---

*Base record identifier

7a.5 IDENTIFICATION OF A WANTED PERSON FILE RECORD TO BE APPENDED WITH DETAINER INFORMATION

The record to have detainer information appended or removed must be identified by NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order. The name used in identifying the record to be appended must be set forth with the exact spelling and spacing as shown in the record on file.

7a.6 MANDATORY FIELDS FOR A DETAINER ENTRY

The following fields are mandatory to cause acceptance of a detainer entry into NCIC : HDR, MKE, ORI, (NAM and OCA) or (NIC and OCA) or (NAM and NIC), DOD, DNO, and IRI.

7a.7 ADDITIONAL GUIDELINES FOR DETAINER ENTRY

1. A Wanted Person record must be in located status before a detainer can be appended to the record.
2. The ORI of the Wanted Person Record is the only agency that can append a detainer.
3. The entering agency (ORI) must account for all fields in the detainer record format. If optional fields are not included, then a period must be included for the field place holder.
4. A wanted person record can only be appended with one detainer.
5. The place of incarceration is the facility that has the individual detained, whether it be a local, state, federal, or private facility.
6. The incarcerating agency identifier is the NCIC assigned ORI of the agency who will receive the Incarcerating Agency Notification (\$O.) advising that a detainer has been filed. (Prior to trial, this would likely be the arresting agency or holding facility. Post trial, it would probably be a correctional facility).

7a.8 NOTIFICATIONS OF DETAINER

Upon entry of detainer information, an unsolicited message, \$O. Incarcerating Agency Notification, is sent to the incarcerating agency. In addition, upon modification of detainer information, an unsolicited message, \$O.MDW. Modify Detainer Notification, is sent to the incarcerating agency. An example of these notifications can be found in the Introduction of this manual.

SENTENCE EXPIRATION NOTIFICATION (\$.P.)

Five days prior to the date of sentence expiration (date shown in the DSE), the ORI of record will receive a \$.P. message. This unsolicited message from NCIC is a reminder to the agency of the subject's pending release and the need to contact the incarcerating agency to arrange extradition. An example of this notification can be found in the Introduction of this manual.

7a.9 -- MODIFICATION OF DETAINER INFORMATION

7a.9.1 WHEN TO USE A MODIFICATION MESSAGE

Modification of a record is restricted to the agency that entered the record. A modification message is used to change detainer data in the Wanted Person File record. When a detainer has been implemented, only the detainer information can be modified (the base record cannot be modified). If an agency attempts to perform a MW transaction for a record that is in a detained status, it will receive a "reject not authorized" error message.

7a.9.2 EXAMPLE OF A MODIFICATION MESSAGE

```
1N01HEADER.MDW.MD1012600.NAM/SMITH, JOHN J.NIC/W146203706.  
DOD/20090501.IRI/PA202230C
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
MODIFY DETAINER NAM/SMITH, JOHN J NIC/W146203706
```

The above modification example contains: header (1N01HEADER), message key (MDW), Originating Agency Identifier (MD1012600), two record identifiers (NAM/SMITH, JOHN J and NIC/W146203706), the fields being modified, and the data being changed (DOD/20090501 and IRI/PA202230C).

7a.9.3 MESSAGE FIELD CODES FOR MODIFICATION

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC

NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME OF VALIDATOR	OPTIONAL	VLN	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
ANY FIELD(S) FROM DETAINER TRANSACTION				

7a.9.4 IDENTIFICATION OF A RECORD TO BE MODIFIED

The record to be modified must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, preceded by the proper MFC. The NAM used in identifying the record to be modified must be the exact spelling and spacing as shown in the record on file.

7a.9.5 ADDITIONAL GUIDELINES FOR NCIC MODIFICATION

NAME OF VALIDATOR (VLN) FIELD DATA

For NCIC validation, a name of validator may be added to the Name of Validator (VLN) Field of a Wanted Person record in detained status to indicate that the record has been validated. When data are entered into the VLN Field, NCIC enters the current date in the Date of Last Validation (VLD) Field of the detainer. If the user attempts to delete or modify the VLN Field to all blanks, the message will be rejected. The acknowledgment for the modify detainer message containing VLN data will indicate the record has been validated. Each CSA can determine the specific data to be included in the VLN Field for the validation of the record. For example:

```
1N01HEADER.MDW.MD1012600.NAM/SMITH, JOHN J.NIC/W000069216.VLN/JONES, DAVID E
```

Acknowledgment:

```
1L01HEADER
MD1012600
VALIDATE DETAINER NAM/SMITH, JOHN J NIC/W000069216
```

7a.10 WHEN TO CANCEL DETAINER INFORMATION

This transaction is used to cancel a detainer on a Wanted Person record by using MKE XDW.

7a.11 EXAMPLE OF A CANCEL DETAINER TRANSACTION (XDW)

1N01HEADER.XDW.MD1012600.NAM/DOE, JOHN J.NIC/W123456789.01-1234567890

Acknowledgment

1L01HEADER
MD1012600
CANCEL DETAINER NAM/DOE, JOHN J NIC/W123456789

The above cancel detainer information example contains: Header (1N01HEADER), message key (XDW), originating agency identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and NIC/W123456789), and detainer case number (01-1234567890).

7a.12 IDENTIFICATION OF A RECORD FOR WHICH DETAINER IS BEING CANCELED

The record to have detainer information removed must be identified by NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order. The name used in identifying the detained record to be removed must be set forth with the exact spelling and spacing as shown in the record on file.

7a.13 MANDATORY FIELDS FOR A CANCEL DETAINER TRANSACTION

The following fields are mandatory to cause acceptance of a detainer cancel into NCIC : HDR, MKE, ORI, (NAM and OCA) or (NIC and OCA) or (NAM and NIC) and DNO.

SECTION 8--SUPPLEMENTAL RECORD

8.1 MESSAGE FIELD CODES FOR SUPPLEMENTAL RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	CONDITIONAL**	NIC	10-10	ALPHABETIC, NUMERIC
NAME	CONDITIONAL**	NAM	3-30	ALPHABETIC, NUMERIC SPECIAL CHARACTERS

ORIGINATING AGENCY CASE NUMBER	CONDITIONAL**	OCA	1-20	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>
ADDRESS SET	OPTIONAL SET	SNU	1-7	
STATE IDENTIFICATION NUMBER	OPTIONAL	SID	3-10	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS

¹OLN/<OLN>.<OLS>.<OLY>

⁵SNU/<SNU><SNA><CTY><COU><STA><ZIP>

²LIC/<LIC>.<LIS>.<LIY>.<LIT>

<ADD> <DDA>

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

⁴IMN/<IMN>.<IMT>

**Base record identifier

8.2 WHEN TO ENTER A SUPPLEMENTAL RECORD

An enter supplemental record is utilized when additional identifiers, such as an alias or scars, marks, tattoos, and other characteristics etc., need to be added to a wanted person record (to be placed in NCIC by an entry separate from the wanted person entry). The enter supplemental record message may be made only by the agency that entered the wanted person record.

8.3 EXAMPLE OF A SUPPLEMENTAL RECORD ENTRY

```
1N01HEADER.EN.MD1012600.NAM/DOE, JOHN J.OCA/1234523.AKA/DEER, JIM.BUCK, ROBERT  
J.DOB/19521012.19520912. LIC/ABC123.MD.2003.PC.LIC/123ABC.MD.  
2003.PC.VIN/3J57K5D112345.1975.OLDS.CUT.2T.BLU.SMT/CAUL L EAR.TAT R ARM
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
SUPP NAM/DOE, JOHN J OCA/1234523
```

The above supplemental record entry example contains: header (1N01HEADER), message key (EN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and OCA/1234523), and the supplemental data added to the record: two aliases (AKA/DEER, JIM.BUCK, ROBERT J), two dates of birth (DOB/19521012 and 19520912), two sets of license plate data (LIC/123ABC.MD.2003.PC), one set of vehicle information (VIN/3J57K5D112345.1975.OLDS. CUT.2T.BLU), and two scars, marks, and tattoos (SMT/CAUL L EAR and TAT R ARM).

8.4 IDENTIFICATION OF A RECORD FOR SUPPLEMENTAL ENTRY

The wanted person record to which a supplemental record of alias(es) and/or other additional identifiers is to be added must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used in identifying the record to which a supplemental record is to be added must be set forth with the exact spelling and spacing as shown in the record on file.

8.5 NUMBER OF ADDITIONAL IDENTIFIERS IN A SUPPLEMENTAL RECORD

The AKA Field and all other identifying data fields which may be included in a supplemental record with their field codes and the maximum number of aliases and/or other identifiers that may be added to a wanted person record are the following:

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
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
Street Number, Street Name, City, State, County, Zip Code, Address Type, and Date of Documented Address	SNU	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; state identification numbers; or caution and medical condition is counted as one identifier. Each set of data relating to an operator's license, license plate, vehicle, address, or image is likewise counted as one identifier.
2. For example, a record relating to JOHN HARRY DOE might have appended supplemental data consisting of three other names (AKAs), nine dates of birth, five scars, two miscellaneous numbers (e.g. army serial number and a mariner's document number), two sets of data describing operator's licenses known to have been issued in two states, three sets of data describing license plates known to have come into his possession, and one set of data concerning an automobile known to be in his possession. Entry of these additional data would require several supplemental record entry messages, as all of these additional identifiers could not be included in one supplemental record entry message.
3. Supplemental entry of an IMN/IMT set is used to link the base wanted person record with an existing image record in the NCIC database. A wanted person may be associated with a maximum of one each of the following image types: mugshot, right index fingerprint, and signature.

Up to ten images, other than mugshot, fingerprint, and signature, may also be associated with a single base wanted person record through a supplemental entry for a maximum of 13 images. Only fingerprint images can be linked to multiple wanted person records.

8.7 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL RECORD ENTRY

1. After the wanted person record has been identified, each field included in a supplemental record entry, except those entered as sets of data, must be identified by the appropriate field code followed by a slash and the item(s) of data, e.g., AKA/<AKA>.SOC/<SOC>.DOB/<DOB>. The data elements must be separated by a period, and each field must end with a period. Fields that are not part of sets of data may be entered in any order in a supplemental record entry.
2. The OLN, LIC, VIN, and IMN Fields in the supplemental record format are multiple element data fields; i.e., these fields have more than one data element following the field code and slash and are entered as sets, e.g., OLN/<OLN>.<OLS>.<OLY>.
3. Each set of data must be preceded by the appropriate field code followed by a slash. The data elements within a set of data must be entered in sequence after the slash, and each data element must be accounted for.
4. The field in the base record must be filled before any supplemental entry for that same field will be accepted. For example, any attempt to enter a Social Security number in a supplemental record will be rejected as a format error if the base record does not contain a Social Security number in the SOC Field.
5. All numeric identifiers excluding the OCA and MNU Fields are to be entered omitting spaces, hyphens, and symbols. A hyphen may be used in the OCA, and a hyphen must be used to separate the two 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 Descriptor, State and Country Codes, and Vehicular Data Codes, *NCIC Code Manual*, contain appropriate coding of personal identifiers and vehicular data.

8.8 MESSAGE FIELD CODE EDITS FOR SUPPLEMENTAL RECORD ENTRY

1. ALIAS (AKA)
 1. Field code AKA followed by a slash is used to identify an alias. An alias includes any name in which any last, first, or middle name is different from that in the NAM Field (or those previously entered in the AKA Fields) for the record, i.e., NAM/SMITH, MICHAEL LEE and AKA/SMITH, LEE MICHAEL.

2. An alias is to be listed with the last name, comma (space after comma is optional), first name or initial, space, middle name or initial, if any, space, and suffix indicating seniority, if any, e.g., SR or III. Aliases and/or variations in name spelling must be separated by a period without repeating the MFC AKA.
3. Nicknames (monikers) are to be entered in the AKA Field of the wanted person record. The term nickname in NCIC is defined as a name added to or substituted for the proper name of a person, such as their street name (i.e., Shorty). It is not a familiar form of a proper name, such as Jim for James.

The nickname is to be entered in the AKA Field, followed by a comma (space after comma is optional), then an X (i.e., Peanut, X).

4. Further guidelines for the coding of aliases are provided in Personal Descriptors, *NCIC 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/L23452667/238.VA.2000

In the event more than one operator's license is to be entered at the same time, each set of operator's license data must be preceded by MFC OLN/.

3. LICENSE PLATE SET (LIC)

Field code LIC followed by a slash is used to identify additional license plate data in an entry. This set contains four data elements: LIC, LIS, LIY, and LIT. Elements must be entered in the order listed in the format and must be separated by a period. For example:

LIC/CBA321.MD.2000.TK

In the event more than one set of license plates is to be included in one supplemental message, each set of license plate data must be preceded by MFC LIC/.

4. VEHICULAR DATA SET (VIN)

1. Field code VIN followed by a slash is used to identify an additional vehicle in a supplemental entry. This field contains six data elements: VIN, VYR, VMA, VMO, VST, and VCO.
2. The VIN, VYR, VMA, and VST are required for entry. However, model and color should be entered in proper order when available. Elements must be separated by

periods and each element must be accounted for. For example:

VIN/1L69X6J023456.1976.CHEV.IMP.4D.BLK.

Or

VIN/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. ADDITIONAL IDENTIFYING DATA IN A SUPPLEMENTAL RECORD ENTRY

The MFCs followed by a slash are used to identify additional data to be included in a supplemental record, i.e, DOB/, SMT/, MNU/, and SOC/. Multiples can be entered without repeating the MFC and separated only by periods. For example, an entry might include:

DOB/19570102.19550823.SMT/SC L CHK.POCKMARKS.MNU/AF-2252333.SOC/303055378

When identifying data are entered in a supplemental record, the corresponding fields in the corresponding base record must be filled.

6. IMAGE SET (IMN)

Up to nine images can be canceled in a supplemental cancel transaction. The format is IMN<IMN>.<IMT>. The IMN is the NCIC Number of the image, and the image type is either signature (S), mugshot (M), or identifying image (I). If the image type of the record is not the same type as defined by the IMT, the supplemental data will be rejected.

8.9 MODIFICATION OF ALIAS(ES) AND/OR OTHER IDENTIFIERS IN A SUPPLEMENTAL RECORD

No one-step procedure is available to modify an alias or other identifier in a supplemental record to a wanted person record.

To modify (change) an alias or other identifier in a supplemental record, the incorrect alias or other identifier must be canceled and reentered.

8.10 EXAMPLE OF A SUPPLEMENTAL RECORD ALIAS AND OTHER IDENTIFIERS CANCELLATION

1N01HEADER.XN.MD1012600.NAM/DOE, JOHN J.NIC/W146203706.AKA/BJCK, ROBERT J.DOB/19520912.LIC/ABC654.MD.2003.PC

Acknowledgment:

```
1L01HEADER  
MD1012600  
CANCEL SJPP NAM/DOE, JOHN J NIC/W146203706  
AKA/BUCK, ROBERT J  
DOB/19520912  
LIC/ABC654.MD.1983.PC
```

This example of a cancellation of an alias and other additional identifiers in a supplemental record contains: header (1N01HEADER), message key (XN), Originating Agency Identifier (MD1012600), two record identifiers (NAM/DOE, JOHN J and NIC/W146203706), and data to be canceled (AKA/BUCK, ROBERT J), (DOB/19520912), and (LIC/ABC654.MD.2003.PC).

8.11 IDENTIFICATION OF A RECORD FOR CANCELLATION OF ADDITIONAL IDENTIFIERS

When canceling an alias(es) and/or other additional identifiers contained in a supplemental record, the wanted person record to which the supplemental record is appended must be identified by either NAM and NIC, in that order; or NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The supplemental data to be canceled, with each field preceded by the proper MFC, are then entered.

8.12 MAXIMUM NUMBER OF ADDITIONAL IDENTIFIERS IN A CANCELLATION MESSAGE

A maximum of nine identifiers of various kinds may be canceled in one message. Additional messages are required if more than nine identifiers are to be canceled. Each AKA, DOB, SMT, MNU, CTZ, 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; 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. Each set of operator's license or license plate data (multiple data element fields) must be preceded by OLN/ or LIC/, respectively, and all data elements of the set must appear exactly as they appear in the supplemental record on file. When canceling vehicular data, only the VIN and VMA are required following VIN/, with a period to account for the intervening VYR. For example:

VIN/1L69X6JO23456..CHEV

This transaction would result in deletion of the entire VIN set.

3. When a Wanted Person File record is canceled, its entire supplemental record is automatically canceled.

8.14 ADDITIONAL GUIDELINES FOR NCIC SUPPLEMENTAL CANCELLATION

SUPPLEMENTAL CANCELLATION ACKNOWLEDGMENT MESSAGE

A cancel supplemental transaction can contain up to nine supplemental data. All supplemental data will be processed except data that do not meet field edits or do not exist. The cancel supplemental message will list all supplemental data that were successfully canceled, list all supplemental data not on file, and then list all supplemental data that failed due to a REJ SUPP MFC ERROR. For example:

```
1N01HEADER.XN.MD1012600.NAM/DOE, JOHN J. NIC/W000069216.AKA/ROE, EDWARD.DOE,  
EDWARD.DOB/19651012.19300932
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
CANCEL SUPP NAM/DOE, JOHN NIC/W000069216  
AKA/ROE, EDWARD  
DOB/19651012  
REJ SUPP MFC ERROR  
DOB/19300932  
REJ SUPP NOT ON FILE  
AKA/DOE, EDWARD
```

This example of a supplemental cancellation acknowledgment message indicates that the AKA (ROE, EDWARD) and DOB (19651012) were successfully canceled. However, the DOB (19300932) was rejected due to a field edit error, as was the AKA (DOE, EDWARD) which was not on file.

SECTION 9--SUPPLEMENTAL STOLEN/FRAUDULENT RECORD

9.1 MESSAGE FIELD CODES FOR FRAUDULENT DATA ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	NUMERIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
MESSAGE KEY	MANDATORY	MKE	3-3	ALPHABETIC

NCIC NUMBER	CONDITIONAL	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	CONDITIONAL	OCA	1-20	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
NAME	CONDITIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
(FRAUDULENT) NAME	OPTIONAL	NAM	3-30	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
DATE OF BIRTH	OPTIONAL	DOB	8-8	NUMERIC
SOCIAL SECURITY NUMBER	OPTIONAL	SOC	9-9	NUMERIC
MISCELLANEOUS NUMBER	OPTIONAL	MNU	4-15	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
OPERATOR'S LICENSE NUMBER SET	OPTIONAL SET	OLN ¹		

¹OLN/<OLN>.<OLS>.<OLY>

9.2 ENTRY OR CANCELLATION OF SUPPLEMENTAL STOLEN/FRAUDULENT RECORD

A supplemental stolen/fraudulent (S/F) identifier record may be appended to or removed from a base record only by the agency that entered the base record.

9.3 EXAMPLE OF A SUPPLEMENTAL S/F RECORD ENTRY/CANCELLATION

Following is an example of a supplemental S/F identifier record entry message. This example is appending two S/F names, three dates of birth, two Social Security numbers, and two operator's license numbers:

```
1N01HEADER.ENS.MD1012600.NAM/JONES, RANDY.OCA/9015243.DOB/19451231.
19460101.19440630.NAM/BROOKS, PETER.SMITH, THOMAS.SOC/123456789.
TTTTTTTT.OLN/11111111.DC.1993.OLN/VA22222222.VA.1992
```

Acknowledgment:

```
1L01HEADER
MD1012600
S/F SJPP NAM/JONES, RANDY OCA/9015243
```

Following is an example of a supplemental S/F identifier record cancellation message. This example is removing two S/F dates of birth, one Social Security number, and one operator's license number:

```
1N01HEADER.XNS.MD1012600.JONES, RANDY.OCA/9015243.DOB/19451231.  
19460101.SOC/123456789.OLN/98765432.DC.2003
```

Acknowledgment:

```
1L01HEADER  
MD1012600  
CANCEL S/F SJPP NAM/JONES, RANDY OCA/9015243  
S/F DOB/19451231  
S/F DOB/19460101  
S/F SOC/123456789  
S/F OLN/98765432.DC.2003
```

9.4 IDENTIFICATION OF A RECORD FOR S/F RECORD ENTRY/CANCELLATION

The base record to which a supplemental S/F identifier record is being added or canceled must be identified by either the NAM and NIC, in that order; NAM and OCA, in that order; or NIC and OCA, in that order, with each data element preceded by the proper MFC. The name used to identify the base record must be entered with the exact spelling and spacing as shown in the base record on file.

9.5 NUMBER OF ADDITIONAL FIELDS IN A SUPPLEMENTAL S/F RECORD

The identifiers which may be included in a supplemental S/F identifier record entry or cancel message with their message field codes and the maximum number that may be appended to a base record are the following:

Field	Field Code	Maximum Number Permitted
Stolen/Fraudulent Name	NAM	99
Stolen/Fraudulent Date of Birth	DOB	9
Stolen/Fraudulent Miscellaneous Identifying Number	MNU	9
Stolen/Fraudulent Social Security Number	SOC	9
Stolen/Fraudulent Operator's License Number, Operator's License State, and Operator's License Year of Expiration	OLN	9

9.6 ADDITIONAL GUIDELINES FOR A SUPPLEMENTAL S/F RECORD

1. A maximum of nine additional identifiers of various kinds may be entered or canceled in one supplemental record message. Additional messages are required if more identifiers are to be entered. Each S/F NAM, DOB, SOC, and MNU is counted as one identifier. Each set of data relating to an OLN (i.e., OLN, OLS, and OLY) is counted as one identifier.
2. The S/F identifiers being entered or canceled follow the two base record identifiers. Each type of identifier included in a supplemental S/F record entry or cancellation, except the operator's license field, must be identified by the proper MFC followed by a slash and the identifier(s).

Multiple identifiers may be entered following the MFC. The identifiers must be separated by a period, and each field must end with a period. All fields except the operator's license field may be entered in any order in a supplemental record entry. For example, two SOC's and two DOBs contained in an entry or cancel transaction might appear as follows:

SOC/123456789.11111111.DOB/19710101.19711231

3. The OLN is a set (multiple data element fields). Each OLN must be preceded by the MFC OLN and a slash (/). The OLS and OLY must immediately follow the OLN and are entered without a MFC. For example, two OLN's might appear as follows in an entry or cancellation transaction:

OLN/18273645.DC.1993.OLN/VA192837465.VA.1992

9.7 MODIFICATION OF A S/F IDENTIFIER RECORD

Supplemental S/F identifier records cannot be modified. To change an existing identifier, the entering agency must cancel it using the supplemental S/F identifier record cancellation message (MKE/XNS). The correct information can then be reentered using the supplemental S/F identifier record entry message (MKE/ENS).

SECTION 10--INTERSTATE COMPACT ON JUVENILES

THE INTERSTATE COMPACT ON JUVENILES

The contracting states solemnly agree:

ARTICLE I-Findings and Purposes

That juveniles who are not under proper supervision and control, or who have absconded, escaped or run away, are likely to endanger their own health, morals and welfare, and the health, morals and welfare of others. The cooperation of the states party to this compact is therefore necessary to provide for the welfare and protection of juveniles and of the public with respect to (1) cooperative supervision of delinquent juveniles on probation or parole; (2) the return, from

one state to another, of delinquent juveniles who have escaped or absconded; (3) the return, from one state to another, of nondelinquent juveniles who have run away from home; and (4) additional measures for the protection of juveniles and of the public, which any two or more of the party states may find desirable to undertake cooperatively. In carrying out the provisions of this compact the party states shall be guided by the noncriminal, reformatory and protective policies which guide their laws concerning delinquent, neglected or dependent juveniles generally. It shall be the policy of the states party to this compact to cooperate and observe their respective responsibilities for the prompt return and acceptance of juveniles and delinquent juveniles who become subject to the provisions of this compact. The provisions of this compact shall be reasonably and liberally construed to accomplish the foregoing purposes.

Article II -- Existing Rights and Remedies

That all remedies and procedures provided by this compact be in addition to and not in substitution for other rights, remedies and procedures, and shall not be in derogation of parental rights and responsibilities.

Article III -- Definitions

That, for the purposes of this compact, "delinquent juvenile" means any juvenile who has been adjudged delinquent and who, at the time the provisions of this compact are invoked, is still subject to the jurisdiction of the court that has made such adjudication or to the jurisdiction or supervision of an agency or institution pursuant to an order of such court; "probation or parole" means any kind of conditional release of juveniles authorized under the laws of the states party hereto; "court" means any court having jurisdiction over delinquent, neglected or dependent children; "state" means any state, territory or possession of the United States, the District of Columbia, and the Commonwealth of Puerto Rico; and "residence" or any variant thereof means a place at which a home or regular place of abode is maintained.

Article IV -- Return of Runaways

(a) That the parent, guardian, person or agency entitled to legal custody of a juvenile who has not been adjudged delinquent but who has run away without the consent of such parent, guardian, person or agency may petition the appropriate court in the demanding state for the issuance of a requisition for his return. The petition shall state the name and age of the juvenile, the name of the petitioner and the basis of entitlement to the juvenile's custody, the circumstances of his running away, his location if known at the time application is made, and such other facts as may tend to show that the juvenile who has run away is endangering his own welfare or the welfare of others and is not an emancipated minor. The petition shall be verified by affidavit, shall be executed in duplicate, and shall be accompanied by two certified copies of the document or documents on which the petitioner's entitlement to the juvenile's custody is based, such as birth certificates, letters of guardianship, or custody decrees. Such further affidavits and other documents as may be deemed proper may be submitted with such petition. The judge of the court to which this application is made may hold a hearing thereon to determine whether for the purposes of this compact the petitioner is entitled to the legal custody of the juvenile, whether or not it appears that the juvenile has in fact run away without consent, whether or not he is an

emancipated minor, and whether or not it is in the best interest of the juvenile to compel his return to the state. If the judge determines, either with or without a hearing, that the juvenile should be returned, he shall present to the appropriate court or to the executive authority of the state where the juvenile is alleged to be located a written requisition for the return of such juvenile. Such requisition shall set forth the name and age of the juvenile, the determination of the court that the juvenile has run away without the consent of a parent, guardian, person or agency entitled to his legal custody, and that it is in the best interest and for the protection of such juvenile that he be returned. In the event that a proceeding for the adjudication of the juvenile as a delinquent, neglected or dependent juvenile is pending in the court at the time when such juvenile runs away, the court may issue a requisition for the return of such juvenile upon its own motion, regardless of the consent of the parents, guardian, person or agency entitled to legal custody, reciting therein the nature and circumstances of the pending proceeding. The requisition shall in every case be executed in duplicate and shall be signed by the judge. One copy of the requisition shall be filed with the compact administrator of the demanding state, there to remain on file subject to the provisions of law governing records of such court. Upon the receipt of a requisition demanding the return of a juvenile who has run away, the court or the executive authority to whom the requisition is addressed shall issue an order to any peace officer or other appropriate person directing him to take into custody and detain such juvenile. Such detention order must substantially recite the facts necessary to the validity of its issuance hereunder. No juvenile detained upon such order shall be delivered over to the officer whom the court demanding him shall have appointed to receive him, unless he shall first be taken forthwith before a judge of a court in the state, who shall inform him of the demand made for his return, and who may appoint counsel or guardian ad litem for him. If the judge of such court shall find that the requisition is in order, he shall deliver such juvenile over to the officer whom the court demanding him shall have appointed to receive him. The judge, however, may fix a reasonable time to be allowed for the purposes of testing the legality of the proceeding.

Upon reasonable information that a person is a juvenile who has run away from another state party to this compact without the consent of a parent, guardian, person or agency entitled to his legal custody, such juvenile may be taken into custody without a requisition and brought forthwith before a judge of the appropriate court who may appoint counsel or guardian ad litem for such juvenile and who shall determine after a hearing whether sufficient cause exists to hold the person, subject to the order of the court, for his own protection and welfare, for such a time not exceeding 90 days as will enable his return to another state party to this compact pursuant to a requisition for his return from a court of that state. If, at the time when a state seeks the return of a juvenile who has run away, there is pending in the state wherein he is found any criminal charge, or any proceeding to have him adjudicated a delinquent juvenile for an act committed in such state, or if he is suspected of having committed within such state a criminal offense or an act of juvenile delinquency, he shall not be returned without the consent of such state until discharged from prosecution or other form of proceeding, imprisonment, detention or supervision for such offense or juvenile delinquency. The duly accredited officers of any state party to this compact, upon the establishment of their authority and the identity of the juvenile being returned, shall be permitted to transport such juvenile through any and all the states party to this compact, without interference. Upon his return to the state from which he ran away, the juvenile shall be subject to such further proceedings as may be appropriate under the laws of that state.

(b) That the state to which a juvenile is returned under this Article shall be responsible for payment of the transportation costs of such return.

(c) That "juvenile" as used in this Article means any person who is a minor under the law of the state of residence of the parent, guardian, person or agency entitled to the legal custody of such minor.

Article V -- Return of Escapees and Absconders

(a) That the appropriate person or authority from whose probation or parole supervision a delinquent juvenile has absconded or from whose institutional custody he has escaped shall present to the appropriate court or to the executive authority of the state where the delinquent juvenile is alleged to be located a written requisition for the return of such delinquent juvenile. Such requisition shall state the name and age of the delinquent juvenile, the particulars of his adjudication as a delinquent juvenile, the circumstances of the breach of the terms of his probation or parole or of his escape from an institution or agency vested with his legal custody or supervision, and the location of such delinquent juvenile, if known, at the time the requisition is made. The requisition shall be verified by affidavit, shall be executed in duplicate, and shall be accompanied by two certified copies of the judgment, formal adjudication, or order of commitment which subjects such delinquent juvenile to probation or parole or to the legal custody of the institution or agency concerned. Such further affidavits and other documents as may be deemed proper may be submitted with such requisition. One copy of the requisition shall be filed with the compact administrator of the demanding state, there to remain on file subject to the provisions of law governing records of the appropriate court. Upon the receipt of a requisition demanding the return of a delinquent juvenile who has absconded or escaped, the court or the executive authority to whom the requisition is addressed shall issue an order to any peace officer or other appropriate person directing him to take into custody and detain such delinquent juvenile. Such detention order must substantially recite the facts necessary to the validity of its issuance hereunder. No delinquent juvenile detained upon such order shall be delivered over to the officer whom the appropriate person or authority demanding him shall have appointed to receive him, unless he shall first be taken forthwith before a judge of an appropriate court in the state, who shall inform him of the demand made for his return and who may appoint counsel or guardian ad litem for him. If the judge of such court shall find that the requisition is in order, he shall deliver such delinquent juvenile over to the officer whom the appropriate person or authority demanding him shall have appointed to receive him. The judge, however, may fix a reasonable time to be allowed for the purpose of testing the legality of the proceeding.

Upon reasonable information that a person is a delinquent juvenile who has absconded while on probation or parole, or escaped from an institution or agency vested with his legal custody or supervision in any state party to this compact, such person may be taken into custody in any other state party to this compact without a requisition. But in such event, he must be taken forthwith before a judge of the appropriate court, who may appoint counsel or guardian ad litem for such person and who shall determine, after a hearing, whether sufficient cause exists to hold the person subject to the order of the court for such a time, not exceeding 90 days, as will enable his detention under a detention order issued on a requisition pursuant to this Article. If, at the time when a state seeks the return of a delinquent juvenile who has either absconded while on

probation or parole or escaped from an institution or agency vested with his legal custody or supervision, there is pending in the state wherein he is detained any criminal charge or any proceeding to have him adjudicated a delinquent juvenile for an act committed in such state, or if he is suspected of having committed within such state a criminal offense or an act of juvenile delinquency, he shall not be returned without the consent of such state until discharged from prosecution or other form of proceeding, imprisonment, detention or supervision for such offense or juvenile delinquency. The duly accredited officers of any state party to this compact, upon the establishment of their authority and the identity of the delinquent juvenile being returned, shall be permitted to transport such delinquent juvenile through any and all states party to this compact, without interference. Upon his return to the state from which he escaped or absconded, the delinquent juvenile shall be subject to such further proceedings as may be appropriate under the laws of that state. (b) That the state to which a delinquent juvenile is returned under this Article shall be responsible for payment of the transportation costs of such return.

Article VI -- Voluntary Return Procedure

That any delinquent juvenile who has absconded while on probation or parole, or escaped from an institution or agency vested with his legal custody or supervision in any state party to this compact, and any juvenile who has run away from any state party to this compact, who is taken into custody without a requisition in another state party to this compact under the provisions of Article IV (a) or of Article V (a), may consent to his immediate return to the state from which he absconded, escaped or ran away. Such consent shall be given by the juvenile or delinquent juvenile and his counsel or guardian ad litem if any, by executing or subscribing a writing, in the presence of a judge of the appropriate court, which states that the juvenile or delinquent juvenile and his counsel or guardian ad litem, if any, consent to his return to the demanding state. Before such consent shall be executed or subscribed, however, the judge, in the presence of counsel or guardian ad litem, if any, shall inform the juvenile or delinquent juvenile of his rights under this compact. When the consent has been duly executed, it shall be forwarded to and filed with the compact administrator of the state in which the court is located and the judge shall direct the officer having the juvenile or delinquent juvenile in custody to deliver him to the duly accredited officer or officers of the state demanding his return, and shall cause to be delivered to such officer or officers a copy of the consent. The court may, however, upon the request of the state to which the juvenile or delinquent juvenile is being returned order him to return unaccompanied to such state and shall provide him with a copy of such court order; in such event a copy of the consent shall be forwarded to the compact administrator of the state to which said juvenile or delinquent juvenile is ordered to return.

Article VII -- Cooperative Supervision of Probationers and Parolees

(a) That the duly constituted judicial and administrative authorities of a state party to this compact (herein called "sending state") may permit any delinquent juvenile within such state, placed on probation or parole, to reside in any other state party to this compact (herein called "receiving state") while on probation or parole, and the receiving state shall accept such delinquent juvenile, if the parent, guardian or person entitled to the legal custody of such delinquent juvenile is residing or undertakes to reside within the receiving state. Before granting such permission, opportunity shall be given to the receiving state to make such investigations as

it deems necessary. The authorities of the sending state shall send to the authorities of the receiving state copies of pertinent court orders, social case studies and all other available information which may be of value to and assist the receiving state in supervising a probationer or parolee under this compact. A receiving state, in its discretion, may agree to accept supervision of a probationer or parolee in cases where the parent, guardian or person entitled to the legal custody of the delinquent juvenile is not a resident of the receiving state, and if so accepted the sending state may transfer supervision accordingly.

(b) That each receiving state will assume the duties of visitation and of supervision over any such delinquent juvenile and in the exercise of those duties will be governed by the same standards of visitation and supervision that prevail for its own delinquent juveniles released on probation or parole.

(c) That, after consultation between the appropriate authorities of the sending state and of the receiving state as to the desirability and necessity of returning such a delinquent juvenile, the duly accredited officers of a sending state may enter a receiving state and there apprehend and retake any such delinquent juvenile on probation or parole. For that purpose, no formalities will be required, other than establishing the authority of the officer and the identity of the delinquent juvenile to be retaken and returned. The decision of the sending state to retake a delinquent juvenile on probation or parole shall be conclusive upon and not reviewable within the receiving state, but if, at the time the sending state seeks to retake a delinquent juvenile on probation or parole, there is pending against him within the receiving state any criminal charge or any proceeding to have him adjudicated a delinquent juvenile for any act committed in such state, or if he is suspected of having committed within such state a criminal offense or an act of juvenile delinquency, he shall not be returned without the consent of the receiving state until discharged from prosecution or other form of proceeding, imprisonment, detention or supervision for such offense or juvenile delinquency. The duly accredited officers of the sending state shall be permitted to transport delinquent juveniles being so returned through any and all states party to this compact, without interference.

(d) That the sending state shall be responsible under this Article for paying the costs of transporting any delinquent juvenile to the receiving state or of returning any delinquent juvenile to the sending state.

Article VIII -- Responsibility for Costs

(a) That the provisions of Articles IV (b), V (b) and VII (d) of this compact shall not be construed to alter or affect any internal relationship among the departments, agencies and officers of and in the government of a party state, or between a party state and its subdivisions, as to the payment of costs, or responsibilities therefore.

(b) That nothing in this compact shall be construed to prevent any party state or subdivision thereof from asserting any right against any person, agency or other entity in regard to costs for which such party state or subdivision thereof may be responsible pursuant to Articles IV (b), V (b) or VII (d) of this compact.

Article IX -- Detention Practices

That, to every extent possible, it shall be the policy of states party to this compact that no juvenile or delinquent juvenile shall be placed or detained in any prison, jail or lockup nor be detained or transported in association with criminal, vicious or dissolute persons.

Article X -- Supplementary Agreements

That the duly constituted administrative authorities of a state party to this compact may enter into supplementary agreements with any other state or states party hereto for the cooperative care, treatment and rehabilitation of delinquent juveniles whenever they shall find that such agreements will improve the facilities or programs available for such care, treatment and rehabilitation. Such care, treatment and rehabilitation may be provided in an institution located within any state entering into such supplementary agreement. Such supplementary agreements shall (1) provide the rates to be paid for the care, treatment and custody of such delinquent juveniles, taking into consideration the character of facilities, services and subsistence furnished; (2) provide that the delinquent juvenile shall be given a court hearing prior to his being sent to another state for care, treatment and custody; (3) provide that the state receiving such a delinquent juvenile in one of its institutions shall act solely as agent for the state sending such delinquent juvenile; (4) provide that the sending state shall at all times retain jurisdiction over delinquent juveniles sent to an institution in another state; (5) provide for reasonable inspection of such institutions by the sending state; (6) provide that the consent of the parent, guardian, person or agency entitled to the legal custody of said delinquent juvenile shall be secured prior to his being sent to another state; and (7) make provision for such other matters and details as shall be necessary to protect the rights and equities of such delinquent juveniles and of the cooperating states.

Article XI -- Acceptance of Federal and Other Aid

That any state party to this compact may accept any and all donations, gifts and grants of money, equipment and services from the federal or any local government, or any agency thereof and from any person, firm or corporation, for any of the purposes and functions of this compact, and may receive and utilize the same subject to the terms, conditions and regulations governing such donations, gifts and grants.

Article XII -- Compact Administrators

That the governor of each state party to this compact shall designate an officer who, acting jointly with like officers of other party states, shall promulgate rules and regulations to carry out more effectively the terms and provisions of this compact.

Article XIII -- Execution of Compact

That this compact shall become operative immediately upon its execution by any state as between it and any other state or states so executing. When executed it shall have the full force

and effect of law within such state, the form of execution to be in accordance with the laws of the executing state.

Article XIV -- Renunciation

That this compact shall continue in force and remain binding upon each executing state until renounced by it. Renunciation of this compact shall be by the same authority which executed it, by sending six months' notice in writing of its intention to withdraw from the compact to the other states party hereto. The duties and obligations of a renouncing state under Article VII hereof shall continue as to parolees and probationers residing therein at the time of withdrawal until retaken or finally discharged. Supplementary agreements entered into under Article X hereof shall be subject to renunciation as provided by such supplementary agreements, and shall not be subject to the six months' renunciation notice of the present article.

Article XV -- Severability

That the provisions of this compact shall be severable and if any phrase, clause, sentence or provision of this compact is declared to be contrary to the constitution of any participating state or of the United States or the applicability thereof to any government, agency, person or circumstances is held invalid, the validity of the remainder of this compact and the applicability thereof to any government, agency, person or circumstance shall not be affected thereby. If this compact shall be held contrary to the constitution of any state participating therein, the compact shall remain in full force and effect as to the remaining states and in full force and effect as to the state affected as to all severable matters.

Member States and Statutory Citations

Alabama:	Ala. Code, Title 49, Sec. 10291 (1965)
Alaska:	Al. Stat. 47.15.010 to 80 (1960)
Arizona:	Ariz. Rev. Stat. 8-361 to 67 (1961)
Arkansas:	Act No. 155 of 1961 (1961)
California:	Welf. Code, Ch. 1363, Sec. 1300-1308 (1955)
Colorado:	Colo. Rev. Stat. 24-60-701 to 8 (1957)
Connecticut:	Conn. Gen. Stat., Sec. 17-75 to 81 (1957)
Delaware:	Del. Laws, Ch. 64, Vol. 54 (1963)
Florida:	Fla. Stat., Ch. 39.25 to 31 (1957)
Georgia:	Act No. 1259 of 1972 (1972)
Hawaii:	H.R.S., Sec. 582-1 (1955)
Idaho:	Idaho Code, 16-1901-10, Ch. 194 (1961)
Illinois:	I.R.S., Ch. 23, Sec. 2591 et seq.
Indiana:	Acts of 1957, Ch. 98 (1957)
Iowa:	Iowa Code, Ch. 231.14 (1961)
Kansas:	Kan. Stat. 38-1001 to 7 (1965)

Kentucky:	K.R.S. 208.600-990 (1960)
Louisiana:	La. Rev. Stat. 46:1451 (1958)
Maine:	Me. Rev. Stat., Title 34, Ch. 9, Sec. 181 (1955)
Maryland:	Md. Ann. Code, Art. 41, Sec. 387 (1966)
Massachusetts:	Ch. 687, Laws of 1955 (1955)
Michigan:	Public Act 203, as amended (1958)
Minnesota:	Minn. Stat. 260.51; Laws 1957, Ch. 892 (1957)
Mississippi:	Miss. Code. Ann., Sec. 43-25 (1958)
Missouri:	Mo. Rev. Stat., Sec. 210.570 (1955)
Montana:	Mont. Rev. Codes, Sec. 10-1001 (1967)
Nebraska:	Laws of 1963, Ch. 248, Sec. 43-1001 (1963)
Nevada:	Nev. Rev. Stat. 214.010, Art. 4 (1957)
New Hampshire:	N.H. Rev. Stat. Ann., 169-A-1 (1957)
New Jersey:	N.J. Stat. Ann., 9:23-1 (1955)
New Mexico:	N.M. Stat. Ann., 13-16-1 (1973)
New York:	Unconsol. Laws, Sec. 1801, Title 5 (1955)
North Carolina:	N.C. Gen. Stat. 110-64.1 (1965)
North Dakota:	N.D. Cent. Code, 27-22-01 (1969)
Ohio:	Ohio Rev. Code Ann., 2151.56 (1957)
Oklahoma:	10 Okla. Stat. 532 (1967)
Oregon:	Oreg. Rev. Stat. 417 (1959)
Pennsylvania:	62 P.S. 731-35
Rhode Island:	R.I. Gen. Laws, Title 14, Ch. 6 (1957)
South Carolina:	S.C. Code, Sec. 55-65 (1970)
Tennessee:	Tenn. Code Ann., 37-801 (1955)
Texas:	Vern. Civil Stat., Art. 514e (1965)
Vermont:	Vt. Stat. Ann., Title 33, Sec. 551 (1968)
Virginia:	Ch. 452, Acts of 1956 (1956)
Washington:	Wash. Rev. Code, 13.24 (1955)
West Virginia:	W. Va. Code, Art. 8, Chap. 49 (1963)
Wisconsin:	Wisc. Stat., Sec. 48.991 (1957)
Wyoming:	Wyo. Stat., 14-52.10 (1957)
Dist. of Col.:	P.L. 91-358 of 1970 (1970)
Guam:	P.L. 12-50 of 1973 (1973)
Congress:	48 Stat. 909 (1934)

RENDITION AMENDMENT

This article shall provide additional remedies, and shall be binding only as among and between those party states which specifically execute the same.

All provisions and procedures of Articles V and VI of the Interstate Compact on Juveniles shall be construed to apply to any juvenile charged with being a delinquent by reason of a violation of any criminal law. Any juvenile, charged with being a delinquent by reason of violating any criminal law shall be returned to the requesting state upon a requisition to the state where the juvenile may be found. A petition in such case shall be filed in a court of competent jurisdiction in the requesting state where the violation of criminal law is alleged to have been committed. The petition may be filed regardless of whether the juvenile has left the state before or after the filing of the petition. The requisition described in Article V of the compact shall be forwarded by the judge of the court in which the petition has been filed.

SECTION 11--SUPPLEMENTAL DENTAL RECORD

11.1 MESSAGE FIELD CODES FOR DENTAL RECORD ENTRY

FIELD NAME	REQUIREMENTS	MESSAGE FIELD CODE	FIELD LENGTH	DATA TYPE
HEADER	MANDATORY	HDR	9-19	ALPHABETIC, NUMERIC, SPECIAL CHARACTERS
MESSAGE KEY	MANDATORY	MKE	2-2	ALPHABETIC
ORIGINATING AGENCY IDENTIFIER	MANDATORY	ORI	9-9	ALPHABETIC, NUMERIC
NCIC NUMBER	MANDATORY	NIC	10-10	ALPHABETIC, NUMERIC
ORIGINATING AGENCY CASE NUMBER	MANDATORY	OCA	1-20	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 CHARACTERS

11.2 WHEN TO USE A SUPPLEMENTAL DENTAL RECORD ENTRY

The Wanted Person File includes dental characteristics for the purpose of matching information against records in the NCIC Unidentified Person File.

Only the agency that entered the wanted person record may enter dental data into that record. The agency must enter (MKE/ED) separately from the base record and other supplemental data.

11.3 AUTOMATIC CROSS-SEARCH WITH UNIDENTIFIED PERSON RECORDS

Once the comparisons are made to the unidentified person records, the system sends \$.M. administrative messages to all entering agencies. The \$.M. administrative message advises an agency that a possible match has been made on its record. This message is transmitted to the ORIs of the matched records. The message includes abbreviated records for up to 35 possible matches for the dental cross-search. If there are more than 35 matches using dental characteristics for the wanted/unidentified cross-search, the remaining records can be obtained by contacting FBI CJIS staff at 304-625-3000. If the cross-search does not produce any match, all entering/updating agencies are notified through a \$.N. administrative message.

11.4 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD ENTRY

The following is an example of a supplemental data entry adding dental characteristics data to the base record:

```
1N01HEADER.ED.DCFBIWA00.NIC/W123456789.OCA/ABC324569.Y.N.INDIVIDJAL HAS NUMEROUS  
CARIES.01X,02M,03V,04O,05V,06V,07V,08F,09V,10V,11V,12V,13V,14V,15V,16X,17X,18V,19V,  
20V,21V,22V,23V,24V,25V,26V,27V,28V,29V,30V,31D,32V
```

Acknowledgment:

```
1L01HEADER  
DCFBIWA00  
ENTRY DENTAL DATA NIC/W123456789 OCA/ABC324569
```

The above supplemental record entry contains: header (1N01HEADER), message key (ED), Originating Agency Identifier (DCFBIWA00), two record identifiers (NIC/W123456789 and OCA/ABC324569), and the dental information to be added to the record.

11.5 IDENTIFICATION OF A RECORD FOR ENTRY OF DENTAL DATA

The wanted person record to which dental data are to be added must be identified by NIC and OCA, in that order, followed by the dental information.

11.6 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DENTAL RECORD ENTRY

Supplemental dental information and other supplemental identifiers cannot be transmitted in the same message. Dental information must be entered with MKE/ED.

The entry of a supplemental dental record to a Wanted Person File record will cause a cross-search of all Unidentified Person File records containing dental data.

1. The DXR Field must contain Y or N.
2. The MPA Field must contain Y or N.
3. The DRE Field can hold up to 50 characters. This field should contain dental remarks which cannot be coded in the DXR, MPA, or DCH Fields.

11.7 DENTAL CHARACTERISTICS (DCH) FIELD

1. The DCH Field describes the status of each tooth, restorations for each surface of the tooth (MODFL), missing (X), virgin (V), no information remembered (/), root canal (R), or crown (C).
 1. An NCIC Missing Person Dental Report, or one similar, can be completed by a dentist or forensic odontologist and returned to the user for entry.
 2. If all 32 permanent teeth are present with no restorations, the agency can enter the code ALL in the DCH Field. If the agency enters ALL in the DCH Field, it cannot add information, and the system transmits the following after the DRE Field in a positive response:

ALL 32 PERMANENT TEETH ARE PRESENT WITH NO RESTORATIONS

Note: If an agency enters ALL in the DCH Field, the code V will be used for all 32 teeth, and the system will generate a dental cross-search comparison.

3. If dental characteristics are not available for coding, then the agency should enter UNK in the DCH Field. If the agency enters the code UNK in the DCH Field, the system transmits the following after the DRE Field in a positive response:

DENTAL CHARACTERISTICS (DCH) ARE NOT AVAILABLE

Note: If an agency enters UNK in the DCH Field, NCIC will not generate a dental cross-search comparison.

2. The codes must be entered using a comma as a separator with the exception of the last code which must be followed by a period (field delimiter) or logical end of transmission.
3. If the agency does not enter the code ALL or UNK, the only valid codes shall be 01 through 32. Each code shall be used only once. These codes shall be followed by the appropriate letter(s) or special character (e.g., 01M).

A modification of any code for the 01 through 32 tooth codes will replace any coding for that specific tooth, (for example, 01MO was initially entered, 01FL was modified into the record, the record will then list only 01FL). If new codes must be added to the existing codes for a tooth, the existing codes must be reentered along with the new codes, (for

example, 01MO was initially entered for tooth number 1 and FL must be added, then 01MOFL should be entered to list 01MOFL).

4. The DCH Field shall contain a maximum of 32 codes consisting of two numerics followed by option 1, 2, or 3:
 1. One special character /, or one special character / followed by R.
 2. One alphabetic character M, O, D, F, L, X, or V.
 3. Two to seven alphabetic characters M, O, D, F, L, C, and R.
5. Any combination of M, O, D, F, or L should be entered in the sequence of M, O, D, F, L.
6. The R character should follow any combination of M, O, D, F, L, C or the / character.
7. The C character should follow any combination of M, O, D, F, or L.
8. The only character that should be used with / is the R character.
9. The characters V and X should not be used with any combination of characters.
10. The characters M, O, D, F, L, C, R, /, V, and X may be used only once per numeric.

11.7.a NDIR DATA AVAILABLE (NDI) FIELD

The NDI Field is a one-character field included in the MD transaction that allows the FBI to add an indicator to NCIC records that have corresponding dental information available on Law Enforcement Online in the National Dental Image Repository (NDIR). The field has a default value of N and can be modified to Y. If the NDI Field contains Y, NCIC will notify the FBI of all subsequent modify, cancel, locate, or clear transactions so the FBI can make appropriate changes to the corresponding NDIR records. The following caveat will follow the DCH Field data in a positive record response:

DENTAL IMAGES FOR THE SUBJECT OF THIS RECORD ARE AVAILABLE ON THE LEO NDIR

11.8 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD MODIFICATION

1N01HEADER.MD.DCFBIWA00.NIC/W123456789.OCA/ABC324569.DCH/08V,16V

Acknowledgment:

1L01HEADER
DCFBIWA00
MODIFY DENTAL DATA NIC/W123456789 OCA/ABC324569

The above modify supplemental example contains: header (1N01HEADER), message key (MD), Originating Agency Identifier (DCFBIWA00), the NCIC Number

(NIC/W123456789), the case number (OCA/ABC324569), and the dental field to be modified (DCH/08V,16V).

11.9 REQUIREMENTS FOR SUPPLEMENTAL DENTAL RECORD MODIFICATION

A supplemental dental record may be modified (MKE/MD) to:

1. Change the code entered in DXR and/or MPA Fields. Since these fields are mandatory, the codes cannot be deleted using a modify message.
2. Change or delete the information entered in the DRE Field.
3. Change any coding for the 32 tooth codes of the DCH Field.
4. Change the NDI value to Y. The NDI Field may be modified by authorized FBI ORIs only.

11.10 EXAMPLE OF A SUPPLEMENTAL DENTAL RECORD CANCELLATION

```
1N01HEADER.XD.DCFBIWA00.NIC/W123456789.OCA/ABC324569
```

Acknowledgment:

```
1L01HEADER  
DCFBIWA00  
CANCEL DENTAL DATA NIC/W123456789 OCA/ABC324569
```

The above cancel supplemental example contains: header (1N01HEADER), message key (XD), Originating Agency Identifier (DCFBIWA00), and two record identifiers (NIC/W123456789 and OCA/ABC324569).

11.11 ADDITIONAL GUIDELINES FOR SUPPLEMENTAL DENTAL RECORD CANCELLATION

A supplemental dental cancellation message will delete all dental information from the record identified. When a Wanted Person File record is canceled or cleared, all supplemental dental information is retired.